

OEC Protraxx User Guide: Getting Started with the OEC Catalog

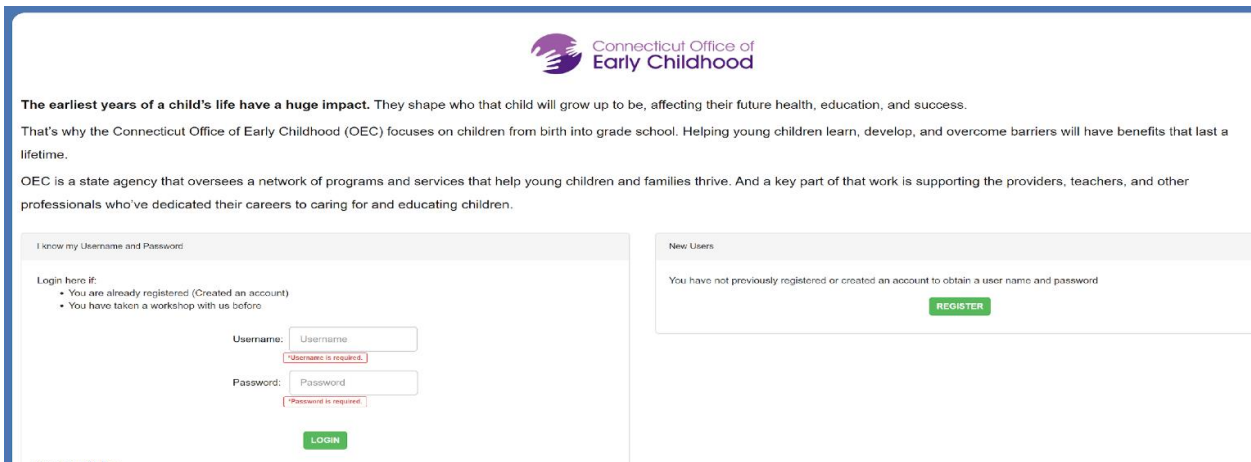
Who is this guide for? OEC Protraxx Catalog Users (people who want to register for a course/training offered by OEC)

What will I learn? How to create a 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 website interface. At the top right is the logo for the Connecticut Office of Early Childhood. Below the logo is a paragraph of text: "The earliest years of a child's life have a huge impact. They shape who that child will grow up to be, affecting their future health, education, and success. That's why the Connecticut Office of Early Childhood (OEC) focuses on children from birth into grade school. Helping young children learn, develop, and overcome barriers will have benefits that last a lifetime. OEC is a state agency that oversees a network of programs and services that help young children and families thrive. And a key part of that work is supporting the providers, teachers, and other professionals who've dedicated their careers to caring for and educating children." Below this text are two main sections. The left section is titled "I know my Username and Password" and contains a "Login here if:" section with two bullet points: "You are already registered (Created an account)" and "You have taken a workshop with us before". Below these are input fields for "Username:" and "Password:", each with a red error message below it: "*Username is required." and "*Password is required." respectively. A green "LOGIN" button is at the bottom of this section. The right section is titled "New Users" and contains the text "You have not previously registered or created an account to obtain a user name and password" and a green "REGISTER" button.

created an account to obtain a user name and password

REGISTER

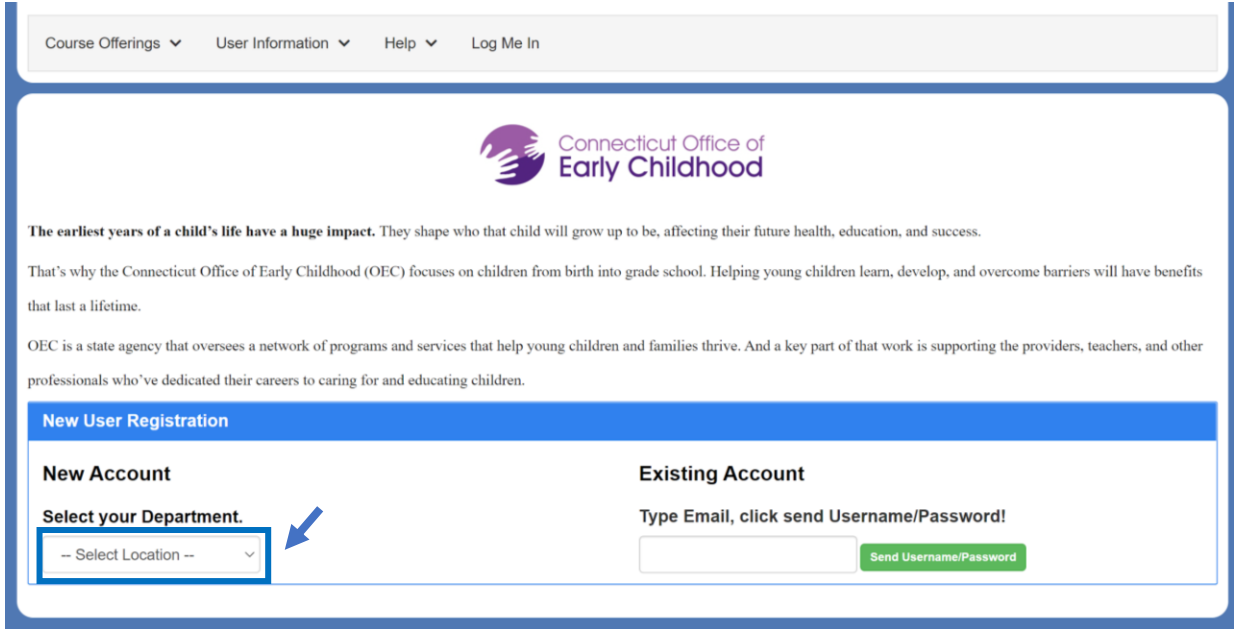
2.

Click the **REGISTER** button.

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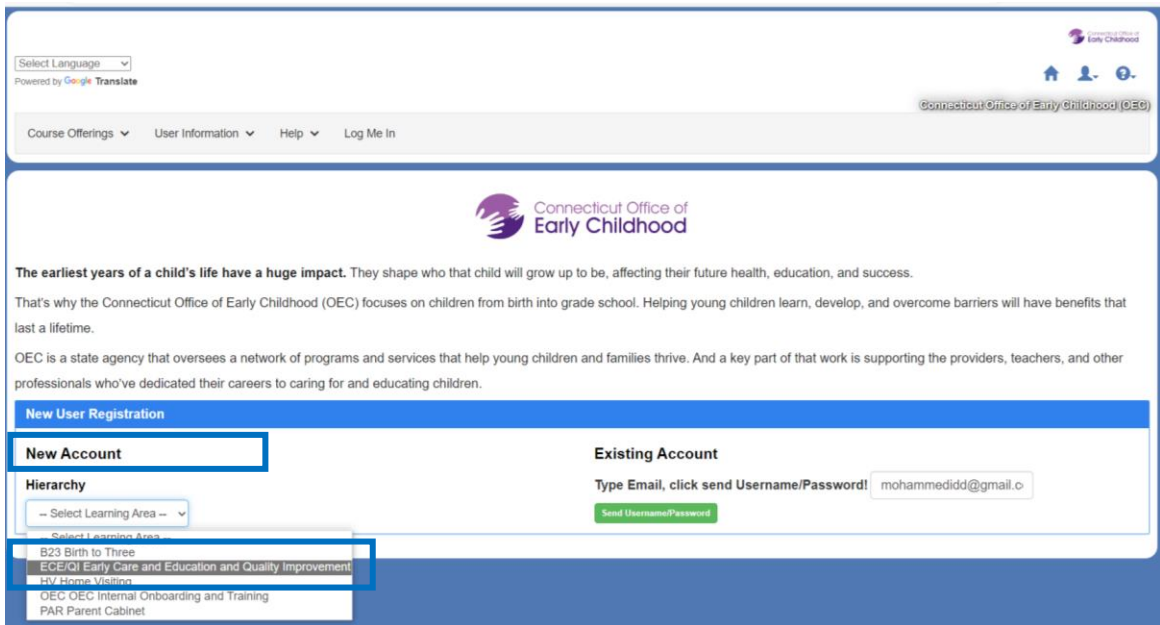
3.

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:

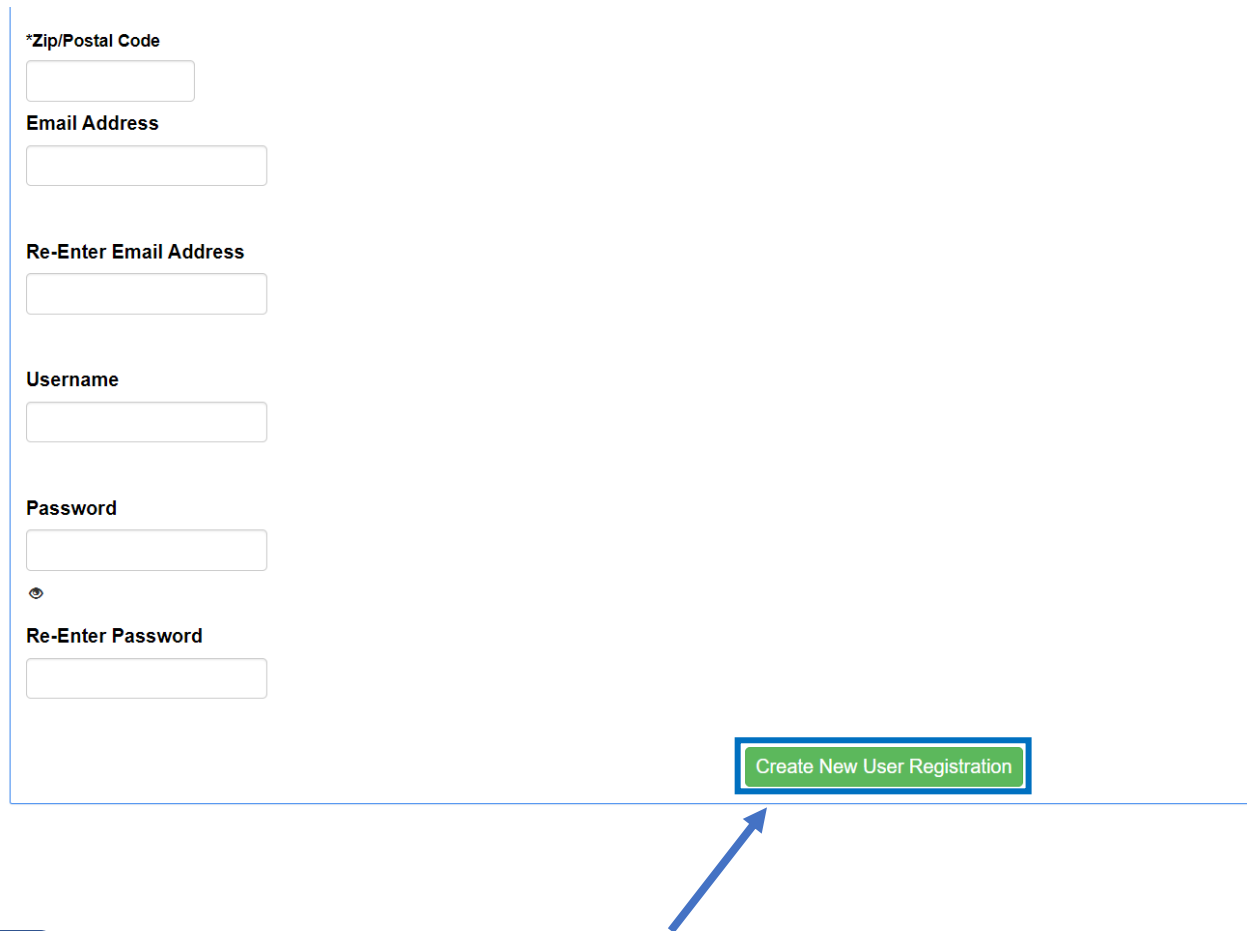
OEC Registry ID is necessary if the hours of your event or course are to be counted in the Registry. Type your Registry ID in the box provided.

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

After obtaining the Registry ID, return to this site and enter your Registry ID.

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Continue to fill in the required fields.



*Zip/Postal Code

Email Address

Re-Enter Email Address

Username

Password

👁️

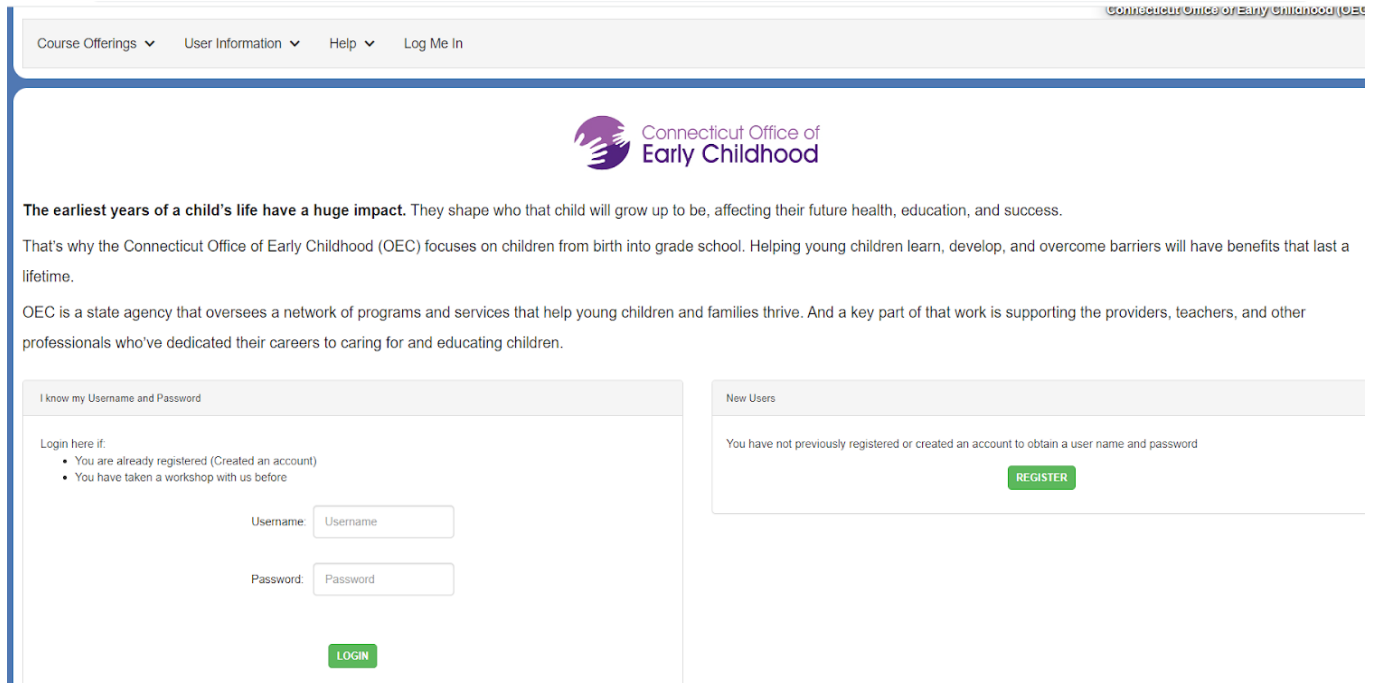
Re-Enter Password

[Create New User Registration](#)

6.

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

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The screenshot shows the top navigation bar with links for Course Offerings, User Information, Help, and Log Me In. Below the navigation bar 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 and a REGISTER button.

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 you in enroll in through Protraxx.