

# Instructions

2022



## Welcome!

Welcome to Teaching The Educator (TTE)! Your class will begin on the first day of the month. Please complete the steps found on this page prior to the first day of class.

I look forward to meeting you online! Please reach out if you have any questions.

Maria



## Materials

The 2022 TTE Nurse Aide Instructor Course Binders are ready to order. The Course Binder holds the content you will need to get started. Please purchase the Binder from FedEx by calling 814-238-2679. The cost is approximately \$72, plus shipping and tax. Please ask for the "Penn State TTE 2022 Workshop Binder".

Shipping will take approximately 3-5 business days after ordering.

\*FedEx will not refund the purchase, should you decide to cancel the class.

## Next Steps

TTE is completely self-paced. You will have access to the class in Canvas from the first day of the month until the last day of the month. Please follow the steps below to create your account in Canvas.

1. Create a Penn State Account at [accounts.psu.edu](https://accounts.psu.edu). Click CREATE MY ACCOUNT. Complete the required fields.
2. Email your User ID to Kim Cowell at [kqc5659@psu.edu](mailto:kqc5659@psu.edu). (The User ID begins with 3 letters.) Please type "Penn State User ID for TTE" in the subject line.
3. You are now enrolled in the class in Canvas. On the first day of class, go to [canvas.psu.edu](https://canvas.psu.edu).
4. Click the Canvas Login button at the top right and enter your PSU User ID & password.
5. The User Dashboard includes the class schedule, access, and how to contact the Instructor.
6. If you forgot your password, reset at: [accounts.psu.edu/password/forgot](https://accounts.psu.edu/password/forgot)
7. For Technical Support, contact Penn State Canvas Support at:

email: [canvas@psu.edu](mailto:canvas@psu.edu)  
phone: 814-865-4357

Maria Border

[mmb249@psu.edu](mailto:mmb249@psu.edu)

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\*If you are taking the class to become a Coordinator, you do not need to complete the steps explained here. The Instructor will email access directions to you prior to the beginning of class.



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