



OEC Protraxx User Guide: Updating a User Account with a Secondary Email Address.

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Who is this guide for? Participants enrolled in an OEC online course.

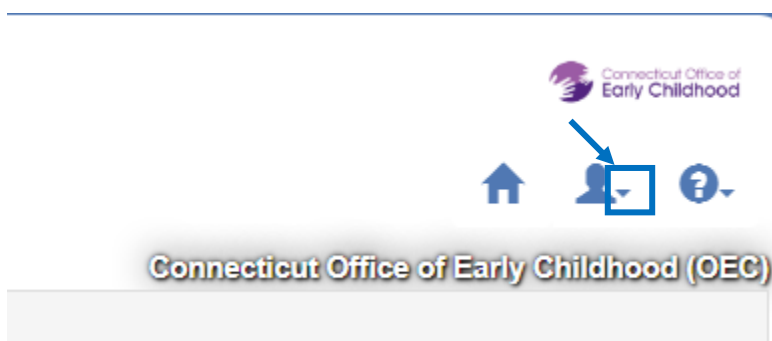
What will I learn? How to access Protraxx and update my email address.

Steps:

1. Log into [Protraxx](#) and hover your mouse over the Person's image as shown below.



Click on the down arrow next to Person's image icon.



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(Clicking on the down arrow key will open three options as shown below)

2. Click on Update Profile and follow the prompt.

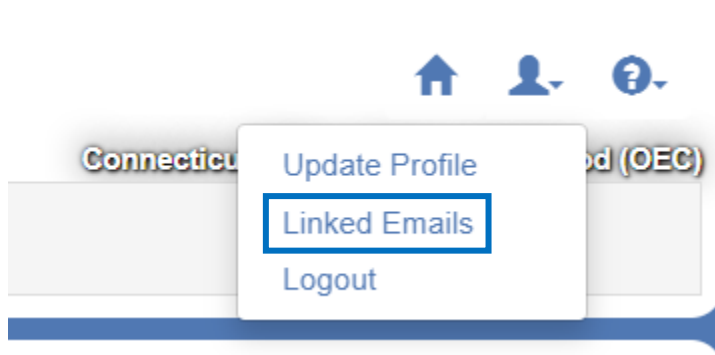
After updating profile, scroll down and click on 'Update User Information' Tab.

You can update (replace) your email address by following steps 1-2.

Linking to a Secondary Email Address.

Follow instructions 3-4 if you want to include a secondary email address.

3. Click on the '**Linked Emails**' Option from the Dropdown Menu (next to the person icon).



Clicking on the Linked Emails option will open the screen shown on the next page.

4. Type and re-type the email address and click on the '**Add Email-Send Validation Code**' Tab.



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Linked Communication Email(s)			
Primary Communication Email			
<input type="text" value="mofidul.islam@ct.gov"/>		<input type="button" value="Update Primary Communication Email"/>	
Add Additional Email(s)			
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Email - Send validation Code"/>	
<input type="text" value="mohammedidd@gmail.com"/>	<input type="text"/>	<input type="button" value="Validate Email"/>	<input type="button" value="Resend Code"/>

You will receive a validation code in your personal account as shown below. Follow the instructions and link your email with a secondary email address.

Enter the following code in the
Enter Validation Code field, next
to the email
mohammedidd@gmail.com you
wish to validate. Click the green
Validate Email button to confirm.

CODE

