

Registration Process for Facilitators and Session Hosts

When to Use: When registering in MAX as a Facilitator or Session Host

NOTE: if the person is already registered in TracomLearning, the same Username and Password will allow them to log in to www.tracommax.com

Receive Invitation Email

- 1) You will receive a “Welcome to TRACOM MAX” email from 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
- 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 Session Reports screen.