

Instructor Network Login and Alignment

1. Go to the MRTC home page-

<https://www.minnstate.edu/system/asa/workforce/mrtc/index.html>

If you forget the link to the MRTC home page—Google MRTC and the first thing that pops up is the Multi Regional Training Center.

2. Click on the picture below the red arrow.
3. Click on “Register Now”
4. Click on “Create and account”
5. Fill in your information
6. It will ask you what Training Center you want to be aligned with—use the lookup and then scroll down to where it says TC ID# and use MN03788
7. Click on Multi Regional Training Center
8. Click on the red box where it says add discipline and click on the discipline or discipline you want to have.
9. Once everything has been submitted it will go to us (MRTC) and we must approve it. Once approved you will receive your 11 digit AHA Instructor number.
10. Complete you Instructor class and fill out the Instructor packet completely before sending it to SO-MRTCIPF@minnstate.edu