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 (**542-5-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 ▾ 542-5-DL2-S 🔍 Advanced Search

- 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 "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.