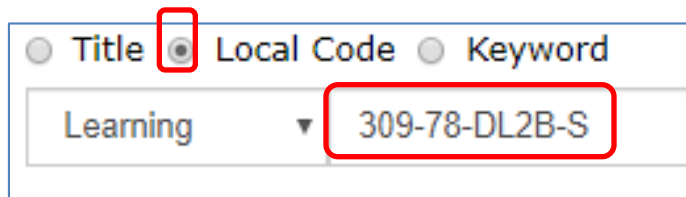


## Quick Steps for E-Track Registration & Course Completion:


### Best Practice Spotlight - Engaging Families in the Treatment Process

E-Track No: 309-78-DL2B-S

- 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 corresponding E-Track Learning Number for your recorded webinar (listed in red underneath the webinar's title on the LunchtimeLIVE webpage) into the learning search window on your E-Track dashboard, check the "Code" radio button, and hit "ENTER." See example below:



The screenshot shows a search interface with three radio buttons: 'Title', 'Local Code', and 'Keyword'. The 'Local Code' radio button is selected and highlighted with a red box. Below the radio buttons is a search field with a dropdown menu set to 'Learning'. The search field contains the text '309-78-DL2B-S', which is also highlighted with a red box.

- Click on the [Sessions] button.
- On the far left, click on the Enroll  icon. You are now enrolled and can either take the course immediately or at another time. To take it now, click [Yes].
- Click on "[ACCESS COURSE](#)" and then follow the steps on the screen to start the course. The course will open in a separate browser tab.

NOTE: You can stop and start the course. When you re-enter through E-Track, the course will start where you left off.

- When finished with the course and survey, close out of the course tab, but DO NOT CLOSE OUT OF YOUR BROWSER. Then click "[Continue](#)" at the bottom center of your E-TRACK screen. You will be prompted to answer 5 questions about the course content and 1 truth-in-learning completion verification question.
- Read and answer the questions and then click "[Grade the test now.](#)" You are permitted to miss one question and still receive a passing score.
- Upon successful completion, you will receive a notification containing a link to your certificate—or you can access it immediately by clicking on the learning title in your training history and selecting "print certificate" from the left-side menu.
- Upon successful completion, you will also receive an emailed notification linking you to a feedback survey about the course. You will also see a link to access the survey in your E-Track "Activities" tab. Your feedback is very important to the OCWTP. Please take a few minutes to complete the survey.

If you have questions, contact [distancelearning@ihs-trinet.com](mailto:distancelearning@ihs-trinet.com)