

E-Track for caregivers

1-29-13



E-TRACK FOR CAREGIVERS

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Logging In:

E-Track web address: <https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>

**Add this address/webpage to your bookmarks/favorites or your computer's desktop.

Determining Your Login ID and Password:

Login ID: 2-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

Most likely your password is the same as your login ID. If not, it should be your last name. If neither of these work, or if you've changed your password and have forgotten it, reset your password by typing in your login ID, then clicking on [Forgot your password?](#) A temporary password will be sent to your e-mail address.

If you don't receive an e-mail, your e-mail address may be entered incorrectly in E-Track. Contact your RTC and 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 Learning Session:

If you know the title or the code of a training you'd like to attend, simply click on either the Title radio button or the Code radio button, type the title or code into the box, and click on **FIND IT**. (Using the Session Code is much easier.)

To see all caregiver training sessions that are scheduled, click on [Advanced Search](#),

Type 9%-% in the [Learning Code](#) box:

Learning Code

Type in the dates between which you wish to search:

Class Start Date Between and

Select the [Class Location](#) by clicking on the down arrow and selecting [NEORTC]

Select the Class Location

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 

Registering for a Learning Session:

On the [Advanced Learning Search](#) page, click on the learning title:

[Dance or Wrestle: Working with Resistant Youth](#)

This brings you to a description of the course.

To see when the training session is being offered, under **I Want To:** (on the upper left side of screen), click on [Enroll or View available dates for this Learning](#) ***

I Want To:

[Enroll or View available dates for this Learning](#)

A list will appear of all sessions scheduled at all RTCs in Ohio. Be sure to pay close attention to the Date (some sessions may be next year), and the Location/Start Time (session may be in Cleveland, Cincinnati, or some other part of the state).

If you want more information, such as the instructor, for a particular session, click on the [Type](#) icon  for that training session.

If you decide you'd like to register for a session, under [Enroll](#), click on the  beside the session for which you want to enroll.

Available Sessions

Enroll	Code	Type	Start Date m/d/yy	End Date m/d/yy	Location/Start Time	Hours	Availability	Allow Externals	Cost	Comments
	OCWT0048B5		1/10/13	1/10/13	SWORTC - - 06:00 pm (US/Eastern)	3.00	30 seats open	Always	0.00	(SWORTC - Regional) Mouthy, Moody, and Just Plain Mad
	OCWT0038FC		1/26/13	1/26/13	CORTC - - 09:00 am (US/Eastern)	3.00	33 seats open	Always	0.00	Mouthy, Moody, and Just Plain Mad
	OCWT0048EB		2/7/13	2/7/13	NEORTC - - 06:00 pm (US/Eastern)	3.00	30 seats open	Always	0.00	Ashland-Mouthy, Moody, and Just Plain Mad

Click [OK](#) .

You are now registered. It's as simple as that.

You will automatically receive e-mail notifications of any changes or if the workshop is canceled.

You will receive your final notification of confirmation one week prior to the date of the workshop.

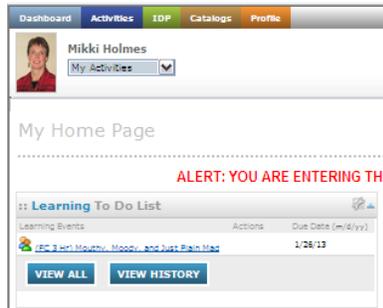
IMPORTANT NOTES:

To confirm that you have successfully registered for a learning session, click on the [Activities](#) tab and 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 Start Date.

***Clicking on the [Add this Learning to my To Do List](#) option **does not** register you for the learning session; it only puts a **reminder** on your To Do List to register for this learning.

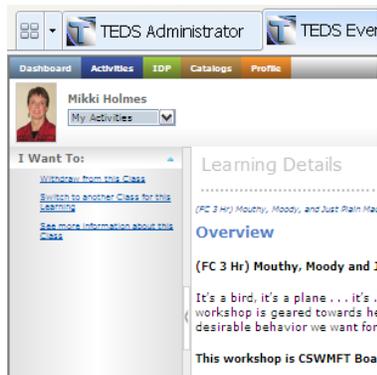
If you're unable to attend any of the scheduled sessions and you'd like to request the learning be scheduled for another date, click on [Request a New Session](#) .

Withdrawing from a Learning Session:



From your home page (or [Dashboard](#)), under your [Learning To Do List](#) , find the learning session from which you wish to withdraw.

If the session does not appear on your **To Do List**, click on the blue [VIEW ALL](#) button.



Click on the [Title of the Learning Session](#)

You'll again be taken to the session description.

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 the following e-mail:

TO: Mikki Holmes
 SUBJECT: Required Evaluation Survey Ready for Completion
 DATE: 13-NOV-2012

PLEASE SCROLL ALL THE WAY TO THE BOTTOM OF THIS EMAIL, AS IT MAY CONTAIN MULTIPLE NOTIFICATIONS.

You are required to complete an evaluation survey by 21-NOV-2012 for the following recently completed training event:
 Session: Dance or Wrestle: Working with Resistant Youth
 Learning Local Code: 324-8

Your feedback is valuable and will be used to improve the training program. If you do not complete your survey by the due date, it will be removed from your To Do list and an incomplete-survey note will be made in your transcript.

Click here to log into E-Track and go directly to the survey:
<https://e-track.teds.com/Everyone/TEDSEveryOne.jsp?mode=1&loginMessage=skip&action=launchSurvey&fromToDoActivitiesListFlag=true&crowid=SurveyDeliveryPrepScr&surveyCd=OCWT000009&sessionCd=OCWT003E6E&surveyTtl=Generic+Staff+&+Caregiver+Survey&eventCd=OCWT000186>

Thank you.

TO LEARN MORE ABOUT ACCESSING, LOGGING INTO, AND USING E-TRACK, VISIT:
<http://www.ocwtp.net/e-track/TrainingHome.html>

Click here 

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

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 

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:

Certificates will be released 8-10 days after the last day of a learning session.

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

***** Message 1 *****

TO: Mikki Holmes

SUBJECT: Session Completed/Certificate Available

DATE: 14-NOV-2012

PLEASE SCROLL ALL THE WAY TO THE BOTTOM OF THIS EMAIL, AS IT MAY CONTAIN MULTIPLE NOTIFICATIONS.

You have successfully completed the following session:

Title: Dance or Wrestle: Working with Resistant Youth Local Learning Code: 324-8

A printable certificate documenting your successful completion of the session is available via the following link:

[https://e-](https://e-track.teds.com/Everyone/TEDSEveryOne.jsp?mode=1&loginMessage=skip&action=PrintCertificate&SessionCode=OCWT003E6E&TakenNum=++++1)

Click here →

[track.teds.com/Everyone/TEDSEveryOne.jsp?mode=1&loginMessage=skip&action=PrintCertificate&SessionCode=OCWT003E6E&TakenNum=++++1](https://e-track.teds.com/Everyone/TEDSEveryOne.jsp?mode=1&loginMessage=skip&action=PrintCertificate&SessionCode=OCWT003E6E&TakenNum=++++1)

NOTE: You are advised to save this and other session completion notifications in your email application, in the event you ever need to re-print your certificate(s).

Thank you.

TO LEARN MORE ABOUT ACCESSING, LOGGING INTO, AND USING E-TRACK, VISIT:

<http://www.ocwtp.net/e-track/TrainingHome.html>

To print your certificate, click on the address under “A printable certificate documenting your successful completion of the session is available via the following link:”

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

If your certificate does not appear, make sure you have pop-ups turned on within the E-Track site. You can check this by going to “Tools” in your Internet Explorer browser and selecting “Internet Options”, then the “Privacy” tab. In the middle of that tab you should click on “Settings” next to “Popup Blocker” and see whether the E-Track address is listed under the “Allowed Sites” box. If it isn’t, just 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 accessible from within E-Track, and these e-mails are the only way you can access and print your own replacement certificates. Otherwise you must contact your Regional Training Center for assistance.

Viewing Learning History:



From your home page or [Dashboard](#), under your [Learning To Do List](#), click on [VIEW HISTORY](#).

Title	Code	Type	Status	Date (m/d/yy)
JFC 3 on Stressing Stress	999-27	History	Cancelled	10/27/12
JFC 3 on Mouthy, Moody, and Just Plain Mad	929-97	History	Cancelled	11/14/12
JFC 3 on How to Effectively Deal with Lying Behaviors	929-114	History	Cancelled	1/16/13
JFC 3 on Teen Dating Violence, Recognition and Response	999-15	History	Cancelled	1/16/13
11m Louisa and Louise Nye - 20 Tips for Building Self-Respect in Children	929-31	History	Cancelled	1/18/13
GAH: Trauma and Mental Health Issues	999-99-BB0	History	Complete	11/6/10
Laundromat: Just for the Health of It	313-17	History	Complete	8/20/11
Turning Struggles and Upsetters Into Lessons	660-7C12-CMF1	History	Complete	3/12/12
JFC 3 on Correcting Thinking Errors: Beyond Crime and Punishment	929-111	History	Complete	9/21/12

HELPFUL HINTS: You can sort the results by clicking on any of the column headings: [Title](#), [Code](#), [Type](#), [Status](#), or [Date](#).

Clicking the [Underlined Learning Title](#) will provide details about the session, such as dates, location, and learning description. You may print this information by clicking on the printer icon  on the upper right side of the screen. Click on the back arrow  at the upper right side of the screen to return to your learning history.

Printing Learning Transcript:

From you're **My History (Learning Events)** page, click on [Learning Transcript](#)

Click here →

The screenshot shows the E-Track interface for user Mikki Holmes. The main content area is titled 'My History (Learning Events)' and contains a table of activities. The table has columns for Title, Code, Type, Status, and Date (m/d/yy). The activities listed include various training sessions such as 'Stressing Stress', 'Mood, and Just Plain Mad', 'Effective Deal with Loud Behaviors', 'Teen Dating Violence, Recognition and Response', 'Louise and I Like Myself - 20 Tips for Building Self-Esteem in Children', 'Trauma and Mental Health Issues', 'Just for the Health of It', 'Turnin' Emotions and Emotions Into Learners', and 'Correcting Thinking Errors: Beyond Crime and Punishment'.

Title	Code	Type	Status	Date (m/d/yy)
IC 6 hr) Stressing Stress	999-27	History	Cancelled	10/27/12
IC 3 hr) Mood, and Just Plain Mad	925-97	History	Cancelled	11/14/12
IC 3 hr) How to Effectively Deal with Loud Behaviors	925-114	History	Cancelled	1/16/13
IC 3 hr) Teen Dating Violence, Recognition and Response	993-19	History	Cancelled	1/16/13
IC Louise and I Like Myself - 20 Tips for Building Self-Esteem in Children	923-31	History	Cancelled	1/18/13
IC Trauma and Mental Health Issues	999-99-880	History	Complete	11/6/10
IC Just for the Health of It	313-17	History	Complete	9/20/11
IC Turnin' Emotions and Emotions Into Learners	660-TC12-CHP1	History	Complete	3/12/12
IC Correcting Thinking Errors: Beyond Crime and Punishment	925-111	History	Complete	8/21/12

The screenshot shows the 'E-Track Reports' screen with the 'Learning Transcript Criteria' form. The form includes the following fields and options:

- Sort Option:** A dropdown menu set to 'Learning Title'.
- First Date:** A date input field.
- Last Date:** A date input field.
- Completions:** A radio button that is selected.
- All History Statuses:** A radio button that is unselected.
- Include Supplemental History:** A checkbox that is unselected.
- Include External History:** A checkbox that is unselected.
- Export Format:** A dropdown menu set to 'Adobe Acrobat (PDF)'.

Buttons for 'Run Report' and 'Cancel' are located at the bottom of the form.

From the **E-Track Reports** screen:

- In the **Sort Option** drop-down box, select to sort your results by Learning Title or by Date.
- Enter a date range by typing or selecting a **First Date** and **Last Date**, or leave these fields blank to access your entire training history (from October 2009 to present).
- Make sure the **Completions** radio button is selected . (Selecting **All History Statuses** will result in a transcript that includes sessions for which you canceled and no-showed.)
- Select whether or not to **Include Supplemental History**. (Supplemental training is training you have taken outside the Ohio Child Welfare Training Program. Your county training liaison and/or Regional Training Center staff **may** include this training in your learning history. Contact either your county training liaison or your RTC to learn whether your regional policy is to include this information and what documentation you need to provide in order to have this training added to your record in E-Track.)
- From the **Export Format** dropdown box, select Adobe Acrobat (PDF).
- Click **Run Report**

A FEW MORE SUGGESTIONS:

- **If you don't get an e-mail regarding your confirmation or survey, log in to E-Track and check your To-Do List.**
- When you receive an e-mail from E-Track, **READ THE ENTIRE E-MAIL!!** It may contain multiple notifications.

FOR MORE IN-DEPTH INSTRUCTIONS, PLEASE REFER TO THE ONLINE TRAINING MATERIALS LOCATED AT: <http://www.ocwtp.net/e-track/TrainingHome.html>

CLICK ON THE



BUTTON.