

#1 Go to <http://Learn.PSATS.org>

Click on the blue box shown in the upper right corner to login (shown below at the arrow).



The screenshot shows the top navigation bar of the PSATS Learn website. It features a dark blue background with the 'PSATS Learn' logo on the left and a 'Log In' button on the right. A large blue arrow points from the text above to the 'Log In' button. Below the navigation bar is a horizontal menu with links for 'Virtual Conference', 'PennDOT Symposium', 'Learn', 'Catalog', 'Calendar', and 'FAQs'. The main content area includes a search bar with dropdown menus for 'All Categories', 'All Types', and 'All Content Types', a 'Find' button, and a 'PSATS' logo. A central message box states: 'When viewing or registering for a class please use Chrome, Firefox, or Edge. If you do not have access to Chrome, Firefox, or Edge, please contact [memberservices@psats.org](mailto:memberservices@psats.org) and we will be happy to help.' Below this are four image tiles: 'Virtual Classroom' (a woman on a headset), 'On-Demand' (an open book and pen), 'Virtual Classroom' (a man on a headset), and 'On-Demand' (a group of people in a meeting room). At the bottom left is the 'PSATS Connect' logo.

- #2 That will take you to the login screen. Enter your email and password and click on Login. (shown below at the arrow) If you do not have a PSATS login, click on the light blue bar on the right side of the page that says “Click here to create a new account”.

Search Directions to PSATS Contact Us Code of Conduct Sign in

**PSATS Connect**  
Share, and Learn

Home Resources, Programs & Services Discussion Learn Education Online Store Help

AMS Login

**AMS Login**

Email

Password

[Reset or Create Your Password](#)

Stay signed in

Login

**New to PSATS Connect?**  
**Don't have a Portal Account?**

[Click Here to Create a New Account](#)

If you have ever received an email from PSATS, then you may already have an account. Use the password reset button instead.

If you have ever received an email from us, then you may already have an account!  
If you don't know your password, click the "Reset or Create New Password" link.  
If you encounter any other issues, please contact us at [memberservices@psats.org](mailto:memberservices@psats.org) or call us at (717)763-0930.

Home Resources, Programs & Services Discussion Learn Education Online Store Help

2019 Pennsylvania State Association of Township Supervisors  
Powered by Higher Logic

#3 It will go to the following screen while it processes. It should take you automatically to the screen below this one. (If it stays on this screen, click on Learn in the blue bar.)

The screenshot displays the PSATS Connect website. At the top right, there is a dark blue navigation bar with links for [Search](#), [Directory](#), [Directions to PSATS](#), [Contact Us](#), and [Code of Conduct](#), along with a user profile icon. Below this is a large banner image featuring a collage of photos: a group of people at a meeting, a yellow utility vehicle, a red barn, and an ambulance. The text "PSATS Connect" is prominently displayed in the center of the banner, with the tagline "Share, and Learn" underneath. Below the banner is a dark blue navigation bar with the following menu items: [Home](#), [Resources, Programs & Services](#), [Grassroots](#), [Discussion](#), [Learn](#), [Education](#), [Publications](#), [My PSATS Account](#), and [Online Store](#). A secondary "Help" menu is located below this bar, containing an [Image upload](#) option. At the bottom of the page, the text "2019 Pennsylvania State Association of Township Supervisors" is centered, with "Powered by Higher Logic" below it. The entire page is framed by a dark blue border at the bottom.

#4 Once on this page, click on Dashboard (showing in red on the screen below)

The screenshot shows the PSATS website interface. At the top right, there are links for 'Jared Kronicz', 'Contact Us', 'Directions to PSATS', 'Connect', and 'Log Out'. Below this is a banner with the word 'Learn' and images of people in a virtual conference setting. A dark blue navigation bar contains the following items: 'Virtual Conference', 'PennDOT Symposium', 'Connect', 'Learn', 'Catalog', 'Calendar', 'Dashboard' (highlighted in red), 'My Profile', and 'FAQs'. On the left side, there is a search section with dropdown menus for 'All Categories', 'All Types', and 'All Content Types', a 'Find' button, and a list of categories including 'Administration', 'Planning/Zoning', 'Public Works', 'Public Safety', and 'SEO Training'. A large blue arrow points from the 'Dashboard' menu item to a white box containing a PSATS logo and a message: 'When viewing or registering for a webinar, please use Chrome, Firefox, or Edge. If you do not have these browsers, please contact our member services team. We will be happy to help.' Below this box are several video thumbnails, one of which is labeled 'On-Demand'. At the bottom left, there is a 'PSATS Connect' logo.

#5 Once on your Dashboard page, you will see the events that you are registered for under the heading of Upcoming Live Events. Click on the title of the event. That will take you to the event page. (shown below at the arrow)

The screenshot shows the PSATS Learn dashboard. At the top, there is a navigation bar with the user's name 'Jared Kronicz' and links for 'Contact Us', 'Directions to PSATS', 'Connect', and 'Log Out'. Below this is a banner with the 'PSATS Learn' logo and a navigation menu with options: 'Virtual Conference', 'PennDOT Symposium', 'Connect', 'Learn', 'Catalog', 'Calendar', 'Dashboard' (highlighted in red), 'My Profile', and 'FAQs'. The main content area is divided into a left sidebar and a main panel. The sidebar includes a search section with filters for categories, types, and content types, and a 'Find' button. Below the search is an 'Education Calendar' and a 'Categories' list including Administration, Planning/Zoning, Public Works, Public Safety, and SEO Training. The main panel is titled 'My Dashboard' and contains a search filter section with options for format, status, certificate type, and search type. Below the filters is a message: 'This page will display your purchased or registered items. To access any of this content, simply click on a title. If you would like to filter the products listed here, use the filter options above.' The 'Upcoming Live Events' section features a card for 'Real Estate Tax Collection Workshop' scheduled for 'Virtual - 8/20/20'. A large blue arrow points from the bottom right towards the event title. Below this is the 'On-Demand Products' section, which includes a card for a 'Webinar - Financing Township Infrastructure Projects Through PENNVEST - 9/11/19'.

#6 You should see the page below on your screen. At the *date and time of the event*, you will click on the box on the right-hand side that says “Virtual Workshop” (shown below at the arrow). You will also find the handouts for the event in the handout tab above the product description.

This will connect you to the online event. (You may sign-in up to 30 minutes prior to the class start time)

The screenshot displays the PSATS Connect website interface. At the top, a navigation bar includes links for Jared Kronicz, Contact Us, Directions to PSATS, Connect, and Log Out. Below this is a banner with the PSATS logo and the word 'Learn'. A secondary navigation bar lists various sections: Virtual Conference, PennDOT Symposium, Connect, Learn, Catalog, Calendar, Dashboard, My Profile, and FAQs.

The main content area features a search bar on the left with filters for All Categories, All Types, and All Content Types, along with a 'Find' button and a link to the Education Calendar. Below the search bar are categories such as Administration, Planning/Zoning, Public Works, Public Safety, and SEO Training.

The central focus is the event page for 'Real Estate Tax Collection In Pennsylvania - Virtual - 8/20/20'. The event details include:

- Date: August 20, 2020
- Time: 11:00 a.m. - 12:15 p.m.
- Registration Fee: Member\* - \$ 20.00, Non-Member - \$ 30.00

A note specifies that a PSATS Member must have paid their current annual membership dues to PSATS or one of its professional associations (e.g., Township Emergency Management Association, Township Engineers Association, Township Planners Association, Township Solicitors Association, or the Pa. Assoc. of Zoning Officials). A 'CANCELLATIONS / REFUNDS / NO SHOW POLICY:' section is also present.

On the right-hand side, a sidebar indicates the user is registered. It features a 'Virtual Workshop' button with a right-pointing arrow, which is highlighted by a large blue arrow. Below this button, there is a notification that the event has not started yet and will begin on 08/20/2020 at 11:00 AM (EDT), with early login opening 30 minutes before. Other sidebar options include 'Add to Calendar', 'Evaluation' (with a star icon), 'Quiz' (with a lock icon), and 'PMGA Certificate' (with a lock icon).

#7 At the conclusion of the event, you will return to your Dashboard, and scroll down the page to the heading of “On-Demand Products”, (because the event has now been held) and find the title of the event that you attended and click on the title. It will bring you back to the class page and you can now go to the boxes on the right-hand side and select the evaluation, quiz and certificate. You may save your certificate or print it out.

The screenshot displays the PSATS Learn website interface. At the top, there is a navigation bar with links for 'Jared Kronicz', 'Contact Us', 'Directions to PSATS', 'Connect', and 'Log Out'. Below this is a banner image with the 'PSATS Learn' logo. A secondary navigation bar contains links for 'Virtual Conference', 'PennDOT Symposium', 'Connect', 'Learn', 'Catalog', 'Calendar', 'Dashboard', 'My Profile', and 'FAQs'. The main content area features a search bar on the left with filters for 'All Categories', 'All Types', and 'All Content Types', along with a 'Find' button. The central focus is a workshop titled 'Real Estate Tax Collection In Pennsylvania - Virtual - 8/20/20', which includes a live event on 08/20/2020 at 11:00 AM (EDT). A blue arrow points from the 'Evaluation' button in the right-hand sidebar to the workshop title. The sidebar also includes buttons for 'Virtual Workshop', 'Add to Calendar', 'Evaluation', 'Quiz', and 'PMGA Certificate'. The workshop details include a time slot of 11:00 a.m. - 12:15 p.m., registration fees for members and non-members, and a note about PSATS membership requirements. A 'CANCELLATIONS / REFUNDS / NO SHOW POLICY' link is also visible at the bottom of the workshop details.