Adding Person Records to E-Track

What happens if the person record you're looking for isn't in E-Track? This module will walk you through accessing and completing the form to add a new person record in E-Track. But first you need to make sure the person you're looking for is SUPPOSED to have a record in E-Track. Only supported OCWTP populations have training records in E-Track. Review this document to understand the positions that are included in the OCWTP training population.

Now that you're familiar with who should be in E-Track, following screens will show you how to get your new person/people added:
Once you are logged into the end-user side of E-Track, FIRST switch to “Manage Trainees” login mode and THEN click the blue “Activities” tab along the top of the screen.
Let's say you've searched for a person in your Activities tab and receive the error message below. Assuming you are not searching for a person record outside of your county, this means the person does not have a record in E-Track. To correct this, click on the orange “Profile” tab on the top menu.
On the Profile tab, click the “Add New Person” hyperlink in the top center of the screen.
This will open a popup window containing the E-Track Add-Person web form. Read the form’s instructions carefully, completing ALL required (red) fields and as many other fields as possible. Then click “SUBMIT” to send the form for processing. You should receive a response within 48 hours that the person record has been added.
You do not need to be in E-Track to access the E-Track Add-Person web form. This form is one of the browser shortcuts you created in your Section 1: “Create Browser Favorites” module. To access this web form outside of E-Track, simply select that link from your browser favorites or type the following address into your browser’s address bar: http://www.ocwtp.com/ETrackPersonAdd.html