

# 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**



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## 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)



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## 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**

**Business Technology Society**  
BusinessTechSociety.org

Create account

First Name

Last Name

Email Address

Telephone

Location  
None

**REGISTER** SIGN IN