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.

The Basic Learning Search is used when you already know part of a title or learning code. If you don’t know that information, you’ll want to use the instructions for Advanced Learning Search, which allows you to locate sessions by date range, region, population (foster caregiver, worker, supervisor), or classification (topic/subtopic).
Check the Title button, then type in part of the learning title. Unless you are certain of the exact title, you will likely get better results using only part of the title in the search field. In the example below, we’ve listed Why to use in the title search. Click the orange Find It button to generate results.
Below are the search results.

Clicking on the underlined session title will open another screen that provides you additional information, such as the learning description and competencies addressed.

Please also refer to the training materials on the Advanced Search process.