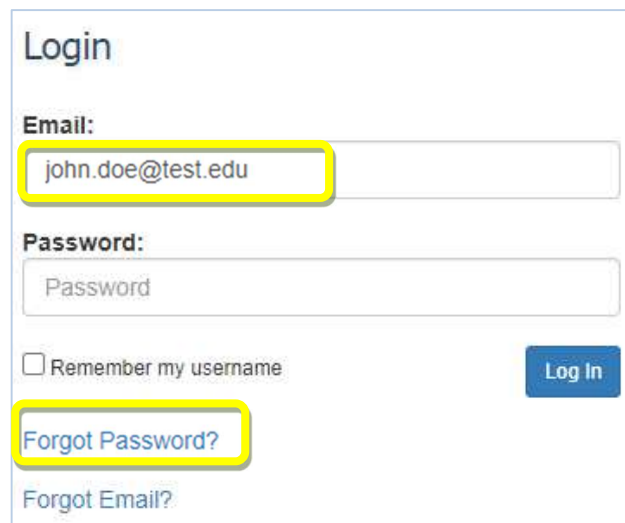


# OmniTrack - Initial Login Instructions for Participants

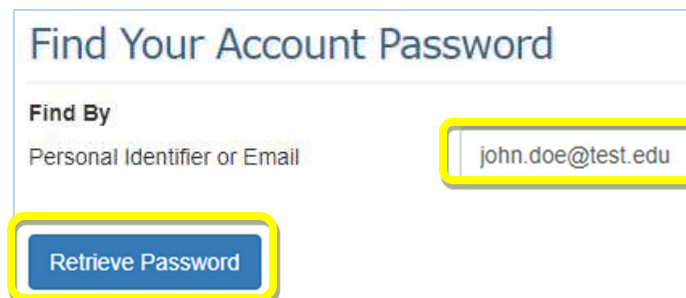
1. Click the **Login** link in the upper right-hand corner:



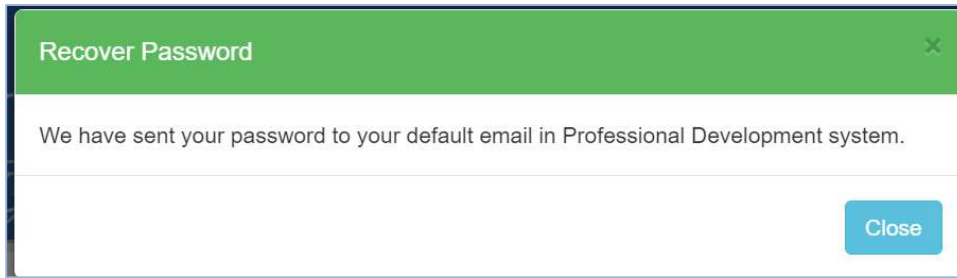
2. Type in your **email address** associated with your Region 15 professional development account. Then click **Forgot Password:**

A screenshot of the 'Login' form. The form has a white background and a light blue border. It contains the following elements: a title 'Login', an 'Email:' label above a text input field containing 'john.doe@test.edu', a 'Password:' label above a text input field containing 'Password', a checkbox labeled 'Remember my username', a blue 'Log In' button, a blue 'Forgot Password?' link, and a 'Forgot Email?' link. The 'Email' input field, the 'Forgot Password?' link, and the 'Log In' button are highlighted with yellow rectangular boxes.

3. Type your email address into the field and click **Retrieve Password:**

A screenshot of the 'Find Your Account Password' form. The form has a white background and a light blue border. It contains the following elements: a title 'Find Your Account Password', a 'Find By' label above a text input field containing 'john.doe@test.edu', and a blue 'Retrieve Password' button. The 'Find By' input field and the 'Retrieve Password' button are highlighted with yellow rectangular boxes.

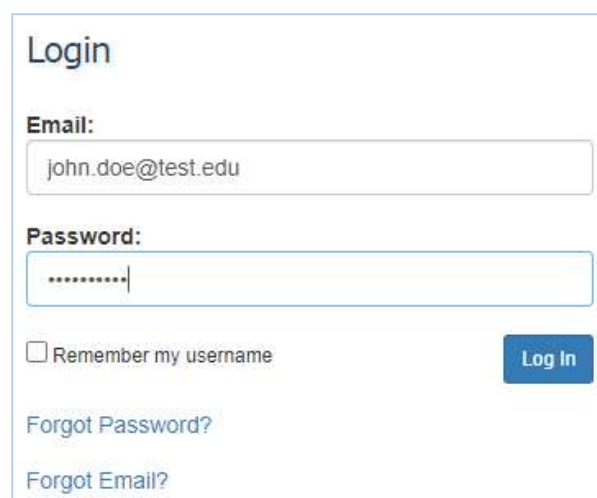
- You will receive the following message. Click **Close**:



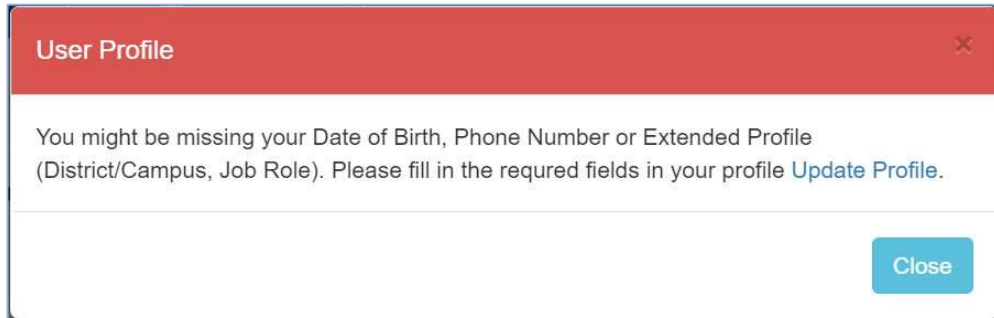
- Check your email to retrieve your temporary password:



- Login using your temporary password:

A login form titled "Login". It features two input fields: "Email:" with the value "john.doe@test.edu" and "Password:" with a masked password ".....". Below the password field is a checkbox labeled "Remember my username". A blue "Log In" button is positioned to the right of the checkbox. At the bottom of the form are two links: "Forgot Password?" and "Forgot Email?".

- You will see the following pop-up box that will tell you to update your profile. Click **Update Profile**:



- The screen will take you to your **Edit Profile** page. All pink fields are **required fields**. Update your information:

## Edit Profile

**First Name \*** John

**Date of Birth \*** 9 / 26 / 1991

**Primary Email Address (typically school email)** → **Email \*** john.doe@test.edu

**Middle Name**

**Last Name \*** Doe

**Change your Password** → **Password \*** Click to Change Password

**Texas Unique ID \*** 1234567890

**Phone \*** 555-555-5555

**PIN (4-digit number) \*** 1234

**Do you want to receive text messages? \***  Yes  No

**If you want to receive text reminders, this phone number must be your cell.**

**Texas Unique ID:** If you work for a school district and do not know your Texas Unique ID, go to the Home page and click on:



Another way to find it would be through DMAC if you have a DMAC account.

**Change Password**

Type your new password

Confirm your new password

**PIN:** This is the number you use to electronically sign in when you come to a workshop. You can keep this number or change it to any 4-digit number.

9. Scroll down to the extended profile to complete the required fields and click **Save Profile**:

### Extended Profile

**Business Phone** (Optional) ℹ  
111-222-3333

**Gender** (Optional)  
Please Select

Do you currently work in a TEA affiliated school?  
 Yes  No

**Secondary Email** (Optional)

**Job Role**  
Select Your Job Role

**Region** 15 **District** - Select District -

**Campus**  
- Select School -

**District Employee Number** (Optional)

**Affiliation** (Optional)

**Notification Preferences** (Optional)  
Frequency of email notification for your upcoming workshops:

Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day Before
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Week Before
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upcoming Workshops

**Choose your wireless provider** (Optional)  
- Select Provider -

**Save Profile**

**This is how often you want to receive notifications for your upcoming workshops.**

**You must select your wireless provider if you want texts**

**Click Save Profile**

10. You will receive a message confirming you successfully updated your profile:



**Note:** You must now logout and log back in again for the changes to take effect!