Logging Into E-Track

1. Open Your Internet Browser

2. Open the E-Track Favorite (Shortcut/Bookmark) Folder You Created in the Previous Modules

3. Select the “E-Track” Favorite from within the E-Track Favorites Folder
   You should now be at the E-Track website: https://e-track.teds.com/EveryOne/TEDSEveryOne.jsp
4. Logging In

Use the following nomenclature to determine your E-Track login ID and password:

**Login ID:**

2-digit birth month + 2-digit birth day + first name initial + first five letters of last name (substitute 0 if less than five) + number “1”

*Example: John Smith, who was born on January 23rd, would have the login ID: 0123jsmith1*

**Password:**

Will initially be either the same as your login ID or your last name (try one then the other). You will have the option to change your password later (see page 7).

See the next page for instructions on what to do if you forget your username or password.
In case you need it, there is a “forgot your password?” link underneath the login box. Clicking on this link will remind you of the configuration for your user ID and will offer to email you a new password.
Each time you log into E-Track, you will see your own personal training information. If you are a supervisor or licensing specialist, use the drop down box under your name to change your login mode to “Manage Direct Reports” if you want to view the data of those you supervise.
To exit E-Track, simply click on the round grey button with an “x” in it immediately above the E-Track logo.