

Using a Learner's Existing Profile

When to use: When a Learner already has a Learner Report created from the same TRACOM product, you will have the option of using their existing report.

Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter both your **User Name** and **Password** (both are case sensitive)
- 3) Click "**LOGIN**"

Find the Session

- 1) Under **SESSIONS** tab, click "**Manage Session**"
- 2) Click on the Session name

Go to Learner Enrollment

- 1) Click "**Start Now**" or "**View/Edit**" under **Learner Enrollment**
- 2) Click "**Add Learners via Excel Upload**" or "**Add Learners via Manual Entry**"
- 3) Follow the usual steps to add learners
- 4) If a dialogue box opens and asks if you wish to use an existing profile for this session you may click OK or Cancel

To use the Existing Profile: Click OK.

The learner will be added to the session and their existing profile will be available. They will not have any tasks to complete for this session.

To use a New Profile: Click Cancel.

The learner will be added to the session and must complete the survey process to generate a new profile.