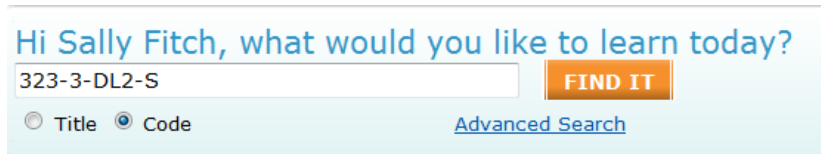


Quick Steps for E-Track Registration:

- 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 (**323-3-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?

323-3-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 "[Click here](#)" 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 finished with the course, close out of the course pop-up window and click "[continue](#)" at the bottom center of your E-TRACK screen. You will be prompted to say "OK" to take a six-question quiz.
- Read and answer each question and then click "[Next](#) Question". When finished 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.