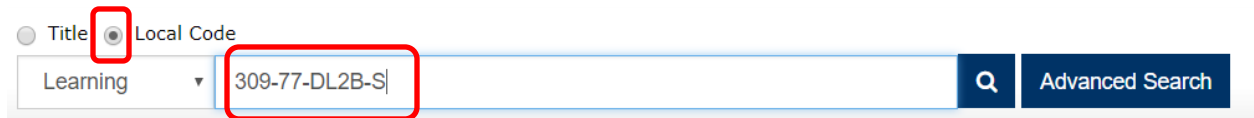


Quick Steps for E-Track Registration & Course Completion:

- In your Internet browser, navigate to:
<https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>
- Log into E-Track using your E-Track login ID and password*
- Copy and paste the corresponding E-Track Learning Number for your recorded webinar (listed in red underneath the webinar's title on the LunchtimeLIVE webpage) into the learning search window on your E-Track dashboard, check the "Code" radio button beneath that, and hit "ENTER." See example below:



The screenshot shows a search interface with two radio buttons: "Title" and "Local Code". The "Local Code" radio button is selected and circled in red. Below the radio buttons is a search input field containing the text "309-77-DL2B-S", which is also circled in red. To the right of the input field is a search button with a magnifying glass icon and the text "Advanced Search".

- Click "Sessions" on the far right of the resulting learning.
- Click "Enroll in this class" on the far left-side menu.
- You are now enrolled and can either take the course immediately or at another time. To take it now, click "Yes"
- Click on "[ACCESS COURSE](#)" and then follow the steps on the screen to start the course. The course will open in a separate browser tab.
- NOTE: You can stop and start the course. When you reenter through E-Track the course will start where you left off.
- When finished with the course and survey, close out of the course tab, but DO NOT CLOSE OUT OF YOUR BROWSER. Then click "[continue](#)" at the bottom center of your E-TRACK screen. You will be prompted to answer 5 questions about the course content and 1 truth-in-learning completion verification question.
- Read and answer the questions and then click "[Grade](#) the test now." You are permitted to miss one question and still receive a passing score.
- Upon successful completion, you will receive a notification containing a link to your certificate—or you can access it immediately by clicking on the learning title in your training history and selecting "print certificate" from the left-side menu.
- Upon successful completion, you will also receive an emailed notification linking you to a feedback survey about the course. You will also see a link to access the survey in your E-Track "Activities" tab. Your feedback is very important to the OCWTP. Please take a few minutes to complete the survey.

If you have questions, contact distancelearning@ihs-trainet.com.