

## Registration Process for MAX Administrators

**When to Use:** When registering for the first time as a MAX administrator

*NOTE: if the Administrator is already registered in TracomLearning, the same Username and Password will allow them to log in to [www.tracommax.com](http://www.tracommax.com)*

### Receive Invitation Email

- 1) You will receive a “Welcome to TRACOM MAX” email from [admin@maxproddata1.tracom.com](mailto:admin@maxproddata1.tracom.com).
- 2) Click on the link contained in the email (it is unique to the recipient and should not be shared.)
- 3) Click “**REGISTER**” on the MAX screen
- 4) Enter your email address in the designated field
- 5) Click “**SUBMIT**”
- 6) Verify the name displayed and click “**SUBMIT**” (Spelling corrections can be made once you arrive at the registration page.)  
If it is not your name, click “**NOTIFY**” and click “**OK**” then close your browser. (An email is sent to a TRACOM Administrator who will contact you.)

### Continue the Registration Process

- 1) You will receive a second email from [admin@maxproddata1.tracom.com](mailto:admin@maxproddata1.tracom.com)
- 2) Click on the link contained in the email (it is unique to the recipient and should not be shared). You will be brought to the registration page.

### MAX Registration Page

- Correct the spelling of your name here, if necessary
  - Email Language
  - Localized Names (Optional – intended for character-based languages such as Chinese)
  - Username – create your username
  - Password – create a password with minimum of 8 characters, at least 1 uppercase letter, 1 lowercase letter, and 1 number.
  - Confirm Password – confirm the password you entered
  - Accept the privacy policy
- Click “**REGISTER Now**”
- Reenter Password
  - Select Security Question 1
  - Input Answer 1
  - Select Security Question 2
  - Input Answer 2
- Click “**Save**” You will be on the MAX Admin Dashboard.