


## 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\*
- Copy and paste the red E-Track Learning Number (**307-51-DL2-S**) into the learning search window on your E-Track dashboard, check the "Code" radio button, and hit "ENTER". See example below:

Title  Local Code

Learning

- Click on the [Sessions] button.
- On the far left, click on the Enroll  icon.
- You are now enrolled and can either take the course immediately or at another time. To take it now, click [Yes]. (Clicking [No] places the session on your to-do list so you can access the course at another time.)
- Click on "[START](#)" and then "[START COURSE](#)." The course will open in a separate window.
- You can stop and start the course. When you re-enter through E-Track, the course will start where you left off.
- When finished, close the course window; then click "[Continue](#)" at the bottom center of your E-TRACK screen. You will be prompted to answer 7 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, an evaluation survey will appear in your "To Do" list and 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.

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