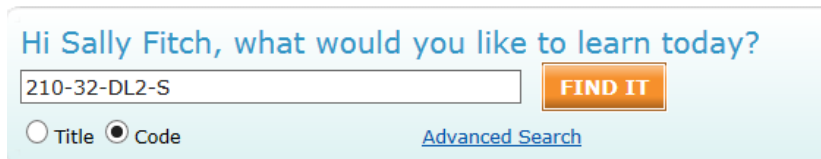


Quick Steps for E-Track Registration:

- In your Internet browser, navigate to:
<https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>
- Log into E-Track using your E-Track login ID and password*
- Copy and paste the red E-Track Learning Number (**210-32-DL2-S**) into the "What Would You Like to Learn Today" section on your E-Track dashboard, check the "Code" radio button beneath that, and click the orange "FIND IT" button to the right. See example below:



Hi Sally Fitch, what would you like to learn today?

210-32-DL2-S

Title Code [Advanced Search](#)

- Click "Enroll or View Available Dates for this Learning" from the far left-side menu.
- Click "Enroll in this class" on the far left-side menu.
- You are now enrolled and can either take the course immediately or at another time. To take it now, click "Yes"
- Click on the blue "Module" and then "START COURSE" to start the course. The course will open in a separate window.
- When finished, close the course window
- You can stop and start the course. When you reenter through E-Track the course will start where you left off.
- When you have finished the course, close the course window and click either of the "Continue" hyperlinks in the center of the screen to proceed to the "Truth in Learning" verification, successful completion of which generates credit.
- Read and answer the "Truth in Learning" verification and then click "Grade the test now."
- Congratulations! An evaluation survey will appear in your "To Do" list and you will receive a notification for your certificate.

If you have questions, contact your RTC.