When you log into E-Track, FIRST change your login mode from “My Activities” to “Manage Trainees”. The Screen will re-fresh, and you will search for the learning either using the Basic or Advanced Search.
The learning search results appear on the screen. Click the underlined title of the learning.
Learning Details are on your screen. On the left menu select *Enroll or View available dates for this session.*
In the Available Sessions section, click the multi-colored icon in the Type column associated with the session you for which wish to see registrants.
On the left-hand menu, select View the list of class attendees.
The attendees list appears on the screen. Click the printer icon on the right side to print the list, making sure you select Landscape orientation for the print job.

When done, click the light-blue Dashboard tab at the top-left corner.