

OEC Protraxx User Guide: Getting Started with the OEC Catalog

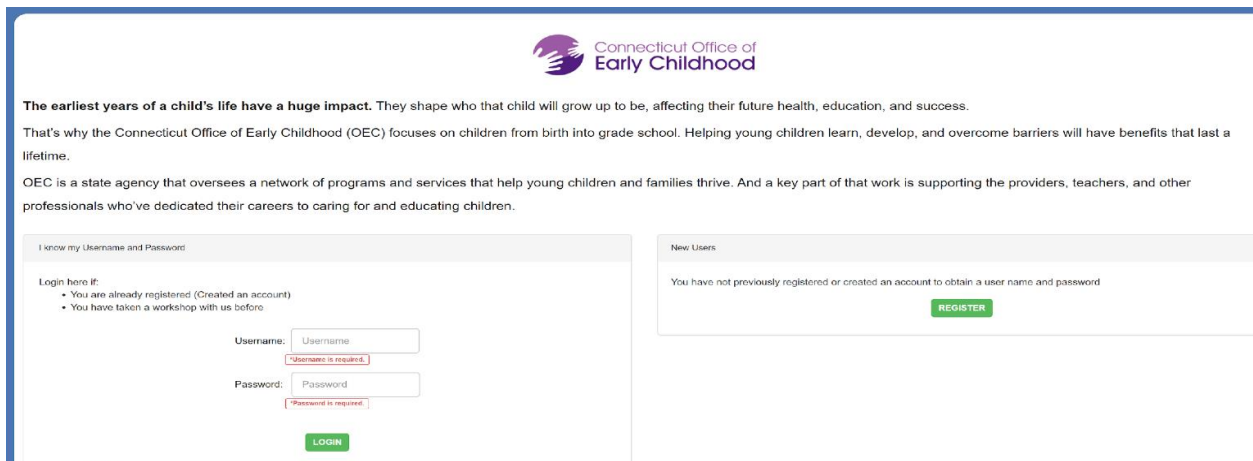
Who is this guide for? OEC Protraxx Catalog Users (people who want to register for a course/training offered by OEC)

What will I learn? How to create a new Protraxx account

1.

Access the OEC Protraxx webpage by clicking [here](#) or by copying the below URL into your browser:

<https://tinyurl.com/OEC-Course-Catalog>



The screenshot shows the OEC Protraxx webpage. At the top is the Connecticut Office of Early Childhood logo. Below it is a paragraph about the importance of early childhood. The page is divided into two main sections: 'I know my Username and Password' and 'New Users'. The 'I know my Username and Password' section has a 'Login here if:' heading with two bullet points: 'You are already registered (Created an account)' and 'You have taken a workshop with us before'. Below this are input fields for 'Username' and 'Password', each with a red error message 'Username is required.' and 'Password is required.' respectively. A green 'LOGIN' button is at the bottom. The 'New Users' section has a heading 'New Users' and a paragraph 'You have not previously registered or created an account to obtain a user name and password'. A green 'REGISTER' button is at the bottom.

created an account to obtain a user name and password

REGISTER

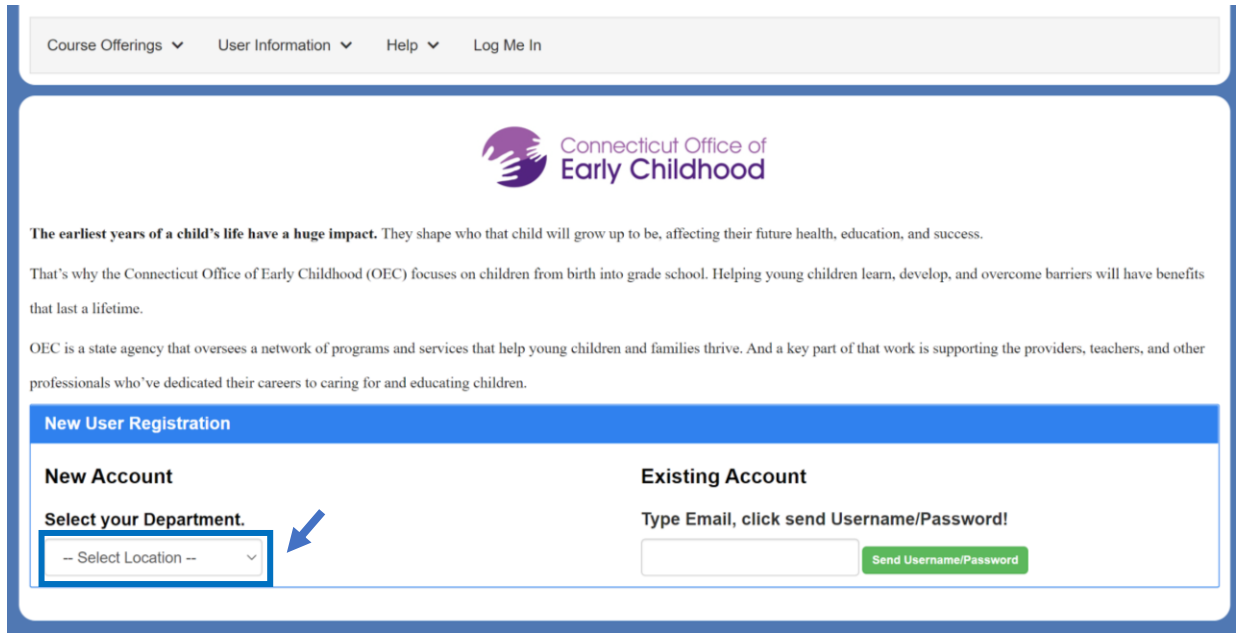
2.

Click the REGISTER button.

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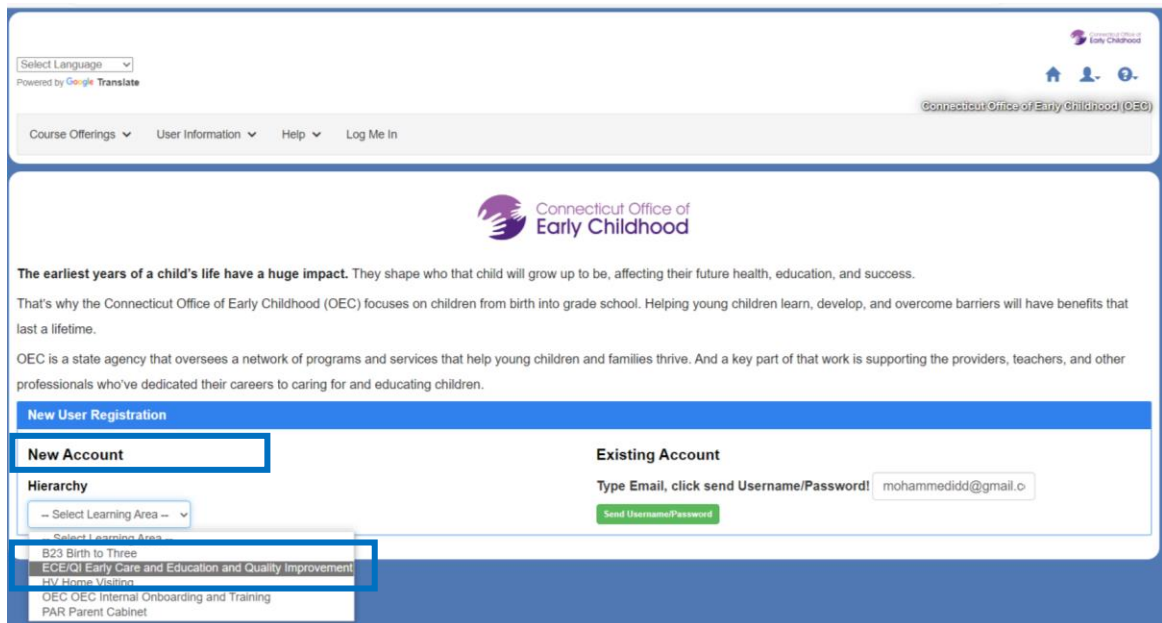
3.

Click on the Drop-Down Arrow.



4.

Select ECE/QI Early Care and Education and Improvement



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5.

Select the title that most closely describes your primary role.

Primary Title

Titles that begin with "B23" are specific to CT's Birth to Three System (early intervention). Titles that begin with "ECE/QI" are for those working in other early care and education settings.

Fill in the required fields.

After entering your Birth Date, be sure to enter your OEC Registry ID.

Birth Date



OEC Registry ID



***Address**

***City**

***Country/State**

NOTE:

OEC Registry ID is necessary if the hours of your event or course are to be counted in the Registry. Type your Registry ID in the box provided. **Do not use any dashes.**

If you do not have a Registry account, navigate to the below website <https://www.OECregistry.org/> and create an account.

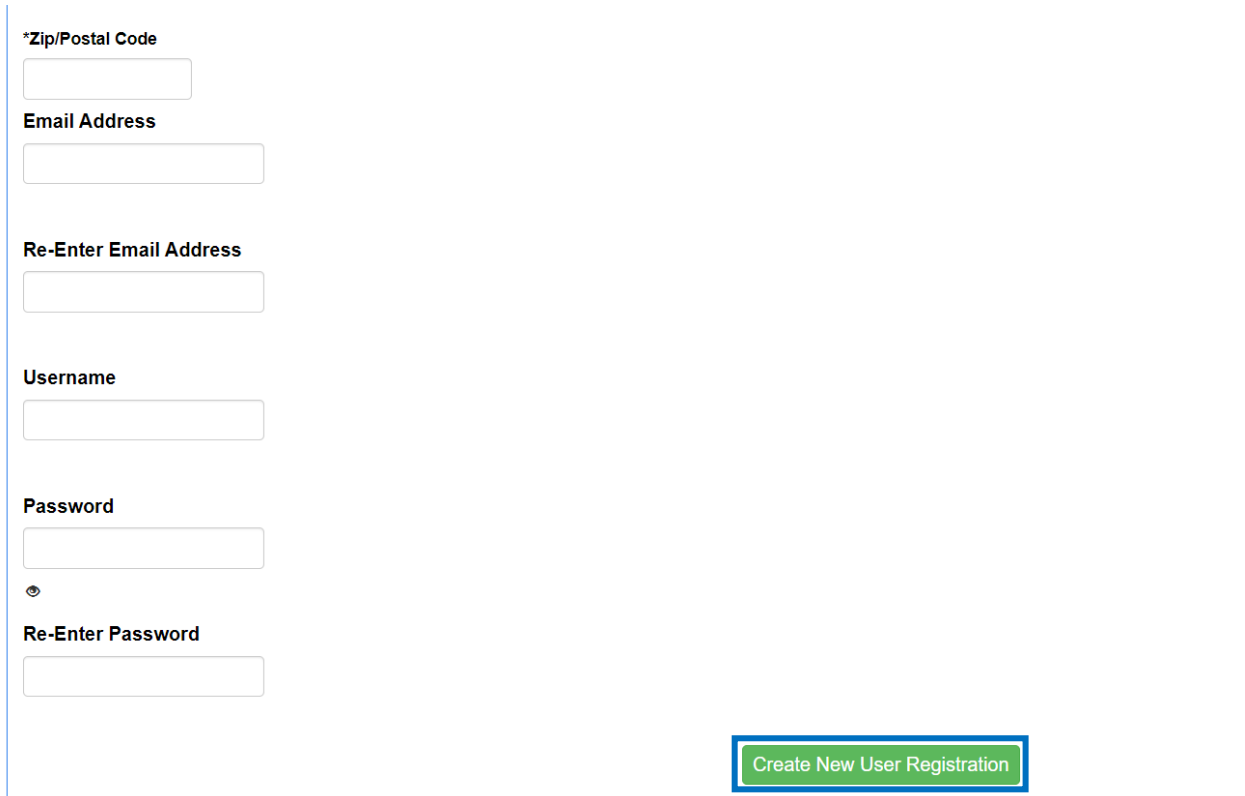
If you already have a ProTraxx profile and need to add your Registry number, please edit your profile and enter your Registry ID in the Employee ID field.



Do not use dashes in your Registry ID.

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Continue to fill in the required fields.

A user registration form with a light blue border. It contains several input fields: *Zip/Postal Code, Email Address, Re-Enter Email Address, Username, Password, and Re-Enter Password. There is a small eye icon next to the Password field. At the bottom right of the form is a green button with a blue border labeled "Create New User Registration".


*Zip/Postal Code

Email Address

Re-Enter Email Address

Username

Password

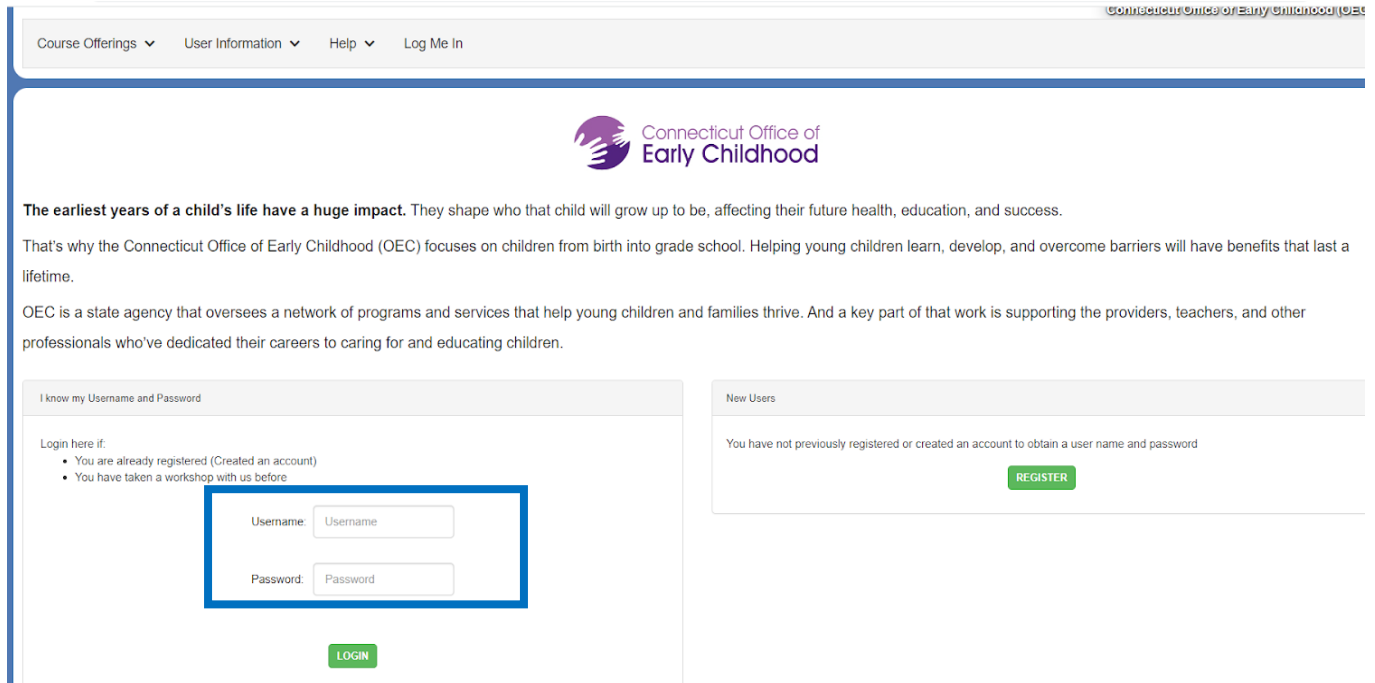


Re-Enter Password

Create New User Registration

6. Click on the green ‘Create New User Registration’ tab.

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The screenshot shows the OEC Protraxx user interface. At the top is a navigation bar with links for Course Offerings, User Information, Help, and Log Me In. Below this is the OEC logo and a welcome message. The main content area is divided into two sections: 'I know my Username and Password' and 'New Users'. The 'I know my Username and Password' section contains a login form with fields for Username and Password, and a LOGIN button. The 'New Users' section contains a message for new users and a REGISTER button. A blue box highlights the login form fields.

After you create an account, you will be taken back to the page shown above and must log in with your new username and password.



NOTE:

Remember your login information! Write it down and store it in a safe place. You will use your login information for all courses that you enroll through Protraxx.