

## PTC Windchill – Quick Start Guide for FIRST

1. Create a PTC Academic account:

- [www.ptc.com/appserver/common/account/ptcacademic.jsp](http://www.ptc.com/appserver/common/account/ptcacademic.jsp)

2. Request a PTC Windchill project for your team:

- [www.ptc.com/company/community/first/teams.htm](http://www.ptc.com/company/community/first/teams.htm)

*Please have the team mentor do this step. DO NOT request a new project if your team has used Windchill before.*

## Join your team's project

After your team's project has been created, an invitation to join the project will be sent to the email address of the person who requested the project. You will also receive an invitation if you are added to the team by your Project Manager.

Please note the following:

- To join a team project, you must have a PTC account (see step 1 above to create one).
- When you receive your invitation, click the **Join Project** link.
- If you do not receive the invitation (shown below), your email may have blocked it.

In this case go to: <https://firstrobotics.ptc.com/Windchill>

- You will be prompted for your username and password. Your username is the email address used to create your PTC account.

*Please note that it takes time to process your request. Please expect at least 48 hours for your project to be created.*

### Windchill Invitation

[FIRST-PTC-MGR, FIRST-PTC-MGR](#) has invited you to the project [FRC XXXX - XXXXXXXX](#) **Join Project**

**Project Name:** [FRC XXXX - XXXXXXXXXXXXX](#)

**Start Date:** Aug 7, 2013 EEST

**Project Owner:** [FIRST-PTC-MGR, FIRST-PTC-MGR](#) **Estimated End Date:** None


**Host Organization:** FIRST

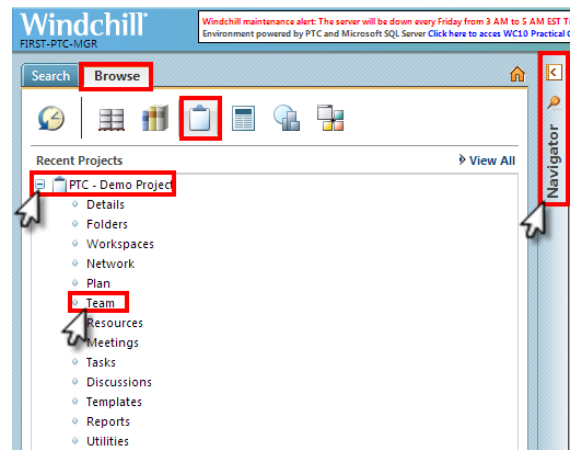
**Your Role:** Project Manager


**Project Description:** None

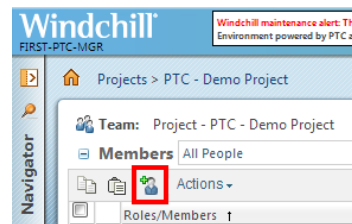
## Add Team Members

Only Project Managers can add members to the team. The person who requested the project is by default, a Project Manager.

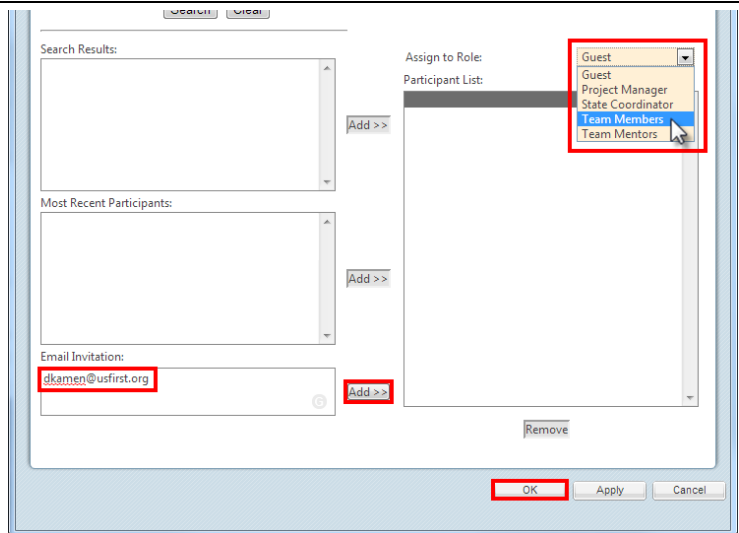
- In a web browser (Internet Explorer, Chrome or Firefox):
  - Go to <https://firstrobotics.ptc.com/Windchill>
  - If necessary, login using your PTC username and password.
- Click the **Navigator** bar to expand it:
  - Open the **Browse** tab.
  - Click **Recent Projects** .
  - Click your team's project to expand it:
    - Click **Team**.



- From the Team page:
  - Click **Add Participants** .



- From the **Assign to Role** drop-down list:
  - Select the role you want to assign. *We recommend **Team Members** for your typical team member.*
  - In the **Email Invitations** area, type your team members email address. *This must be done one email at a time.*
  - Click **Add** to move the address to the **Participant List**. *You can add multiple members to the list.*
  - Click **OK** to send the invitation(s).



Your teammates will now be emailed an invitation.

## You are now ready to use PTC Windchill

For additional resources, please visit [www.ptc.com/go/academicprogram](http://www.ptc.com/go/academicprogram). If you need technical support please visit one of the following:

- Support Forum:** [communities.ptc.com/community/academic-program/support](http://communities.ptc.com/community/academic-program/support)
- Support Request:** [www.ptc.com/go/academic-request](http://www.ptc.com/go/academic-request)