Quick Steps for E-Track Course Launch:

In your Internet browser, navigate to:

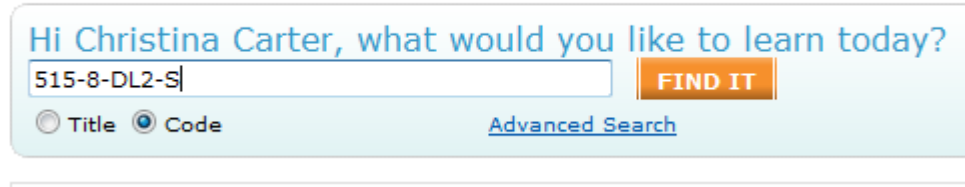https://e-track.teds.com/EveryOne/TEDSEveryOne.jsp

Log into E-Track. (If you can't remember your login ID, click "login and password assistance" and you'll be reminded how to determine it.)

Copy and paste **515-8-DL2-S** into the "What Would You Like to Learn Today" window on your E-Track dashboard, check the "Code" button beneath that, and click the orange "FIND IT" button to the right.

See example below:

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 (it will appear on your To Do List if you opt to complete it later).

To take it immediately, click "Yes."

Click on the underlined word "Module" and then "Click here" to start the course. The course will open in a separate window.

When finished, close **only** the course window (being careful not to exit your browser entirely)

Click "continue" at the center of your E-TRACK screen.

Click 'OK" to take a brief quiz. Read and answer each question and then click "Next Question."

When finished, click "Grade the test now."

Congratulations! An evaluation survey will now appear in your "To Do" list and you will be emailed a link to your completion certificate.