OEC

OEC Protraxx User Guide: Getting Started with the OEC Catalog
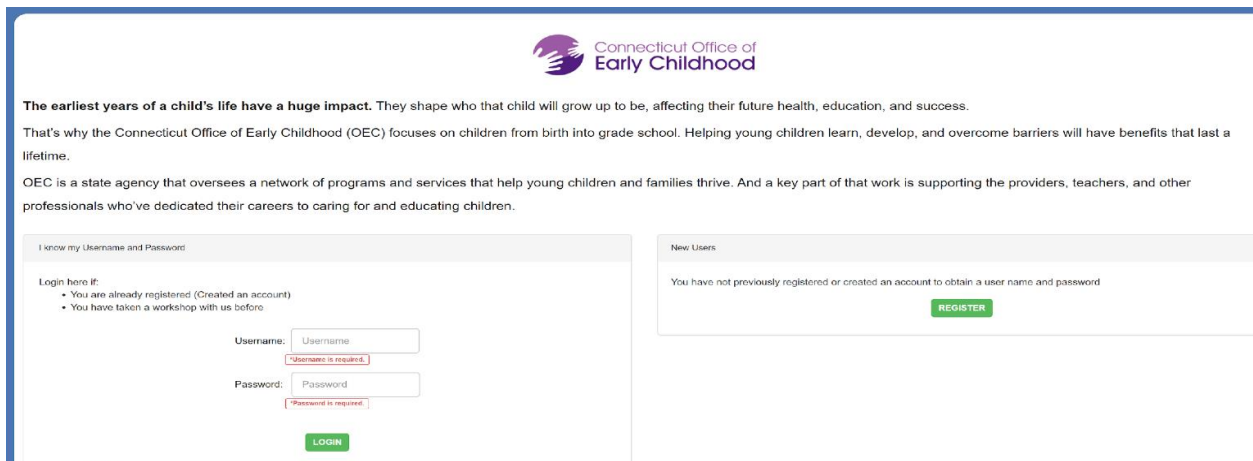
Who is this guide for? OEC Protraxx Catalog Users (people who want to register for a course/training offered by OEC)

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

2. Click the **REGISTER** button.
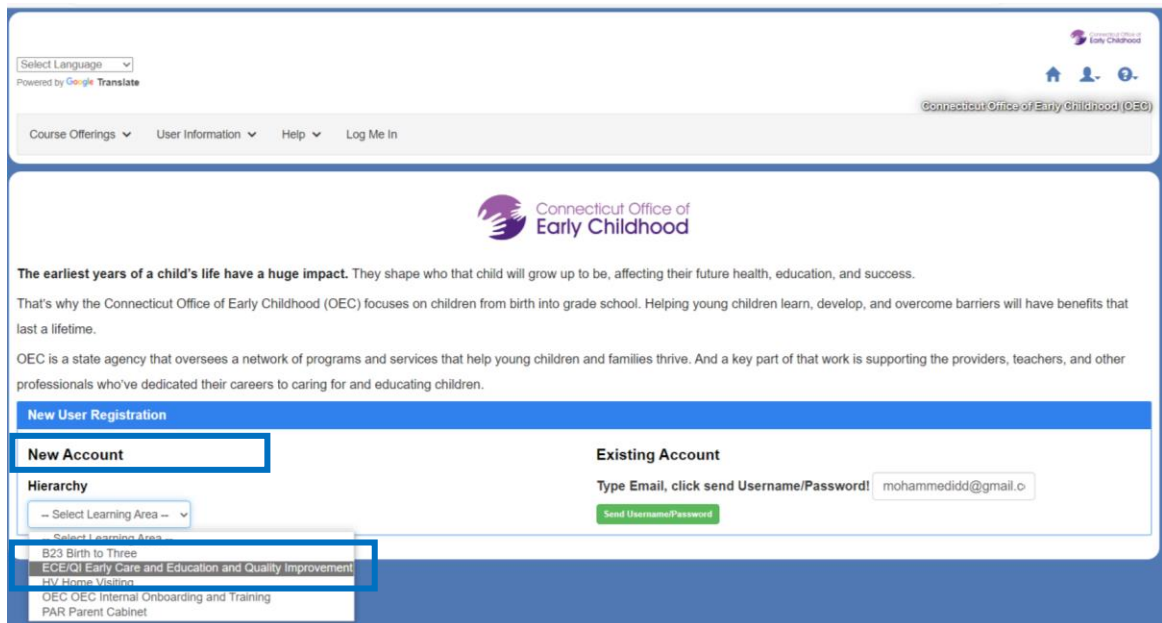
3. **Click on the Drop-Down Arrow.**

4. **Select ECE/QI Early Care and Education and Improvement**

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.

-- Select Title --

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

-- Select Country --

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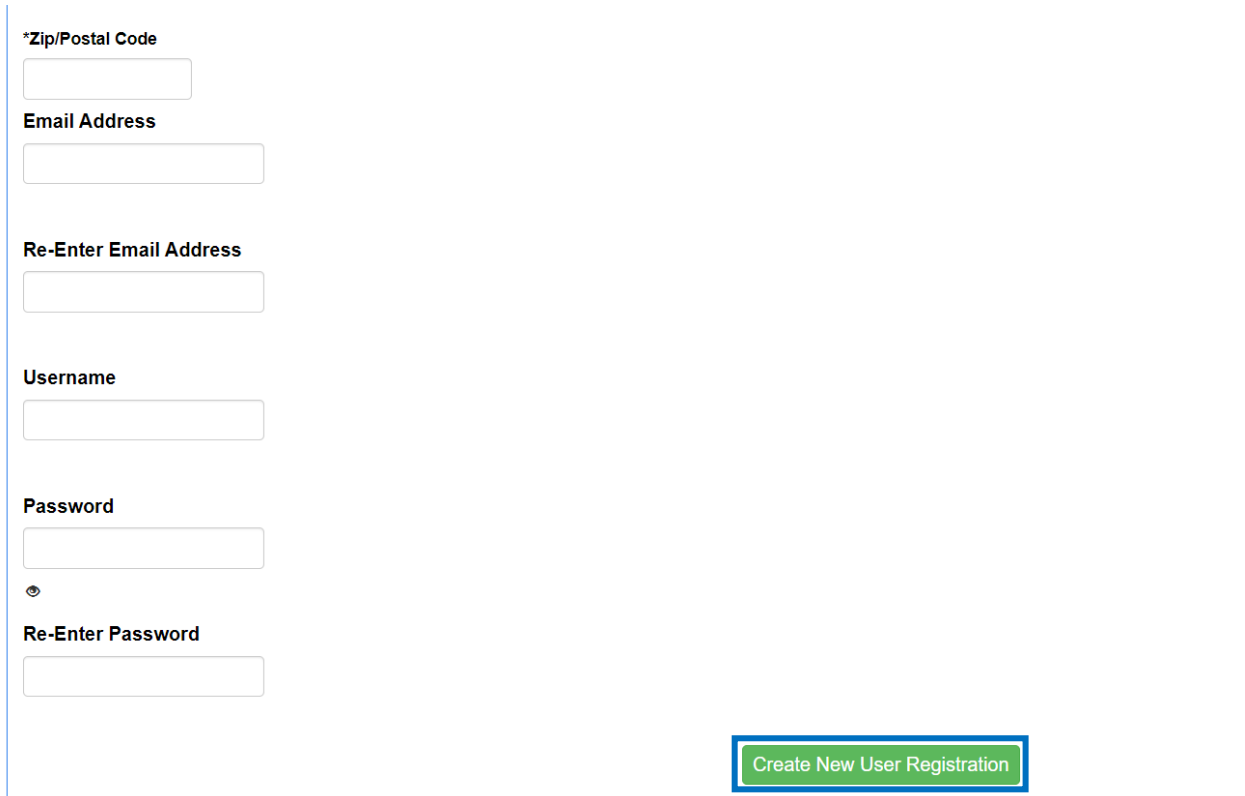
> If you already have a ProTraxx profile and need to add your Registry number, please edit your profile and enter your Registry ID in the Employee ID field.

📎 Do not use dashes in your Registry ID.

Continue to fill in the required fields.

*Zip/Postal Code

Email Address

Re-Enter Email Address

Username

Password

👁
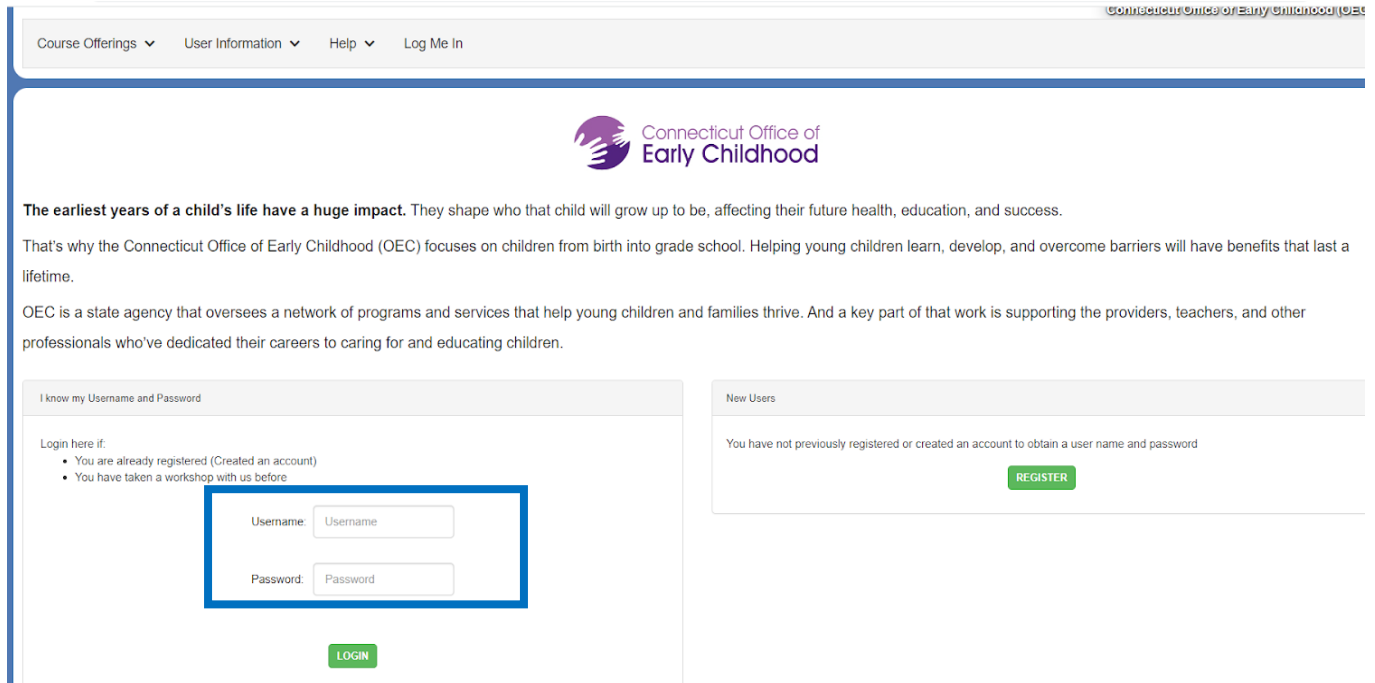
Re-Enter Password

Create New User Registration

6. **Click on the green 'Create New User Registration' tab.**

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.