E-Track

19x

Quick-Start Guide For Everyone

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Initial Login:

E-Track web address:

https://e-track.teds.com/EveryOne/TEDSEveryOne.jsp

Initially your password will be in ALL CAPS. To log in:

- Type your login ID into the Login field.

  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 legal last name, followed by a 1.

- Type your password into the Password field.

  REMEMBER! PASSWORDS ARE CASE-SENSITIVE; AND YOUR INITIAL PASSWORD IS CREATED IN ALL CAPITAL LETTERS.

- Click on the [Log in] button.

Changing your Password:

Changing your password because you have forgotten it:

(YOU MUST HAVE A CURRENT EMAIL ADDRESS ON YOUR E-TRACK PERSON RECORD BEFORE USING THIS OPTION.)

- Click on the [**Forgot Password**] button.
- In the resulting box, type your login ID.
- Click on the [Send] button.
- Open your e-mail account and click on the hyperlink in the resulting e-mail.

  NOTE: If the e-mail is not in your inbox, check your spam/junk mail folder. If you cannot locate the notification, contact E-Track staff by e-mail (E-Track@IHS-trainet.com) or by phone (614-437-2516) to verify that your e-mail address is correct in E-Track.
- Type your new password in the first field.
- Re-type your new password in the second field to confirm it has been entered correctly.
- Click on the [Submit] button.

Changing your password after you've logged in:

Once logged in, you may change your password:

- Click on the [Profile] tab.
- From the left-side menu, click on Change my Password.
- **Password**: Type your *current* password.
- **New Password**: Type your *new* password.
- **Confirmation**: Type your *new* password again to confirm accuracy.
- Click on the [Change Password] button.
- After receiving confirmation that Your password has been updated, click on any of the blue tabs to exit the **Change Your Password** reset screen.

Profile Information:

It is vitally important that your profile information remain current. To request changes/updates:

- Click on the [Profile] tab.
- Click on Update Personal Information.
- Fill in the name, phone, and e-mail address fields, and click on the EDIT radio button to select.
- Click [Next].
- Complete the form, adding notes, if necessary, to clarify changes.
- Click [Submit].

Searching for a Session:

From your Dashboard, click on Advanced Search.

All fields are optional, so input search criteria that best meets your need:

Class Start Date Between - See sessions within a specific date range:

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

Geographic County - Locate sessions being held within a specific county:

- Click on the down arrow and select the county in which you would like to attend training.

Regional Training Center - Find sessions being held anywhere in a particular region:

- Click on the magnifying glass icon.
- Click on the yellow OCWTP folder icon. (You *must* click on the *folder icon*.)
- Click on the yellow Regional Training Centers folder icon.
- Click on the desired Regional Training Center/Region to select.

Classification - Locate sessions that address specific topics/areas of need.

- 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.

Click on the [Search] button.

If multiple pages of records are returned, click either on the page number or the blue arrow at the bottom of the screen to navigate between pages.

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

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

Registering for a Session:

Please follow these instructions carefully to enroll in training:

- From the Session Search Results screen, you can enroll or view additional information for 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, click on the [Enroll] button to the left of the desired session.
- 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 [OK].
- The session should now appear under **My To Do List (Learning Events)**. In the **Status** - **Date** (m/d/yy) column, the **Status** should be Enrolled; the **Date** will be the session's start date; and the **Due Date** will be the last day of the session.

Withdrawing from a Session:

(If necessary, click on your [Activities] tab to navigate to the **My To Do List (Learning Events)** screen.)

- 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, select Withdraw from this Class.
- From the Class Information screen, you'll ***again*** click on Withdraw from this Class.
- Click on the [OK] button to complete the withdrawal process.

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

Surveys:

Surveys are delivered to each participant's to-do list on the morning of the last day of a training session.

There are two ways to access your survey:

1. **Using the e-mail notification:**
   - Open the email and 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.
2. **Accessing your survey from your To Do List:**
   - Click on the underlined Survey Title.
   - Click on the [Start] button (or, from left-side menu, click on Start Survey).

Answer survey questions:

- Select answers and type comments. You **must** answer each question; however, providing comments is optional.
- After you've answered all questions, at the bottom of the survey, click [Submit].

  NOTE: You also have the following options:

  - Summary – Takes you to the Summary of Survey Answers screen, where you'll have the options to Resume Survey (immediately return to your survey to change responses or add comments) or Finish Later (save your work and return later to finish and submit.
  - **Finish Later** – To save responses and return to Activities/My To Do List screen.
  - **Close** – Discards responses and returns you to the Activities/My To Do List screen.

NOTE: *Training participants have seven days after the last day of a session to complete the training survey. If you have not completed your survey at the time the session roster is processed (8-10 days after the last day of the session), you will be given the status of "Complete-No Evaluation", even though the evaluation survey may still appear on your to-do list.*

Certificates:

Certificates are released when the session roster is processed, 8-10 days after the last day of the session.

There are two ways to access your certificate:

1. **Printing certificate from your e-mail notification:**

   You will receive an e-mail notification when your certificate has been released. To print your certificate:

   - Open the email and 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.
2. **Accessing your certificate from your training history:**
   - From the left-side menu, under **Show Me:** click on My History.
   - Click on the Underlined Blue Session Title. (You must have "Complete" or "Complete – No Evaluation" status for the session.)
   - From the left-side menu, click Print Certificate.
   - Click on the printer icon.
   - Print

Transcripts:

- Log into E-Track and, from the left-side menu, under **Show Me**, click on My History.
- From the left-side menu, under **Show Me:** click on Learning Transcript.
- On the resulting screen,
  - Click in the Sort Option drop-down field and change to Date.
  - Type or use the calendar icons to assign a date range for your transcript.
  - Click in the Export Format drop-down field and change to Adobe Acrobat (PDF).
  - Click on the [Run Report] button.
  - Click on the "Download Complete" notice to open or save the transcript.