

## Initial Login:

E-Track web address:

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

Once your person record has been created, you will receive an e-mail containing your login ID. Initially your password will be the same as your login ID.

**Helpful hint:** *LOGIN IDs are typically your two-digit birth month, two-digit birth date, first initial of LEGAL first name, first five letters of last name, followed by a 1.*

Type your login ID and password into their respective fields – Passwords are case-sensitive. Your assigned password must be typed in ALL CAPS – then click the **LOGIN** button.

**PASSWORD reset:** Initially your password will be the same as your login ID. If you are unable to login using your login ID as you password, or if you've changed your password and have forgotten it, you can reset your password:

- Click on [Forgot Password](#).
- In the box, type your login ID.
- Click on **Send**.

Click on the hyperlink in the resulting email.\*\*

- Type your new password in the first field.
- Re-type your password into the second field to confirm it has been entered correctly.
- Click on **Submit**.

\*\*If you don't receive an email, check your spam and/or junk mail folders. If the notification isn't in your inbox or your spam or junk mailbox, contact E-Track staff by phone (614-437-2516) or by email ([E-Track@IHS-trainet.com](mailto:E-Track@IHS-trainet.com)) to verify that your email address is correct in E-Track.

### KEEP YOUR PROFILE INFORMATION CURRENT!!

It is vitally important that your E-Track record is accurate, including a valid, unique e-mail address. Check your profile information regularly. Click on [Update Personal Information](#) to request needed updates. (It may take 2-3 business days for changes to be reflected on your record.)

## Managing Your Calendar:

To perform facilitator functions, you must access the **Facilitator Portal** by switching your login mode from **My Activities** to **Facilitator**:





The **Facilitator Calendar** page displays your monthly calendar.

**NOTE:** A session will appear only after the RTC has entered it into E-Track. If a scheduled session does not appear on your calendar, contact the RTC to confirm the session.


**DO NOT add OCWTP sessions to your calendar. Doing so will prevent RTCs from assigning you as the facilitator for the session, as E-Track will see it as a scheduling conflict.**

You should, however, add non-OCWTP events to your calendar (i.e., vacations, appointments, or any other days you wish not to be scheduled to train) so RTCs can see your availability, and so E-Track can help you to avoid double-booking.



### To add non-OCWTP events to your calendar:


- Beside **Scheduled Events**, click on the .
- Type or use the calendar icons to assign start and end dates for your event.
- Click in each time field to assign a Start Time and an End Time.
- It may be helpful to enter other info, such as Subject and Recurring options.
- Click on the  icon to save.
- Click OK to confirm.

### To remove non-OCWTP events from your calendar:

- Click in the box beside the event to select.
- Beside **Scheduled Events**, click on the .
- Click OK to confirm the deletion.

## Session Survey Results:

- From the **Facilitator Portal** page, using the arrows ◀Month YYYY▶, navigate to the month in which the desired session appears.
- Click on the [Blue Underlined Session Name](#).
- Locate and note the Session Local Code. (The Session Local Code contains 10 characters and always begins with OCWT).
- For the Survey Local Code, from the left-side menu, click on [Surveys & Certificates](#).
- To the right, under SURVEY DETAILS, click on [View](#).
- Locate and note the Local Code (second field).
- Click on the  to return to the **General Information** page.
- Click on the  to return to the **Facilitator Portal** page.
- From the **Facilitator Portal** page, click on [Session Survey Results Report](#).
- Enter the Survey Local Code and the Session Local Code in their respective fields.
- Click in the Export Format field and, for best results, select either Adobe Acrobat (PDF) or Microsoft Word (RTF) as your export preference.
- Click **Run Report**.
- Click **Open**.

You can print from this screen by clicking on the printer icon .

**IMPORTANT NOTE:** If you get the message, **Currently no data exists matching your request:**


- The Session Local Code and/or the Survey Local Code may be entered incorrectly. Make sure you entered the codes correctly. If you used copy/paste, make sure you didn't inadvertently pick up a space before or after the code(s).
- It's possible that none of the attendees were registered end-users in E-Track (i.e. all participants were from agencies outside the public child welfare system), or that none of the participants completed a survey.

## Viewing Your Facilitator Record

- From your **Facilitator Calendar** page, click on your **Underlined Name** to advance to the **Facilitator Catalog>Details** screen.
  - **Trainer Category** – If your bio statement is on file, it appears at the bottom of the screen.  
Use the **Facilitator Edit Webform** link at the top of the screen to submit or edit your bio statement.
  - **Certifications** – Lists all **learnings** you are approved to train and all **skill sets** you are approved to coach.  
Use the **Facilitator Edit Webform** link at the top of the screen to submit updates to your certifications.
  - **Instructional Experience** – Lists past, present, and future sessions, including sessions that were cancelled.


**NOTE:** Sort this list by clicking on any column title. For example, click on **SESSION END DATE** to sort by date in ascending order; click on **SESSION END DATE** again to reverse the order.

### Printing Your Instructional Experience

- In the upper right-hand side of the screen, click on **Print Report**.
- In the First Session End Date and Last Session End Date fields, type or use the calendar icons to identify the date range for the sessions you want to print.
- In the Export Format field, select the format to which you wish to export the report. (For best results, use Adobe Acrobat.)
- Click on **Run Report**.
- Click on **Open**.
- Click on the printer icon .  
(You may, at this point, need to change print orientation to **Landscape**.)
- Click on **Print**.

When printing is complete, click on the X in upper right corner of each screen until you return to the **INSTRUCTIONAL EXPERIENCE** screen.

- **Contact** – Lists your contact information, including address and phone number.  
Use the **Facilitator Edit Webform** link at the top of the screen to submit changes to your contact information.  
**Please note:** This information is based upon your primary role in E-Track. If you are a public children services agency employee, your work contact information and direct supervisor will be listed here.  
If your sole role within the OCWTP is that of a facilitator, your home or preferred contact information is listed.  
The **Facilitator Administrator Information** refers to the IHS staff member to whom you should direct questions about learning outlines or approved learnings.
- **Commute Locations** – You may designate specific Regional Training Centers/regions to which you are willing to travel.  
Use the **Facilitator Edit Webform** link at the top of the screen to submit changes to your commute location preferences.

❖ Click on the  from any tab on the **Facilitator Catalog>Details** page will return you to your **Facilitator Calendar**.

❖ Click on the **LOGIN**  button from any screen within the **Facilitator Portal** to return to **My Activities** login mode in E-Track Everyone.

You must be in **My Activities** login mode to enroll in or withdraw from training, view and manage your to-do list (sessions you're registered to attend, surveys, etc.), view and print your transcript and certificates for sessions you've attended, and view and edit your personal profile information.

Refer to the **E-Track Quick-Start Guide for "Everyone"** for basic instructions. More detailed training materials are located at: <http://e-track.knowledgeowl.com/help>.

❖ Click on the **EXIT**  button to exit E-Track.

# E-Track

**Version 18x**

## Quick-Start Guide for Facilitators



2/2019