Editing Existing E-Track Person Records

What happens if you notice incorrect or incomplete information in a person’s E-Track record? If the problem is with incorrect or missing TRAINING ATTENDANCE DATA, you will need to contact your Regional Training Center to correct the issue:

Central Ohio Regional Training Center (CORTC): 614/278-5910
East Central Ohio Regional Training Center (ECORTC): 740/432-2355
North Central Ohio Regional Training Center (NCORTC): 216/391-5608
Northeast Ohio Regional Training Center (NEORTC): 330/379-1867
Northwest Ohio Regional Training Center (NWORTC): 419/213-3505
Southeast Ohio Regional Training Center (SEORTC): 740/592-9082
Southwest Ohio Regional Training Center (SWORTC): 513/248-1269
Western Ohio Regional Training Center (WORTC): 937/427-4540 ext. 4

If, however, any of the person profile information is missing or incorrect (e.g., name, contact information, supervisor, position, etc.), you’ll submit an E-Track Edit-Person form to correct the record. This module will walk you through accessing and completing this form.
Once you are logged into the end-user side of E-Track, FIRST switch to "Manage Trainees" login mode and THEN click the orange "Profile" tab along the top of the screen.
On the Profile tab, either search for a specific person and click the search arrow or leave the name fields blank and click the search arrow to see all of the people in your county.
When you see your search results, click on the name of the person whose record you want to check.
If you see any missing or incorrect data, simply click on the “Update Personal Information” link at the top of the screen.
This will open a popup window containing the E-Track EDIT-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 updated.
You do not need to be in E-Track to access the E-Track EDIT-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/ETrackPersonEdit.html