Professional Learning Platform

TrueNorth Logic (SCS PL) Login Instructions

1. Click on or cut-and-paste the new link to TrueNorth Logic: [http://tn-sumner.truenorthlogic.com](http://tn-sumner.truenorthlogic.com)

2. On the TrueNorth Logic Log In page, click on Forgot Password?

3. Enter your sumnerschools.org domain email and click next.
4. A **Password Reset** notification will appear that an email has been sent to your sumnerschools.org domain to reset your password.

5. You will receive an emailed from *noreply@truenorthlogic.com* with a link to reset your password. After clicking on the link, you will be prompted to **Reset Password**. Create a **New Password**, **Confirm New Password**, then click **Change Password**:

6. Return to the **TrueNorth Logic Log In page** ([http://tn-sumner.truenorthlogic.com](http://tn-sumner.truenorthlogic.com)). Your **User Name** is your sumnerschools.org email domain. Enter your **User Name** and newly created password, then click **Log In**.
Registering for Trainings in TrueNorth Logic

There are two options for educators to register for trainings. If you know the exact date of month, use Option 1. If you know the title or key words in the title, skip to Option 2. If you will not be able to attend a course you have registered for, please make sure to follow the Withdrawal steps detailed after Option 2.

Option 1: Trainings by calendar date

1. Once logged in, you can view and register for available trainings by selecting the calendar icon in the top right-hand corner of the Home page.

2. Click on Full Calendar.
3. From here, you have three options:
   a. scroll from month-to-month at each end of the main calendar displayed;
   b. select the month of the training from the drop-down window in the center of the page;
   c. or click on the month from the right-hand side.

4. Click on the number of the date (ex: July 26)
5. Select the training on the date you want to attend.

6. Click on the **Sections** tab next to **Course Details**.
7. Click **Register** on the session for the date and time you would like to attend.

8. Confirm **Course Registration** title, date, time & location; then Click **Next**.
9. A **Congratulations** notification will appear to indicate you have successfully registered. A confirmation email will also be sent to you sumnerschools.org domain email.

Option 2: Trainings by *title search*

1. If you know the title of the training, from the **Home** page, type it in the **Course Search** box and click **Search**.
2. Options for the available trainings under the title you searched will appear. Click **Register** on the session for the date and time you would like to attend.

3. Confirm **Course Registration** title, date, time, and location; click **Next**.
4. A **Congratulations** notification will appear to indicate you have successfully registered. A confirmation email will also be sent to you summnerschools.org domain email.

Withdraw from a training you have registered for.

1. From the right-hand side of the **Home** page, click on **Manage And Withdraw From Courses** under **My Courses**.
2. Click on the dark circle with the X next to the training you would like to withdraw from.

3. Then click **Withdraw**
4. A **Withdraw Success** notification will appear to indicate you have successfully withdrawn from the course.

**TrueNorth Logic (SCS PL) Review Transcript Instructions**

1. After logging into TrueNorth Logic(SCS PL), Select “Transcript”
2. Fill in “Section End Date From:” with 05/01/2019 and the “Section End Date To:” with 04/15/2020. Those are the dates through which Professional Learning may be earned in the 2019-2020 School Year.

3. Once the dates have been entered, click “Search”
4. Scroll down and review the transcript. If you note any errors or have any questions, please contact Jennifer Stafford at Jennifer.Stafford@sumnerschools.org. Please remember that all PL must be submitted to Jennifer Stafford by April 15, 2020.

5. If you need to print your transcript or save it as a PDF, select “Print” or “Email PDF”.

![Transcript Image]