

Logging In:

E-Track web address:

<https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>

Type your login ID and password into their respective fields, then click the  button.


Determining Your Login ID and Password:

LOGIN ID: two-digit birth month, two-digit birth date, first initial of LEGAL first name, first five letters of last name, then a 1.

Example: Mary Baxter, born on June 3, would be: 0603MBAXTE1


If your last name has fewer than five letters (i.e. FOX), use zeros (0) to fill in for five letters for last name, then 1.

Example: James Fox, born on February 22, would be: 0222JFOX001

PASSWORD: Your assigned password is the same as your login ID. If you are unable to login using your login ID as your password, or if you changed your password and have forgotten it, you can reset your password by clicking on [Login and Password Assistance](#); in the box, type in your login ID, then click on .

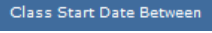

A temporary password will immediately be sent to your e-mail address. If you don't receive the e-mail, check your spam and/or junk mail folders.


If you don't find the e-mail with your new password in either your inbox or your spam/junk mailbox, your e-mail address may be entered incorrectly in E-Track. Contact E-Track staff by phone (614.437.2516) or via e-mail at E-Track@IHS-Trainet.com to confirm that your e-mail address is correct in E-Track.



HELPFUL HINT: Once logged in, you may change your password by clicking on the  tab then [Change my Password](#) (in the left-side menu). You should also regularly check your profile information. If any of the information is incorrect, click on [Update Personal Information](#) to submit a request for information to be updated. (It may take 2-3 business days for changes to be reflected on your record.)


Searching for a Session:

From your dashboard, under [Hi..., What would you like to learn today?](#), click on [Advanced Search](#).


 -Type or use the calendar  icons to select the dates between which you wish to search.



 -Click on the down arrow and select the RTC for your region.



 -Click on the magnifying glass  icon.


Click on the appropriate yellow folder  icon(s) to reveal more specific topics/classifications.

Once you have located the desired topic, click on the [Underlined Classification Title](#) to search for training that addresses that topic.

Then click on .


There may be more than one page of records returned. To see additional learnings, click either on the page number or the blue arrow  at the bottom of the page: 1 | [2](#) 


If you see a learning that might meet your needs, click on the  button or the people icon  (to the left) to see additional information, including sessions that are currently available.

IMPORTANT NOTE: For best results, if you need to perform another advanced session search, click on the  button before entering new search criteria.


Registering for a Session:


You can now enroll or view additional information regarding each session, including the trainer, location address, and specific start/end times.

PAY CLOSE ATTENTION TO THE LOCATION AND TIME OF EACH SESSION. If you'd like to register for one of the sessions listed, to the left of the desired session, under [Enroll](#), click on the  icon.

Or, if you'd like to see additional information (i.e. facilitator, location address), in the **Type** column, click on the multi-colored  icon.

If at this point you'd like to enroll for the session, on the left side of the screen, under [I Want To:](#), simply click on [Enroll in this class](#).

On the enrollment confirmation screen, click .

To confirm that you have successfully registered for a session, click on your  tab.

Under [My To Do List \(Learning Events\)](#), locate the title of the session. In the [Status - Date](#) (m/d/yy) column, the [Status](#) should be Enrolled, and the [Date](#) should be the session's start date.

Withdrawing from a Session:

Click on your  tab

From the left-side menu, under [I Want To:](#) click on [Withdraw myself from a class](#).

Click on the [Underlined Session Title](#).

You'll be taken to the session information. In the upper left-hand side of the screen, under [I Want To:](#) select [Withdraw from this Class](#).

From the Class Information screen, under [I Want To:](#) you'll **again** click on [Withdraw from this Class](#).



(If the registration window is closed, you will be directed to contact a registrar to withdraw from the class.)

Surveys:

To access your survey using the e-mail notification:

- On the last day of the session, you will receive an e-mail containing a link to your session survey.
- To complete the survey, under “Click here to log into E-Track and go directly to the survey:” click on the blue underlined link.
- This will take you to the E-Track login screen. Enter your login ID and password. The survey will automatically appear.
- Select answers and type comments. You *must* answer each question; however, comments are optional.
- After you’ve answered all questions, at the bottom of the survey, click **Next**.
- On the **Summary of Survey Answers** screen, select [Complete Survey](#).

If you prefer, you may access your survey by logging into E-Track:

- Under **Learning To Do List**, click **VIEW ALL**.
- Click on the underlined [Survey](#)
- From left-side menu, click on [Begin taking this Survey](#)
- Select answers and type comments. You *must* answer each question; however, comments are optional. Your feedback is important to us.
- After you’ve answered all questions, at the bottom of the survey, click **Next**.
- On the **Summary of Survey Answers** screen, select [Complete Survey](#).

NOTE: Training participants have seven days after the last day of a session to complete the training survey.

If, on the eighth day, you have not completed your survey, you will be given the status of “Complete-No Evaluation”, even though the evaluation survey may still appear on your to-do list.

Certificates:

NOTE: You will **not** receive your certificate immediately upon completion of the session survey. Certificates are released by the Regional Training Center (RTC) 8-10 days after the last day of a session.

To print certificate from e-mail notification:

- You will receive an e-mail notification when your certificate has been released.
- To print your certificate, under “A printable certificate documenting your successful completion of the session is available via the following link:” [click on the blue underlined link](#).
- This will take you to the E-Track login screen. Enter your login ID and password. The certificate will automatically pop up.


If you prefer, you may access your certificates from within E-Track:

Log into E-Track.

Click **VIEW HISTORY**

Click on the [Underlined Blue Session Title](#)

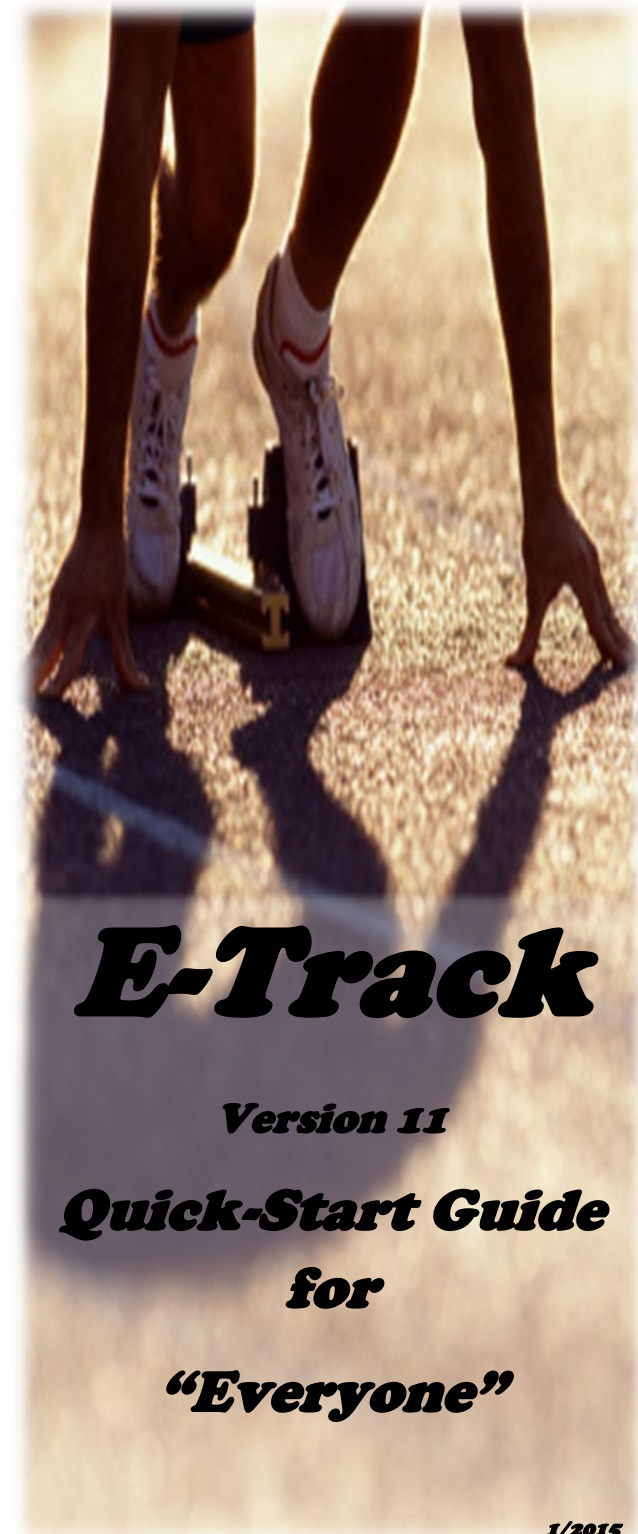
From left-side menu, click [Print Certificate](#)

Click on the printer icon 

Print

You must have pop-ups allowed in your internet browser to access your certificate. If you need assistance allowing pop-ups, please refer to the tip sheet located at: <http://ocwtp.net/pdfs/e-track/pop-up.pdf>

For more in-depth instructions on how to use E-Track, visit the E-Track training resources at:
<http://www.ocwtp.net/E-Track/TrainingHome.html>



E-Track

Version 11

Quick-Start Guide for

“Everyone”