

## Logging In:

E-Track web address:

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

### **Determining Your Login ID and Password:**

Login ID: two-digit birth month, two-digit birth date, first initial of LEGAL first name, first five letters of last name, then a 1.

Example: Mary Baxter, born on June 3, would be: 0603MBAXTE1

If your last name has fewer than five letters (i.e. FOX), use zeros (0) to fill in for five letters for last name, then 1.

Example: James Fox, born on February 22, would be: 0222JFOX001

Your assigned password is either the same as your login ID or your full last name. If neither of these work, or if you changed your password and have forgotten it, you can reset your password by clicking on [Login and Password Assistance](#); in the box under the example, type in your login ID, then click on

**REQUEST A NEW PASSWORD**

A temporary password will immediately be sent to your e-mail address.

If you don't receive the e-mail, check your spam and/or junk mail folders.

If you don't find the e-mail with your new password in either your inbox or your spam/junk mailbox, your e-mail address may be entered incorrectly in E-Track. Contact E-Track staff at the Institute for Human Services (I.H.S.) by phone (614.437.2516) or via e-mail at [E-Track@IHS-Trainet.com](mailto:E-Track@IHS-Trainet.com) to confirm that your e-mail address is correct in E-Track.

**HELPFUL HINT:** Once logged in, click on the **Profile** tab and check your profile information. If any of the information is incorrect, click on [Update Personal Information](#) to submit a request for information to be updated.

## Searching for a Session:

From your dashboard, under [Hi..., What would you like to learn today?](#), click on [Advanced Search](#).



If desired, in the Class Start Date Between fields, type in the dates between which you wish to search; for instance, if you want to look for sessions in June, in the first box type 6/1/13, and in the second box type 6/30/13.


In the [Class Location](#) field, click on the down arrow and select the RTC for your region.

Click on the magnifying glass  icon.

Click on the appropriate classification, or click on the yellow folder icon to see more specific training classifications.


Then click on **Search**.

There may be more than one page of courses returned. To see additional courses, click either on the page number or the blue arrow  at the bottom of the page: 1 | 2 

If you see a learning that might meet your needs and you want to learn more about it, to the right of the learning title and code, click on the multi-colored icon  in the **Type** column.

## Registering for a Session:

From here you can either enroll or view additional information regarding 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 decide you'd like to register for a session, to the left of the session, under **Enroll**, click on the  icon to the left of the session for which you want to enroll.

To see additional information, 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](#).

## **IMPORTANT NOTES:**

If you are unable to attend any of the sessions listed, you may submit a request for an additional session of the learning to be scheduled in your region by clicking on **Request a New Session**.

To confirm that you have successfully registered for a session, click on your **Activities** tab.

Under your **Learning To-Do List**, click on **VIEW ALL**.

Locate the title of the learning session. In the [Status - Date](#) (m/d/yy) column, the [Status](#) should be Enrolled and the [Date](#) should be the session's start date.

## Withdrawing from a Session:

Click on your **Activities** tab, and on your **To Do List**, find the session from which you wish to withdraw.

Click on the [Underlined Session Title](#).

You'll again be taken to the session description.

In the upper left-hand side of the screen, under **I Want To:**, select [Withdraw from this Class](#).

From the Class Information screen, under **I Want To:** you'll **again** click on [Withdraw from this Class](#).

Click **OK**.

## Surveys:

On the last day of the learning session, you will receive an e-mail containing a link to your session survey.

To complete the survey, under “Click here to log into E-Track and go directly to the survey:” 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.

Select answers and type comments. You must answer each question; however, comments are optional.

After you’ve answered all questions, at the bottom of the survey, click **Finish**.

On the **Summary of Survey Answers** screen, select [Complete Survey](#).

## NOTE:

**Your feedback is extremely important to us. Please take a few moments to complete an evaluation survey for each learning event you attend.**

Training participants have seven days after the last day of a learning session to complete the training survey.

If, on the eighth day, you have not completed a survey, you will be given the status of “Complete-No Evaluation”, even though the evaluation survey may still appear on your to-do list.

## Certificates:

**NOTE:** You will **not** receive your certificate immediately upon completion of the session survey. Certificates are released by the Regional Training Center (RTC) 8-10 days after the last day of a session.

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

To print your certificate, under “A printable certificate documenting your successful completion of the session is available via the following link:” [click on the blue underlined link](#).

This will take you to the E-Track login screen. Enter your login ID and password. The certificate *should* automatically pop up.

**SPECIAL NOTE:** Internet Explorer is the preferred internet browser for E-Track. If you are using another browser, it is strongly recommended that you download and use Internet Explorer when working in E-Track.

If you are using Internet Explorer and your certificate does not appear, you may need to set your browser options to allow popups from E-Track. You can check this by going to “Tools” and selecting “Internet Options”, then click on the “Privacy” tab. In the middle of that tab, next to “Popup Blocker, you should click on “Settings” to see whether the E-Track address is listed under the “Allowed Sites” box. If it isn’t, either type or copy and paste the E-Track address into the top box and hit “Add.”

If, after unblocking pop-ups, your certificate still does not appear, contact your RTC for assistance.

## FINAL NOTE REGARDING CERTIFICATES:

**Save your e-mail notifications containing certificate links.** Currently certificates are not stored within E-Track, and these e-mail notifications are the only way you can access and print your own replacement certificates. Otherwise you must contact your Regional Training Center for assistance.

**For more in-depth instructions on how to use E-Track, visit the E-Track training resources at:**  
<http://www.ocwtp.net/E-Track/TrainingHome.html>



# *E-Track*

*Quick-Start Guide  
for*

# *“Everyone”*