

Introduction to Track



1. Sign into Track at <https://track.nefec.org/>.
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.

Events

Certificates

Files (0)

Links (0)

Current Points*

ESE/SWD 30

non-bankable 119

bankable 570

Enrolled

	Starts	Ends	Title	Delivery	Location
Action	2020-09-01	2020-09-01	Youth Mental Health Training (Part 2)	Knowledge Acquisition: Workshop	NEFEC
Action	2020-09-01	2020-09-01	Youth Mental Health Training (Part 1)	Knowledge Acquisition: Workshop	NEFEC
Action	2017-10-13	2017-10-13	Track Teacher Training	Electronic, Interactive	K12 Florida, LLC
Action	2017-09-27	2017-09-27	17/18 Track Admin Training (3 hrs. w/1 hr. FU)	Electronic, Interactive	Madison
Action	2017-08-17	2017-08-17	Track Training	Electronic, Interactive	NEFEC

Waiting List

	Starts	Ends	Title	Delivery	Location
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Attended

Starts	Ends	Title	Delivery	Location
2020-03-11	2020-03-11	NEFEC CONNECT: Algebra, Session 3	Knowledge Acquisition: Workshop	NEFEC
2019-09-13	2019-09-13	Track for Hendry Event Administrators	Knowledge Acquisition: Workshop	Hendry

Completed

Starts	Ends	Title	Event ID	Session ID	Delivery	Points Earned	Location
2019-10-21	2019-10-21	Fall 2019 PD Day - Power BI for Beginners	87992	103337	Knowledge Acquisition: Workshop	2	NEFEC
2019-04-08	2019-04-08	2019 Spring Fling - Microsoft 365	81399	95492	Knowledge Acquisition: Workshop	4	NEFEC
2019-04-08	2019-04-08	2019 Spring Fling - General Session	81395	95494	Knowledge Acquisition: Workshop	4	NEFEC
2018-09-20	2018-09-20	Board of Directors Leadership Development Program Summit	80205	93735	Knowledge Acquisition: Workshop	6	NEFEC

Cancelled

Starts	Ends	Title	Delivery	Location
2018-08-22	2018-08-22	Track for Administrators	Electronic, Interactive	Gilchrist
2018-07-11	2018-07-11	Eureka Math: 6-8 JULY	Knowledge Acquisition: Workshop	Clay
2018-04-16	2018-04-16	Spring Fling - Microsoft 365	Knowledge Acquisition: Workshop	NEFEC
2018-04-16	2018-04-16	Spring Fling - Advanced Google	Knowledge Acquisition: Workshop	NEFEC

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

	Certificate Type	Certificate Number	Validity Begin	Validity End
Action	Professional Certificate		2016/07/01	2021/06/30
Action	Professional Certificate		2011/07/01	2016/06/30
Action	Professional Certificate		2006/07/01	2011/06/30

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

- Edit
- Manage Areas
- Reconciliation
- Clone
- Delete

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

	Level	Certificate Area	Status	Points Needed
Action	9	ELEMENTARY EDUCATION K-6	In-Field	0
Action	E	English for Speakers of Other Languages (ESOL)	In-Field	0
Action	E	Reading	In-Field	0

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.

Validity Begin	Validity End	ESE/SWD Points Required	Total Points Required	Endorsements
2016-07-01	2021-06-30	at least 20 ✓	exactly 120 ✓	ESOL, Reading

✓ Congrats! There are enough points to renew. Please select the specific points to spend below, or try the auto-calc feature (recommended).

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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.

Select Points to Spend:



ESE/SWD (Bankable)

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.

Non-Bankable

Spend?	Points to Spend	Event
	3 / 3	Social Media 2016-04-18
	2 / 3	Google Drive 2016-04-18
	3 / 3	D2D: District Leadership Sessions 5/19/16 2016-05-19 - 2016-09-30

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.

Confirm & Submit:

	ESE/SWD	Total
Required	at least 20	exactly 120
Spent	20	120
Req. Met?	✓	✓

The submit button will light up when the requirements are 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.