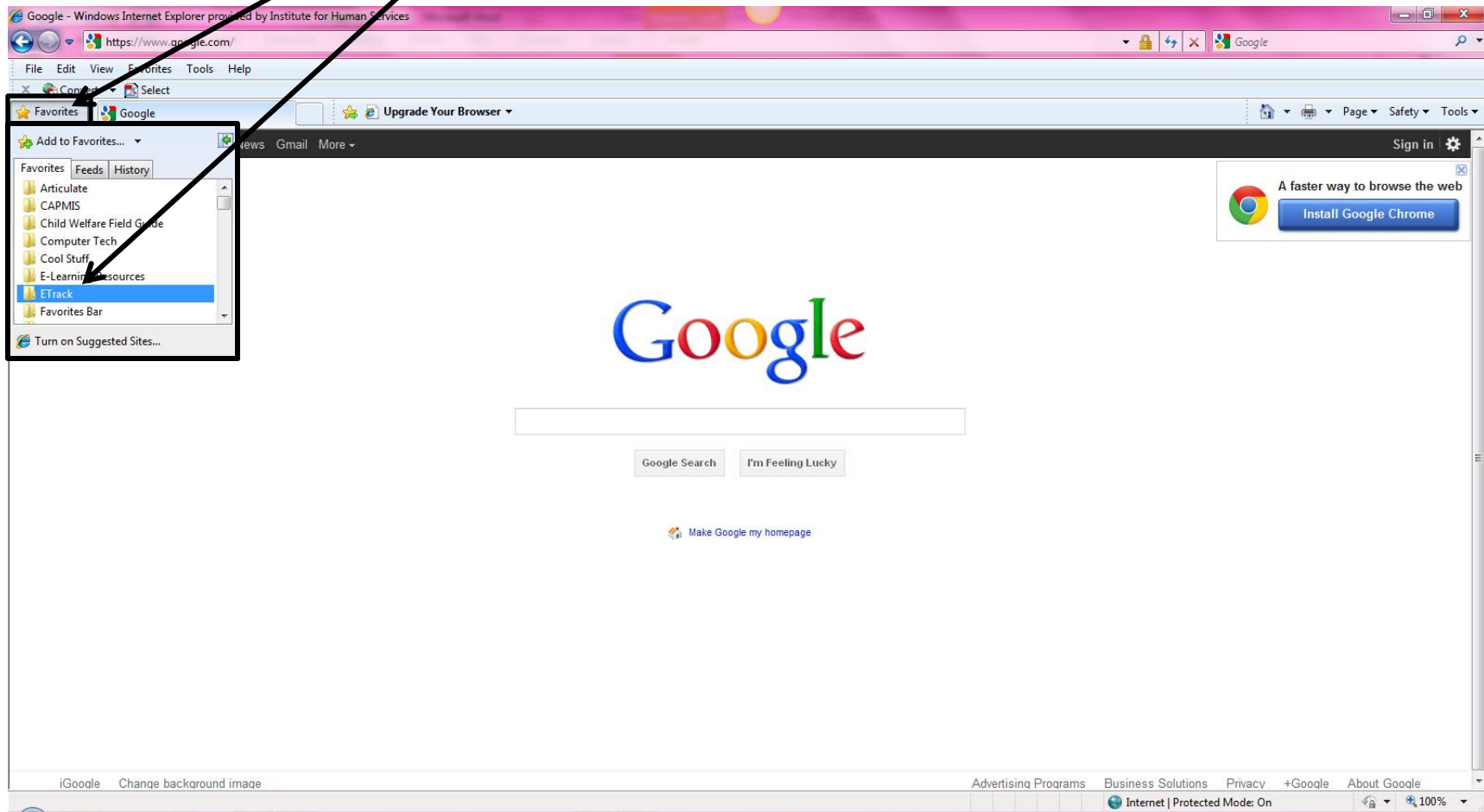


# Logging Into E-Track as a Facilitator

NOTE: This training module assumes that you have already created favorites (aka bookmarks or shortcuts) to E-Track in your Internet Browser. If you have not yet done so, please exit this module and review the previous module on creating browser favorites.

This module uses Internet Explorer as its browser, but the steps are similar in Google Chrome or Mozilla Firefox browsers.

Open your Internet browser and click on "Favorites" and expand the "E-Track" folder you created within in your browser's favorites during the previous module. Within the E-Track folder, select the "E-Track Facilitator Login Page" favorite you created previously to link to <https://e-track/teds.com/teds/>.



*Before logging in, you will need to determine your E-Track Username and Password:*

*Your E-Track Username is comprised of the following:*

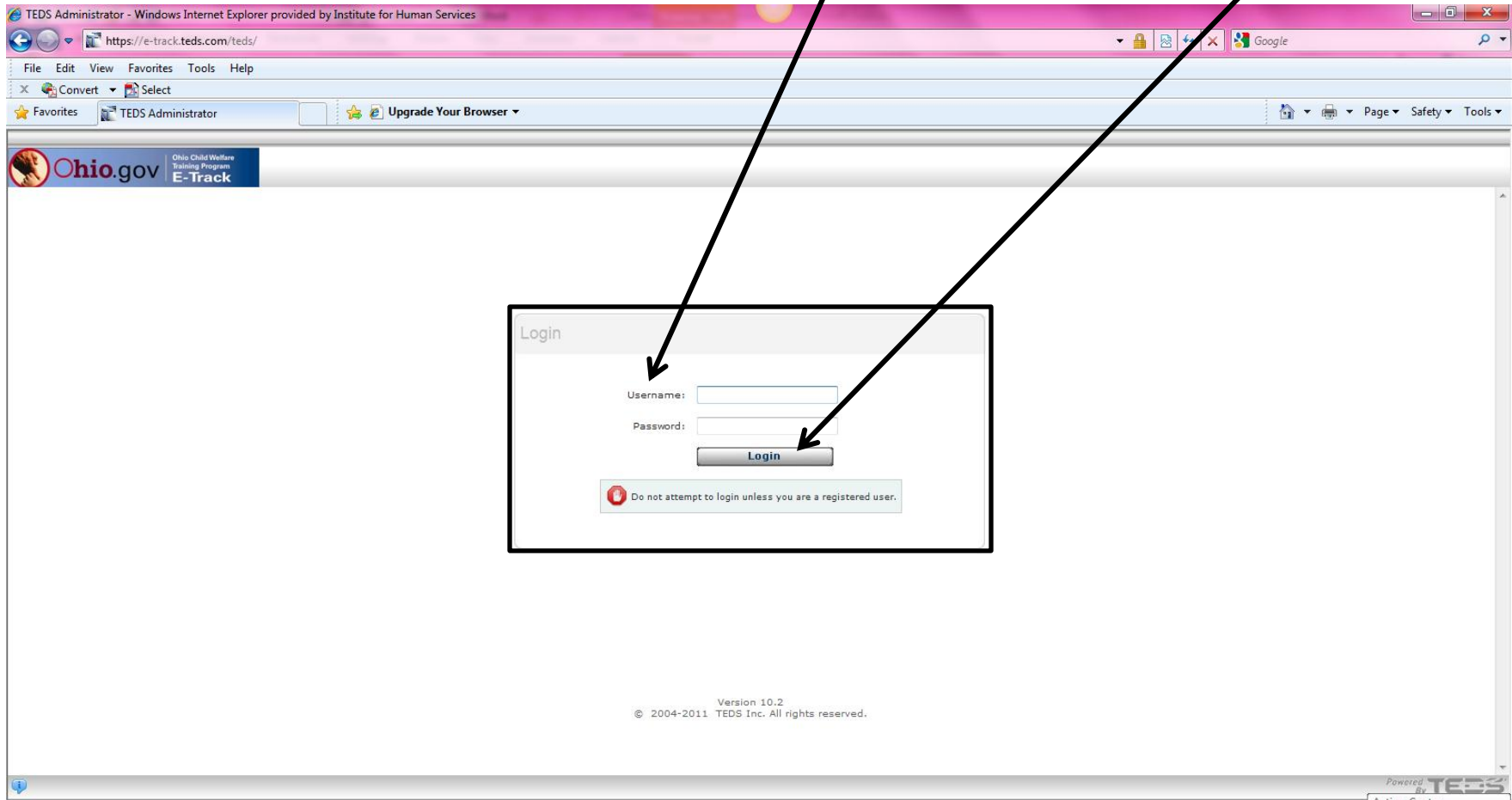
- *Your 2-digit birth MONTH*
- *Your 2-digit birth DAY*
- *The first initial of your legal FIRST name*
- *The first five letters of your LAST name (add zeros if last name is less than five letters)*
- *The number 1*

*Examples:*

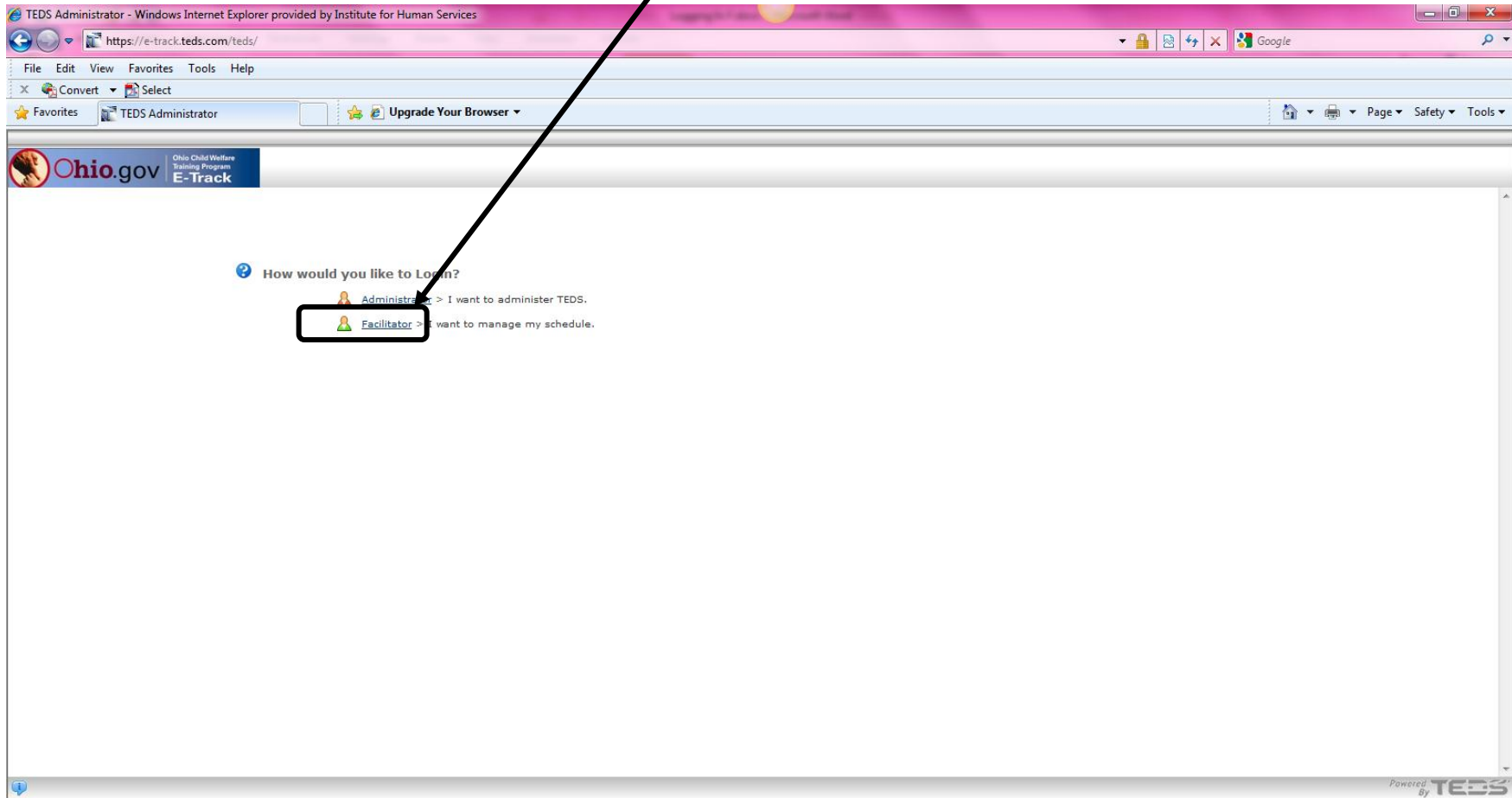
*Kelly Smith, who was born on January 13<sup>th</sup>, would have the following E-Track username: 0113ksmith1.  
John Doe, who was born on April 3<sup>rd</sup>, would have the following E-Track username: 0403jdoe001.*

*Your E-Track Password is either the same as your Username or your last name, depending on when your record was created in E-Track. If one doesn't work, try the other.*

*Enter your E-Track Username and Password and click "Login."*



Click on "Facilitator" to complete the login process.



You should now see your facilitator calendar. When you want to exit E-Track, click on the "Exit" link at the top right corner of your calendar screen. If you want to learn more about working with your facilitator calendar, proceed to the next module in the training materials.

