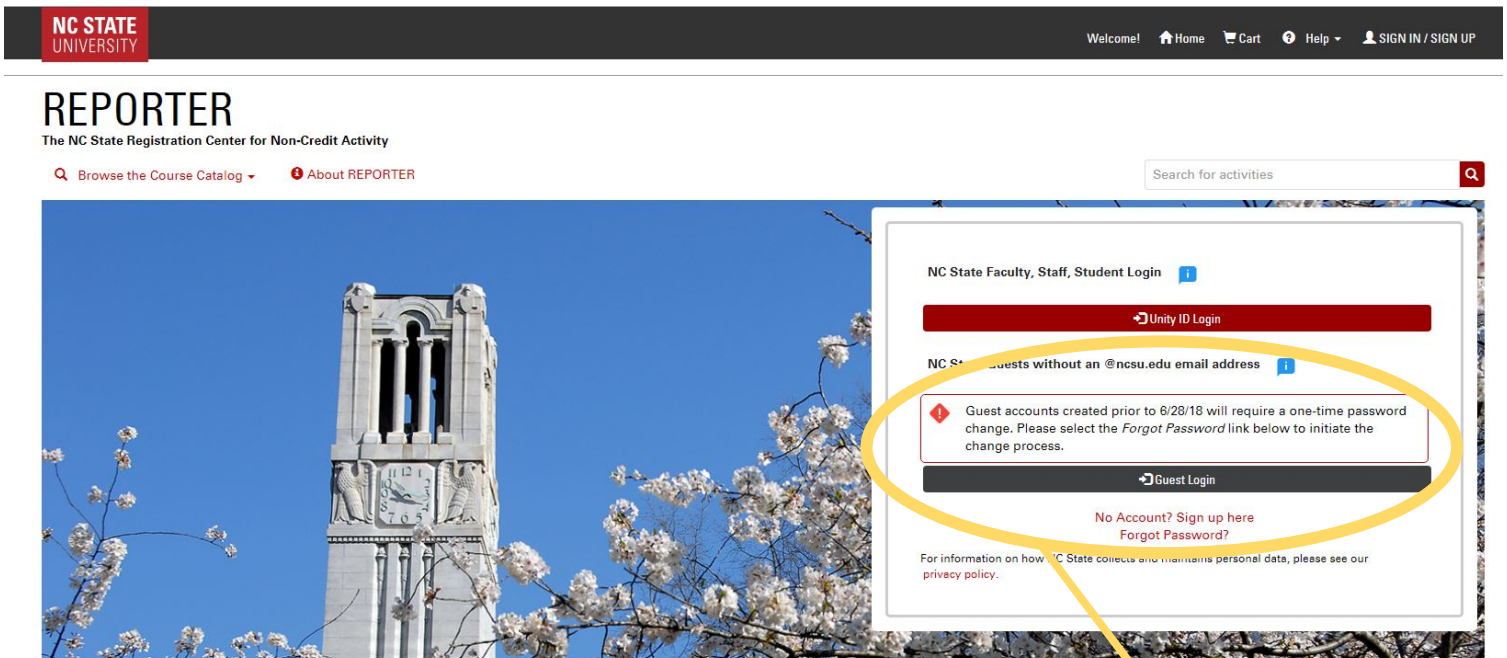# NC PLT Facilitator access to online workshop registrations via the NCSU Reporter System

When you submit a workshop proposal for a workshop open to the general public, participants will be directed to register and pay the workshop fee via the NCSU Reporter System (reporter.ncsu.edu). They will have to create an account, which is simply their email and contact information.

All workshop facilitators will have access to their workshop information in the Reporter system via their accounts. How do you have an account? One of two ways:

- You have previously registered for a PLT training via this site (for example, all facilitators that attended the 2017 Facilitator Workshop***)
- I have created a beginning account for you with the email provided on your workshop proposal form and the generic password Pltw0rksh0p. When you log in, you can choose to change your password.
- Accounts never expire. You can request a new password if you have forgotten. Feel free to write it down though! No credit card information is stored in your account.

*** NOTE: If you created an account prior to June 28, 2018, you are required to change your password because the university changed the security settings for the system. Select the FORGOT PASSWORD link to change your password.

Facilitators will access their workshop info via the Guest Login box (if you are not an employee of NC State University). This is also where you go if you have forgotten your password.

Once you login, your page will look like this:

Your name, and where you can update your account (including password if you want)

Clicking on the INSTRUCTOR Tab will give you access to your PLT Workshop (course)

The page opens with the MY COURSES tab open. This tab is for courses you at taking from NC State, and does not apply to PLT… so ignore!

NC STATE UNIVERSITY

Stacie Hagwood ⚙ My Account ▾ 🏠 Home 🛒 Cart 0 ❓ Help ▾ 🔒 Sign Out

REPORTER

Course Catalog

My Courses | Instructor

📅 **Upcoming Courses**
You are currently registered for the following Courses:
No items found

✳ **Pending Items**

Assigned Required Training View Assigned Requirements

No items found

PREREQUISITES
No items found

Waitlist
No items found

External Course Submissions
No items found

Drop Requests
No items found

Watchlist
No items found

When you select the **INSTRUCTOR** Tab, your page will look like this:

Clicking on the INSTRUCTOR Tab will give you access to your PLT Workshop (course)

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REPORTER

Course Catalog

My Courses | Instructor

📅 **Active Instances**
Your Current/Future Course Assignment

Start Date	End Date	Course ID	Instance ID	Course
2/5/2018	2/5/2018	CNR-DFER-PLT	000 003	Project Learning Tree K-8 Workshop @ Walnut Creek Wetland Center

[View Details] [View Roster] [Final Attendance] [Daily Attendance (Optional)]

All the good stuff you need is right here, and explored more on the next page.

🔖 **Inactive Instances**
Completed Course Assignments

Start Date	End Date	Course ID	Instance ID	Course

No items found

Your PLT Workshop Date. Ignore the CNR-DFER-PLT and Course ID… that is internal information when I set up your workshop in the system.

⛺ **Closed Instances**

Stacie Hagwood ⚙ My Account ▾   🏠 Home   🛒 Cart 0   ❓ Help ▾   ➡ Sign Out

NC STATE UNIVERSITY

REPORTER

Course Catalog

My Courses | **Instructor**

Active Instances
Your Current/Future Course Assignment

Start Date	End Date	Course ID	Instance ID	Course				
2/5/2018	2/5/2018	CNR-DFER-PLT	000003	Project Learning Tree K-8 Workshop @ Walnut Creek Wetland Center	View Details	View Roster	Final Attendance	Daily Attendance (Optional)

VIEW DETAILS: All the information about your workshop that the public sees in the system. This is entered by the PLT Coordinator. You cannot directly edit this information.

Each Tab across the top can help you manage your workshop registration.

View Roster

Show/Hide Search Fields | Generate Sign-In Sheet | Email Participants | Export To Excel | Export To CSV   ⏮ ◀◀ 1 to 5 of 5 ▶▶ ⏭   ✕

Last Name ▲	First Name ▲	Middle Name	Email	Employee ID	Empl Class	Department	Final Attendance
Cook	Dave		dave@enoriver...				
Henderson	Kati		kati.henderson...				
Strnad	R		rlstrnad@gmail...				
Tolar	Stephanie		stephanietolar...				
Wood	David		wood.david.joh...				

No need to worry about Final Attendance, the State Coordinator will take care of that when you submit your paperwork after the workshop!

All workshop facilitators (instructors) will receive notification via email when participants register for their workshop.