After logging into E-Track, change your login mode from My Activities to Manage Trainees. The screen will refresh and you will be prompted to identify which learnings (courses) you want to locate. Select Advanced Search.
You may choose to search by any or all of the following:

- **Session Start Dates**
- **Class Location** (in which region the session will be held)
- **Classification**

See the next page for more details about Classifications, which are accessed by clicking the magnifying glass to right of that field.

Keywords are not being used by the OCWTP in E-Track.
Classifications are topics and subtopics that are tied to every learning. The first level of organization is by population:

- Caseworkers
- Foster Caregivers/Adoptive Parents
- Supervisors/Managers

Click the yellow folder to the left of a population to access the topics and subtopics.

Click on the underlined topic or subtopic to select it as your search criteria. You may only make one selection at a time. Once you make your selection, you are returned to the previous screen with the Classification field filled in.

To exit without making a selection, click the backward facing arrow in the top right corner.
Once you’ve identified your search criteria, you may also select how many search results are returned to a page. Click the down-arrow in the top-right corner to make your selection. When done, click the Search button to obtain results.