

# GETTING STARTED:

- Logging In
  - Changing Your Password
  - Updating Personal Information
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## A Special Note about E-Track Everyone

As an administrative user/RTC staff, you will generally work in the TEDS Administrator environment of E-Track; however, you must perform some tasks in the Everyone environment. In this version of software, administrative users can choose to either log into E-Track Administrator (as in previous versions) or log into E-Track Everyone and change your login mode to navigate between the two environments.


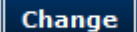
### Logging In:

E-Track Administrator: <https://e-track.teds.com/teds/>


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

- Refer to the Quick-Start Guide for Everyone for instructions on:
  - Managing your profile information
  - Resetting/Changing your password
  - Searching for training for your own professional development
  - Registering yourself for a session
  - Withdrawing yourself from a session
  - Completing your session survey
  - Printing your certificates

### Changing Your Password:

- Log into the **E-Track Everyone**
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- [Change my Password](#)
- 1. Type in current password
- 2. Type in new password
- 3. Verify your new password by typing it again
- 4. Click the  button

### Updating Personal Information:

- Log into the **Everyone** side
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- Click on [Update Personal Information](#)
- Fill in all **Required Fields: \***
- Fill in any information that needs to be changed
- In the **Additional Notes:** field, add any notes needed for clarification
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