New Employee Information

Everyone must have an individual account set up through the Portal Login.

1. If new to Parents as Teachers, click the <New User> button and fill out the profile. The profile must be complete in order to register for trainings. Your user name is your email address and you will create a password.

2. Notify your affiliate administrator or supervisor of the email address used to create the account. This person will connect you to the organization.

3. Affiliate Administrator: log in to the portal with your own user ID and password, select My Tools tab > Affiliate Administrator > Employees. Enter the new employee’s email address in the box at the bottom of the page and click search and then submit. This employee is now added to your Employee List and is able to register for classes.

4. The new employee must log BACK into the eBusiness portal where s/he will now be able to see a complete listing of upcoming classes and register for a class.

Things to note:
- Affiliate Web Administrators have the ability to register and pay for multiple people for the same training through the “Group Registration” tab.
- Registrations are not fully processed until paid with MasterCard or Visa or a purchase order is received by Parents as Teachers.