

## Registering for a Course in Protraxx

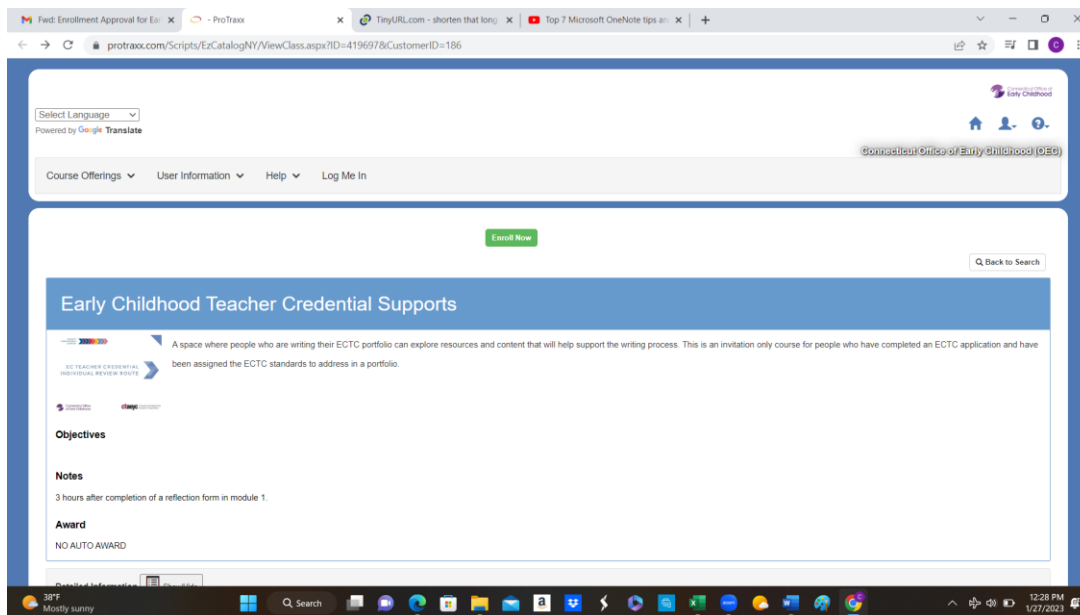
You can register for a course in Protraxx by following the link provided via email for a specific course. The process will vary depending upon whether or not you already have a Protraxx account (which you may have set up to register for a training offered by a RESC or other organization).

Be sure to have your Registry number available if you would like trainings you complete to be recorded in the Registry. Note that not all trainings that you register for may be recorded officially in the Registry, but you may have an option to upload unverified documents to show your participation.

### STEP 1: Getting ready to enroll in the course/training

Click on the link provided OR copy and paste the url into your browser. This will take you to a page to enroll in the course/training.

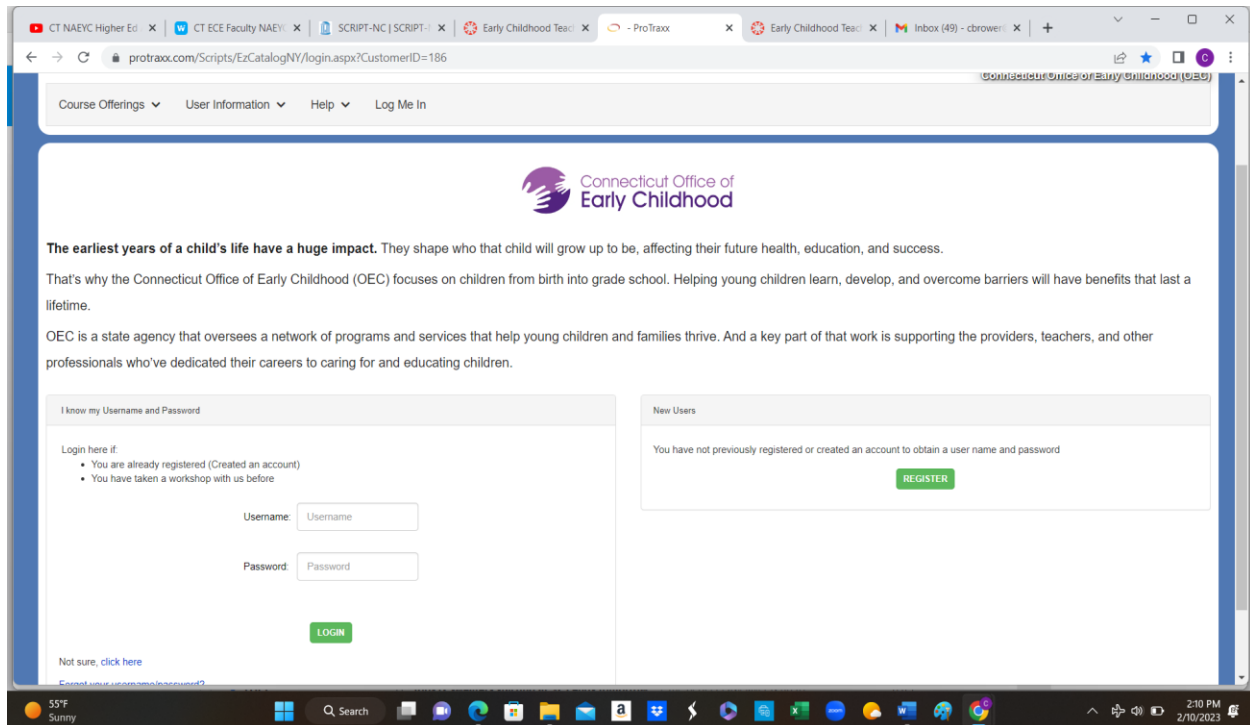
Click the green **Enroll Now** button.



The screenshot shows a web browser window displaying the Protraxx website. The URL in the address bar is [protraxx.com/Scripts/EzCatalogNY/ViewClass.aspx?ID=419697&CustomerID=186](https://protraxx.com/Scripts/EzCatalogNY/ViewClass.aspx?ID=419697&CustomerID=186). The page features a navigation menu with options like 'Course Offerings', 'User Information', 'Help', and 'Log Me In'. A prominent green 'Enroll Now' button is visible at the top of the course details section. The course title is 'Early Childhood Teacher Credential Supports'. Below the title, there is a description: 'A space where people who are writing their ECTC portfolio can explore resources and content that will help support the writing process. This is an invitation only course for people who have completed an ECTC application and have been assigned the ECTC standards to address in a portfolio.' The page also lists 'Objectives', 'Notes' (3 hours after completion of a reflection form in module 1), and 'Award' (NO AUTO AWARD). The browser's taskbar at the bottom shows the system tray with the date and time: 12:28 PM 1/27/2023.

## STEP 2: Logging in or creating an account

The page shown below will appear. You can either login to an existing Protraxx account or register to create a new account.



### If you already have a Protraxx account

Log in to your existing account and complete prompts to register for this training.

### If you do not yet have a Protraxx account:

Click on the green REGISTER button.

**For the Learning Area:** Select ECE/QI Early Care and Education and Quality Improvement

Complete all other fields as promoted. You must complete all required fields to create an account. Note that if you do not include your personal Registry ID number, your participation in this training will not be documented in the Registry.

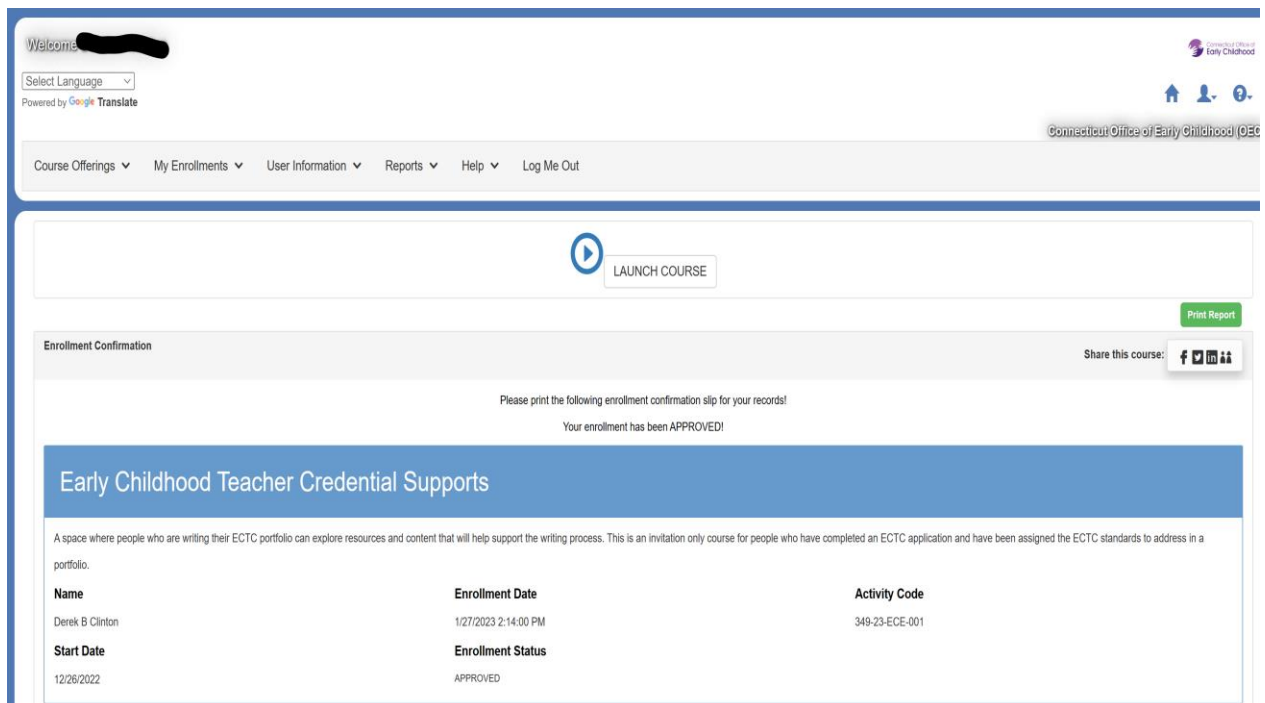
After you create an account, you will be taken back to the page shown above and must log in with your new username and password.

## **IMPORTANT NOTE:**

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

### **STEP 3: CONFIRMATION**

After you register, the **Confirmation Page** appears. You're all set and will receive confirmation information and the link to virtual trainings, if applicable, via email.



The screenshot shows the Protraxx user interface. At the top, there is a navigation bar with a welcome message, a language selection dropdown, and a menu with options like 'Course Offerings', 'My Enrollments', 'User Information', 'Reports', 'Help', and 'Log Me Out'. The main content area features a 'LAUNCH COURSE' button with a play icon. Below this, an 'Enrollment Confirmation' section displays a message: 'Please print the following enrollment confirmation slip for your records! Your enrollment has been APPROVED!'. A 'Print Report' button is visible in the top right of this section. The course title 'Early Childhood Teacher Credential Supports' is highlighted in a blue banner. A descriptive paragraph follows, explaining the course's purpose for ECTC portfolio holders. At the bottom, a table provides enrollment details for a user named Derek B Clinton.

| Name            | Enrollment Date      | Activity Code  |
|-----------------|----------------------|----------------|
| Derek B Clinton | 1/27/2023 2:14:00 PM | 349-23-ECE-001 |
| Start Date      | Enrollment Status    |                |
| 12/28/2022      | APPROVED             |                |