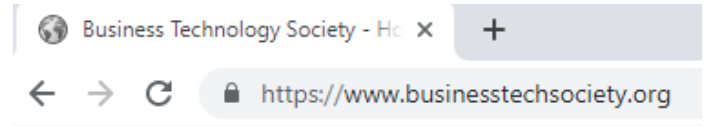


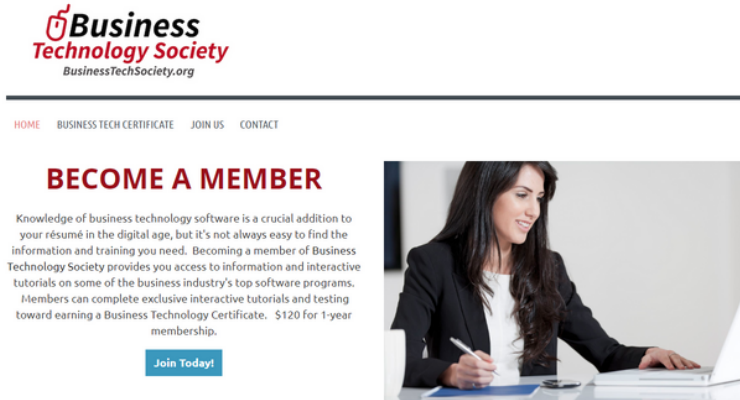
# Thank you for purchasing a 1-year membership to the Business Technology Society (BTS)!

To begin using your BTS membership, follow these easy steps:

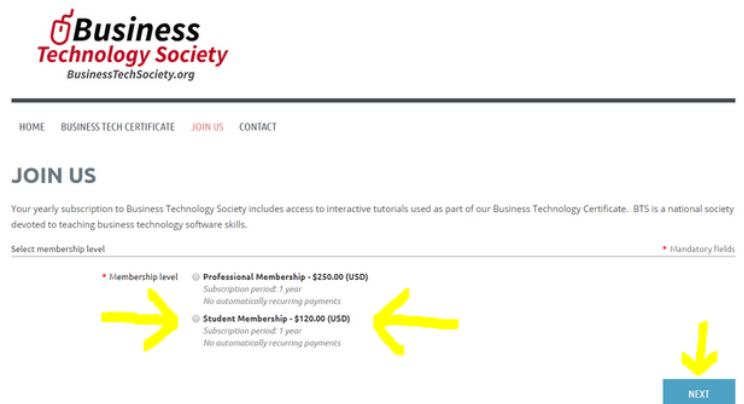
1. Open a browser, and go to **www.BusinessTechSociety.org**



2. From the BTS Home page, **select "Join Today!"**



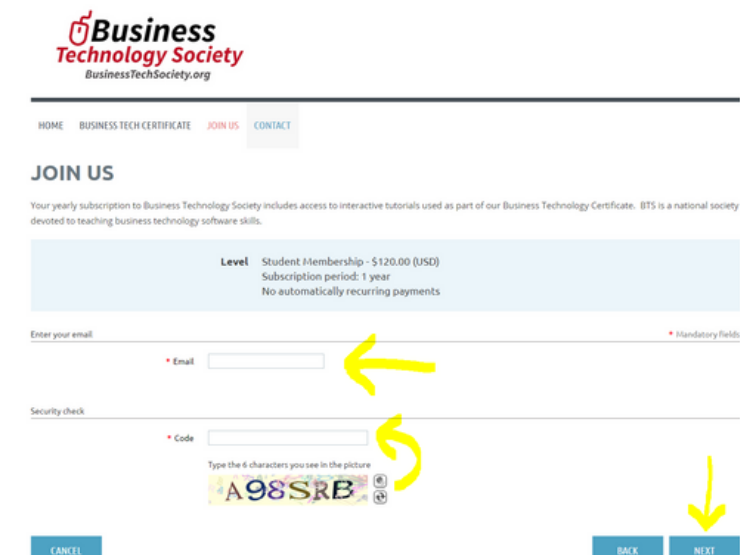
3. **select "Student Membership"**



4. **Enter your email address** on the Join us page.

5. Type the security character code shown on **your screen** into the Code box.

6. Press **Next** to continue



## JOIN US

Your yearly subscription to Business Technology Society includes access to interactive tutorials used as part of our Business Technology Certificate. BTS is a national society devoted to teaching business technology software skills.

**Level** Student Membership - \$120.00 (USD)  
Subscription period: 1 year  
No automatically recurring payments

Fill in application form \* Mandatory fields

\* First name   
\* Last name   
Email   
Phone   
Avatar  No file chosen  
\* School   
\* Grade Level

Discount code  
Enter discount code

7. Provide your information to **complete the application**

8. **Enter** the single-use activation code you purchased from the bookstore.

9. Press **Next** to continue

**Review and confirm**

Level Annual Membership - \$120.00 (USD)  
Subscription period: 1 year  
No recurring payments

☒ Code "ULVTESTCODE" accepted. Total amount reduced by 100%. Thank you.

10. Review and **Confirm**

**Enjoy** your 1-year unlimited access to the BTS!

If you need assistance,  
please email:

**Admin@BusinessTechSociety.org**

 **Business  
Technology Society**  
*BusinessTechSociety.org*



# To Register and Access the BTS Learning Portal:



HOME BUSINESS TECH CERTIFICATE LEARNING PORTAL HELP CONTACT

1. From the Home Page of the BusinessTechSociety.org website, Click on **Business Tech Certificate**



HOME BUSINESS TECH CERTIFICATE LEARNING PORTAL HELP CONTACT



## BTS BUSINESS TECHNOLOGY CERTIFICATE

BTS is proud to offer a **Business Technology Certificate** of learning that provides training and confirms members' knowledge of core business software. The certificate cost is included as part of the \$120 BTS 1-year Membership Fee. The certificate process requires members to complete training modules on **7 different** software programs **chosen from the list of 15 available courses**. Each software title is broken into several 5 - 10 minute modules. This allows members to complete the certificate at their own pace and as their own time schedule allows. Some of the courses students will learn and test on are:

- Adobe Acrobat Pro DC
- Adobe Acrobat XI Pro
- Excel 2013
- Excel 2016
- Nuance Power PDF
- Nuance Power PDF Advanced 2
- OneNote 2016
- Outlook 2013
- Outlook 2016
- PowerPoint 2013
- PowerPoint 2016
- Skype for Business 2016
- Windows 10
- Word 2013
- Word 2016

A certificate is one of the best ways for members to demonstrate their skill and knowledge of business technology to their current and potential employers!

Members may start working on their Business Technology Certificate by accessing the **BTS Learning Portal: Here**

Once you have **completed all** the modules on **7 different software titles** and are ready to receive your Certificate, send an email stating how you would like your name to be listed and request your Certificate to: [Admin@BusinessTechSociety.org](mailto:Admin@BusinessTechSociety.org)



HOME BUSINESS TECH CERTIFICATE LEARNING PORTAL HELP CONTACT



## BTS LEARNING PORTAL

The first time you access the BTS Learning Portal, you will be asked to **register** to start the certificate. **This is separate from your registration ID for your BTS Membership** (but there is no additional fee). You will then be **emailed a password and ID** to use when you login to the BTS Learning Portal.

You may begin (or continue) on your pathway to the certificate: **Here**

3. On the Learning Portal page, Click on "**Here**" to enter the Learning Portal. A new tab will open to the BTS Learning Portal

4. If this is your first time accessing the Learning Portal, fill in the registration form and **click Register**

5. If you have registered with the portal before, **click Sign in**



Create account

First Name

Last Name

Email Address


Telephone

Location

None

REGISTER

SIGN IN



BusinessTechSociety.org

Sign in

Username  
dlusk19

Password  
\*\*\*\*\*

☐ Remember me

**SIGN IN** CREATE ACCOUNT


[Forgot credentials?](#)

6. After registering with the Portal, you will receive your login credentials for the portal to the **email address** you provided on the registration

7. If you don't see an email from the portal, **check your email Spam Folder** sometimes the school's email system filters the portal email to the **Junk Mail Folder**

8. Enter the Username and Password provided in the email from the Portal, **click Sign In**

If you forget your password, select **Forgot Credentials?** to receive a new email from the Portal



BusinessTechSociety.org

Sign in


Username  
dlusk19

Password  
\*\*\*\*\*

☐ Remember me

**SIGN IN** CREATE ACCOUNT

**Forgot credentials?**



BusinessTechSociety.org

Welcome to the BTS Learning Portal

TECH SUPPORT FAQ

WELCOME TO THE BUSINESS TECHNOLOGY SOCIETY LEARNING PORTAL

The Business Technology Certificate process requires 100% completion of the Learning Path in 7 different software programs selected from the 15 programs in this portal.

Have questions? Please visit the Help Page at [BusinessTechSociety.org](http://BusinessTechSociety.org).

LEARNING PATHS

15

IN PROGRESS

0

Hello Doug

Welcome to your Learning and Development Platform

Engage, Build Skills and Share Knowledge

LEARNING RECORD

9. Click on **Learning Paths** to launch your training modules

10. **Enjoy** your 1-year unlimited access to the BTS Learning Portal!