

## Quick Steps for E-Track Registration:

- In your Internet browser, navigate to:  
<https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>
- Log into E-Track using your E-Track login ID and password\*
- Check the "Local Code" radio button at the top then copy and paste the red E-Track Learning Number (**923-85-DL2-S**) into the Search Training section on your E-Track dashboard. See example below:



The screenshot shows a search bar with the following elements:

- Navigation tabs: "Catalogs" and "Profile" (selected).
- Search criteria: Radio buttons for "Title", "Local Code" (selected), and "Keyword".
- Search input: A dropdown menu set to "Learning" and a text box containing "923-85-DL2-S".
- Search button: A magnifying glass icon and the text "Advanced Search".

- Click "Enroll or View Available Dates for this Learning" from the far left-side menu.
- Click "Enroll in this class" on the far left-side menu.
- You are now enrolled and can either take the course immediately or at another time. To take it now, click "Yes"
- Click on the blue "[ACCESS COURSE](#)" and then the yellow "[START COURSE.](#)" The course will open in a separate window.
- NOTE: You can stop and start the course. When you reenter through E-Track the course will start where you left off.
- When finished with the course and survey, close out of the course tab, but DO NOT CLOSE OUT OF YOUR BROWSER. Then click "[continue](#)" at the bottom center of your E-TRACK screen. You will be prompted to answer 5 questions about the course content and 1 truth-in-learning completion verification question.
- Read and answer the questions and then click "[Grade the test now.](#)" You are permitted to miss one question and still receive a passing score.
- Upon successful completion, you will receive a notification containing a link to your certificate—or you can access it immediately by clicking on the learning title in your training history and selecting "print certificate" from the left-side menu.
- Upon successful completion, you will also receive an emailed notification linking you to a feedback survey about the course. You will also see a link to access the survey in your E-Track "Activities" tab. Your feedback is very important to the OCWTP. Please take a few minutes to complete the survey.

If you have questions, contact [distancelearning@ihs-trainet.com](mailto:distancelearning@ihs-trainet.com).