**MyEzTraxx Enrollments**

MyEzTraxx is the general teaching staff module of EzTraxx Online used for proposing professional development activities, enrollment, enrollment management, transcript access, and the creation and tracking of Individual Professional Development Plans. It is the resource for news and information about your district, provides links to sites of interest and the Regional Education Service Centers, and provides Help and Support features. It is fully integrated with the EzTraxx Online application used in your organization’s Central Office for the planning, management and reporting of continuing education and related staff data.

The features and functionality of the MyEzTraxx site are managed by the district or organization’s administration. The site’s dynamic menu allows each client to select the features they will make accessible to their users. Following is a list of the topics covered in this document to assist you with using the application.

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1. Class Catalog Enrollment

Utilizing the **Class Catalog Enrollments** feature is one method of searching for activities.

- Once you **login** to your online **MyEzTraxx** site, select **ENROLLMENTS / Class Catalog**.

**The CLASS CATALOG page is now open.**

- **Scroll** through the returned results by Activity Group Topic or **Perform** a quick search. **Type** in or select any relevant information that will refine your search, or leave all fields empty to return all records.

- **Click** the **Search** button.

**The CLASS CATALOG page will refresh.**

- If space is available in an activity class, the **Enroll** button will appear.

- If the activity class is full, you may see the **Add to Waitlist** button option.

- If you are already enrolled in an activity class, the message **"YOU ARE ALREADY ENROLLED FOR THIS CLASS"** will appear.

- If you attempt to enroll in an activity class which would create a scheduling conflict based on enrollment in other activities, the message **"A SCHEDULE CONFLICT EXISTS. YOU WILL NOT BE ABLE TO ENROLL IN THIS CLASS"** will appear. You must edit your schedule in order to enroll in this class (see **ENROLLMENT MANAGEMENT**).

- **Click** the **Enroll** button.

- When prompted “Are you sure you want to enroll for this class?”, **click** the **OK** button.
The **ENROLLMENT CONFIRMATION** page is now open.

Notice the **PENDING** status of the class you just enrolled. Your enrollment approval/denial will be determined by pre-determined administrators. Once your enrollment status has changed, it will be automatically updated on your **ENROLLMENT MANAGEMENT** page.

Note: You can enrollments according to Activity, Start date and Enrollment Status by dragging their respective title above the table menu.
2. Calendar Enrollment

Utilizing the **Class Calendar Enrollments** feature is another method of searching for activities.

- Once you **log in** to your online MyEzTraxx site, select **ENROLLMENTS/Class Calendar** from the above menu.

The Calendar page is now open. Notice your Calendar View choices:

1. **Show All**: Returns all activities, events, and activities user is currently enrolled in.

2. **Activities**: Returns the activities that are available for enrollment.
3. **Events**: Returns any events entered into the calendar by administrators. This is a viewing feature created to help avoid scheduling conflicts.

4. **My Activities**: Returns activities that the user is currently enrolled in.

To enroll in an activity:

- **Select** the Activities Calendar view.
- **Click** on the underscored title of the activity you would like to enroll in.

The catalog page is now open.

- **Click** the Enroll button.
- When prompted “Are you sure you want to enroll for this class?”, **click** the OK button.
The **ENROLLMENT MANAGEMENT** page is now open.

Notice the **PENDING** status of the class you just enrolled. Your enrollment approval/denial will be determined by pre-determined administrators. Once your enrollment status has changed, it will be automatically updated on your **ENROLLMENT MANAGEMENT** page.

**Note:** You can enrollments according to Activity, Start date and Enrollment Status by dragging their respective title above the table menu.
3. Class - Advanced Search

Utilizing the Class - Advanced Search feature is another method of searching for activities.

- Once you log in to your online MyEzTraxx site, select ENROLLMENTS / Class - Advanced Search from the above menu.

The SEARCH ACTIVITY page is now open.

- Type in or select any relevant information that will refine your search, or leave all fields empty to return all records.
- Click the Search/Filter button.

Available activities will be returned below in alphabetical order by subject.

Notes:
You will not be able to view activities which have already started.

You can group by the Topic and Start Date by dragging their respective column headers and dropping them above the table menu.

- Select the activity to view or enroll in by clicking its underscored name from the search results.
The **CLASS CATALOG** page will refresh.

- If space is available in an activity class, the **Enroll** button will appear.
- If the activity class is full, you may see the **Add to Waitlist** button option.
- If you are already enrolled in an activity class, the message “YOU ARE ALREADY ENROLLED FOR THIS CLASS” will appear.

If you attempt to enroll in an activity class which would create a scheduling conflict based on enrollment in other activities, the message “A SCHEDULE CONFLICT EXISTS. YOU WILL NOT BE ABLE TO ENROLL IN THIS CLASS” will appear. You must edit your schedule in order to enroll in this class (see ENROLLMENT MANAGEMENT).

- **Click** the **Enroll** button.
- When prompted “Are you sure you want to enroll for this class?”, **click** the **OK** button.

The **ENROLLMENT CONFIRMATION** page is now open.

Notice the **PENDING** status of the class you just enrolled. Your enrollment approval/denial will be determined by pre-determined administrators. Once your enrollment status has changed, it will be automatically updated on your **ENROLLMENT MANAGEMENT** page.
4. Enrollment Management

The Enrollment Management page allows users to view the status of all of the classes they have enrolled in.

- Once you login to your online MyEzTraxx site, select ENROLLMENTS/Enrollment Management from the above menu.

The ENROLLMENT MANAGEMENT page is now open.

**Withdraw Enrollment**

When viewing the page, note that the first column displays the Withdraw option, if available. You may only withdraw from an activity class that you have enrolled yourself in. If an administrator has enrolled you in an activity class or your enrollment has already been approved, you cannot withdraw from a class.

**Evaluation Form**

The second column displays the Evaluation Form option, if available. If you have completed an activity class, you can click on this link to complete and submit your online evaluation form.

**Class Details**

The third column displays the Details option. Click on this link to view additional class details, such as the schedule, objectives, etc.

**Enrollment Status**

Your enrollment is Pending until it is approved by your administrator. You will receive an email notifying you of this approval.

(Once you have successfully enrolled in an activity class, the Enrollment Management page opens and highlights the activity you have successfully enrolled in.)

**Award Status**

The last column displays the View Award option. Upon completion of your activity class, click on this link to view your award.