

Group Instructional Membership

Enrollment Guide

Use this guide to purchase your group membership and add your CTE teachers in the CTAT Member Portal.

One \$500 annual district investment
Connect 100% of your CTE teachers to CTAT.

1. Enroll Your District

1. **Login to the CTAT Member Portal.** If you do not already have an account, create one first.
2. Select your **name in the top right corner**, then choose your **organization**.
3. Review and update your organization contact information.
4. Select **Org Membership** and choose **Instructional Group Membership**.
5. Follow the prompts to complete the \$500 annual membership purchase.

2. Add Your CTE Teachers

6. Return to the menu under your name and select **Manage Org Contacts**.
7. Add teachers individually using the add contact option, or select the **Bulk Add Contacts** icon to add multiple teachers at once.
8. For a bulk upload, select **Download Template**, complete the spreadsheet, then upload the completed file in the portal.
9. After your teachers are added, they will receive an email inviting them to complete their CTAT profiles.

Important Bulk Upload Note

Do not populate anything on the second tab of the spreadsheet. On the first tab, enter **Individual** in the **Relationship Type** field.

