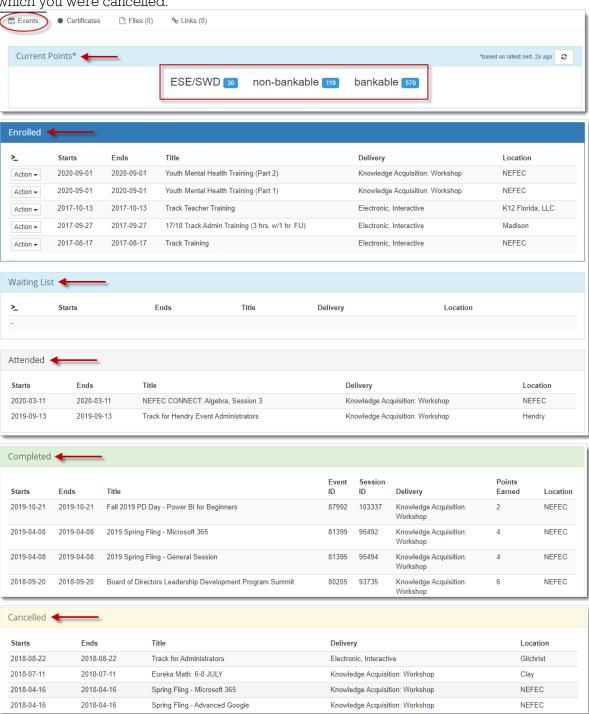


## Introduction to Track

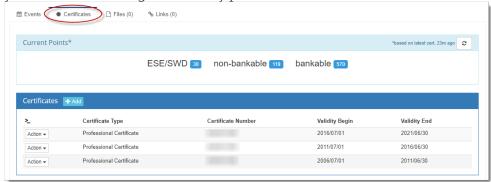
- 1. Sign into Track at <a href="https://track.nefec.org/">https://track.nefec.org/</a>.
- 2. Once you are signed in, you will be on the 'Events' tab of your 'My Portfolio' page. This page displays your points balances, courses you are currently enrolled in, courses you may be on a waiting list for, attended courses (courses for which you have not yet received points), completed courses (courses for which you have received points), and any courses from which you were cancelled.







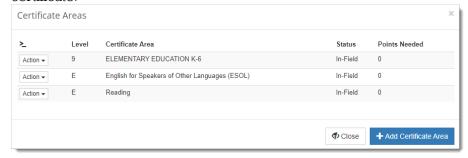
3. The next tab on you 'My Portfolio' page is the 'Certificates' tab. Here, you are able to view your certificates along with validity periods.



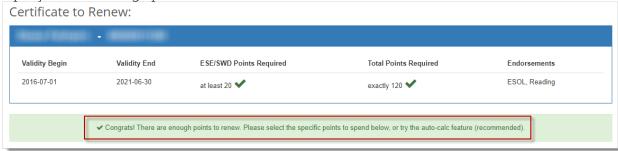
4. If you click the 'Action' dropdown menu beside a certificate, you are given 5 options: Edit, Manage Areas, Reconciliation, Clone, and Delete.



5. If you click 'Manage Areas,' you will be able to view any certificate areas associated with that certificate.



6. If you want to renew your certificate, click 'Reconciliation.' The next page will tell you at the top if you have enough points to renew.



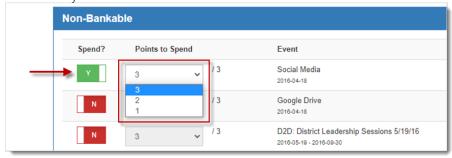




7. If you have enough points to renew, you have two options. The first option is to use the 'Auto-Calc' button and allow the system to select which points to use to renew the certificate.



8. The second option is to manually select which points you want to use. To do this, click the slider button in the 'Spend?' column to change it from the default red 'N' to green 'Y.' Then, using the dropdown menu in the 'Points to Spend' column, select the number of points from that event you want to use.



9. Once you are ready to renew, scroll to the bottom of the page and click the 'Submit' button. This button will only become available once the requirement for renewing have been met.



10. Once you click the 'Submit' button, you will be taken to the 'Reconciliation History' page which will list a summary of the points used for your renewal. At this point, the district will be notified and an administrator will verify the renewal for you.