

Log In Process for Raters

When to use: When helping a rater login to complete their feedback tasks.

NOTE: Raters new to the MAX system receive unique log-in links via an invitation from the Learner. They do not register a username and password. However, a rater who previously registered with a username and password can log in using either method.

RATER via Log-In Link

Receive Invitation Email from Tracom Learning

- 1) You will receive an 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) Verify the name displayed and click "**SUBMIT**". If it is not your name, click "**NOTIFY**" and click "**OK**" then close your browser. (An email is sent to the Session Administrator who will contact you.)
- 4) The To-Do List is displayed. Click on an underlined activity to begin the task.

RATER via Username and Password

Receive Invitation Email from Tracom Learning

- 1) You will receive an email from admin@maxproddata1.tracom.com.
- 2) Go to <https://www.tracomlearning.com/>
- 3) Enter your **Username** and **Password** (both are case sensitive)
- 4) The To-Do List is displayed. Click on an underlined activity to begin the task.