**PTI Proficiency Observation Component Registration for Students**

The PTI In Person session is conducted outside of Moodle and completion is recorded inside of Moodle for documentation in the student’s record.

The following instructions provide information for students to use this feature.

**How to Sign Up for PTI Proficiency Observation Component**

1) Log into Moodle.

2) Navigate to the main course from the Dashboard: PTI Proficiency Requirements

3) You must complete all prerequisites including the PTI Proficiency Online Component before you can sign up for the PTI Proficiency Observation Component.

3) Click “PTI Proficiency Observation Component” under the Training heading. Select the “Go to PTI Proficiency Observation Component” link.

4) If you don’t see the session you are looking for under “PTI In Person Sign-Up Request”, select “View all sessions.” All available sessions will show up here.

5) Select Sign-up for the appropriate session. NOTE: all sessions will appear here; the list is not exclusive to your trainer. Be sure to find the session that your trainer scheduled. To verify this, select “Sign-up” and check the name of the trainer under Details.

6) Select the notification type you wish to receive.

7) Click the “Sign-up” button.

8) You should receive an email confirming your sign-up. Your trainer should also receive an email about your sign-up. They will have to approve your participation.

9) Once you have signed up for a session, that session will be highlighted in green. If you unintentionally sign up for the wrong session, the trainer should decline your participation in that session. Or, you can cancel your booking in a session if you no longer plan to attend, by selecting “Cancel booking.”