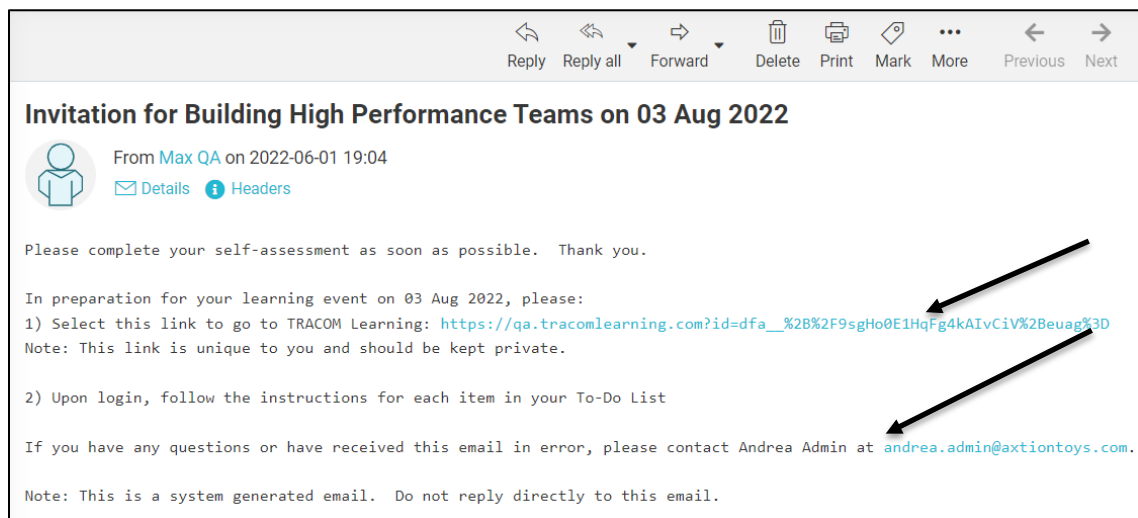


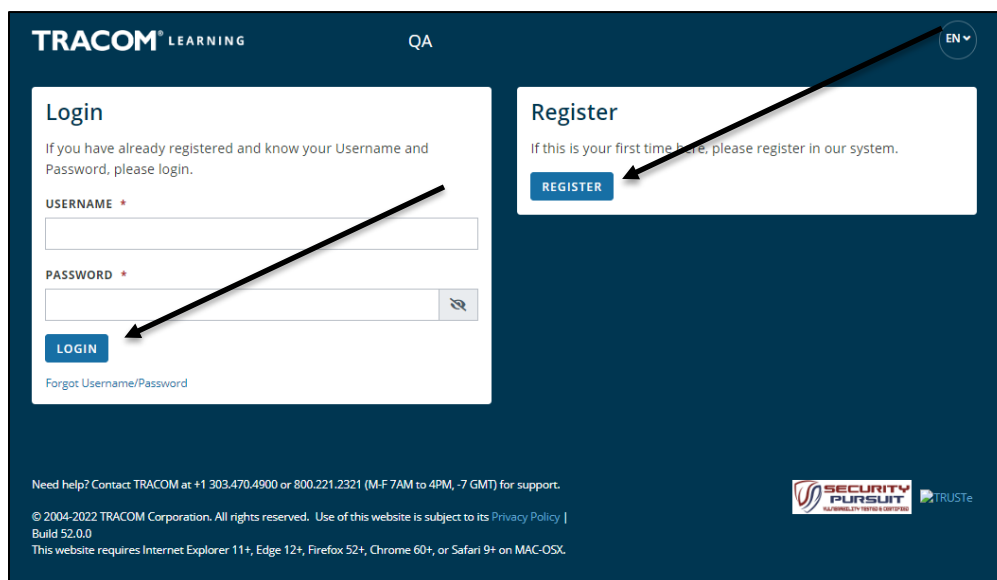
TRACOM Learning – Learner Experience

Learners are the participants enrolled into sessions in the MAX system, who will be completing a TRACOM profile and training. After a MAX Administrator sets up and activates a session, the learner will go through the following process in preparation for the training:

- 1) Learner will receive an email invitation to participate in the session. The email will contain brief instructions to complete their tasks, a unique link to the TRACOM Learning website, and session Administrator contact details.
- 2) Learner will click the link to be taken to the TRACOM Learning home page.



- 3) If the learner is new to TRACOM, they will click the Register button. If the learner has already established credentials in the TRACOM system, they will simply log in.



4) The learner will enter their email address in this field, then click NEXT.

5) Then, they will confirm that their name is spelled correctly. If they click YES, they will continue to the next step. If they click NO, the system will send an email to the administrator, alerting them that the name associated with the session is not correct. The administrator will follow up directly with the learner to update the system.


**Please note: if the name is not spelled correctly, the learner may still click YES, then update the name during the registration process.

- 7) After clicking YES, the learner will see this message: "A registration email has been sent to the email address provided. Select the link in the email to complete the registration process."

The screenshot shows the TRACOM LEARNING website interface. At the top, there is a dark blue header with the logo and the text "TRACOM[®] LEARNING" on the left, "QA" in the center, and a language dropdown menu "EN" on the right. Below the header is a light blue notification banner with an information icon and the text: "A registration email has been sent to the email address provided. Select the link in the email to complete the registration process." Below the banner are two main sections: "Login" and "Register". The "Login" section includes a message: "If you have already registered and know your Username and Password, please login." It has input fields for "USERNAME" and "PASSWORD", a "LOGIN" button, and a link for "Forgot Username/Password". The "Register" section includes a message: "If this is your first time here, please register in our system." and a "REGISTER" button. At the bottom of the page, there is a footer with contact information, copyright notice, and logos for "SECURITY PURSUIT" and "TRUSTe".

- 8) The learner will return to their email account, click the new Registration link, and be taken to the Registration screen.

Continue TRACOM Registration Process


 From **Max QA** on 2022-05-27 16:43
[Details](#) [Headers](#)

Please select the link below to continue the registration process for TRACOM. Note: This link is unique to you and should be kept private.

https://qa.tracomlearning.com/registration-link?id=ec8__yFidoa3h%2Fm6M2s3GI1kjHlmo0%2FA%3D

Note: This is a system generated email. Do not reply directly to this email.

- 10) The Registration screen will be pre-populated with the learner's email address and name. If their name is not spelled correctly, they may correct it on this screen.
- 11) The learner will create a Username, Password (requirements are detailed below the password fields) and accept the Privacy Policy to move forward.

TRACOM[®] LEARNING QA EN

Registration

Use the form below to register.

Required: Enter contact information using Western/Latin characters only.

EMAIL ADDRESS
learner49@axtiontoys.com

EMAIL LANGUAGE *
English (US)

FIRST NAME *
Sastry

LAST NAME *
Varanazi

Optional: Enter a first and last name containing non-Western/non-Latin characters.

LOCALIZED FIRST NAME

LOCALIZED LAST NAME

Required: Choose new credentials in the fields below.

USERNAME *
learner49@axtiontoys.com

NEW PASSWORD *

REENTER NEW PASSWORD *

The password is CaSe SeNsItIvE, must be a minimum of 8 characters, and must contain at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (e.g. ~!@#\$%^&* _)

TRACOM has a strong commitment to protect the rights and privacy of every person who participates in our services. To proceed, you must agree to our Privacy Policy.

[View our Privacy Policy](#)

I accept the Privacy Policy

NEXT >

- 12) They will then select their Security Questions, enter their responses, and click SAVE. Registration has been completed, and the learner may access the To-Do list.

TRACOM[®] LEARNING QA EN

✓ Your registration was successful.

My Security Questions

Select two different security questions from the lists below. Which questions should I choose?

CURRENT PASSWORD *

SECURITY QUESTION 1 *
What is your mother's maiden name?

ANSWER 1 *
Smith

SECURITY QUESTION 2 *
What is the name of your first dog?

ANSWER 2 *
Spot

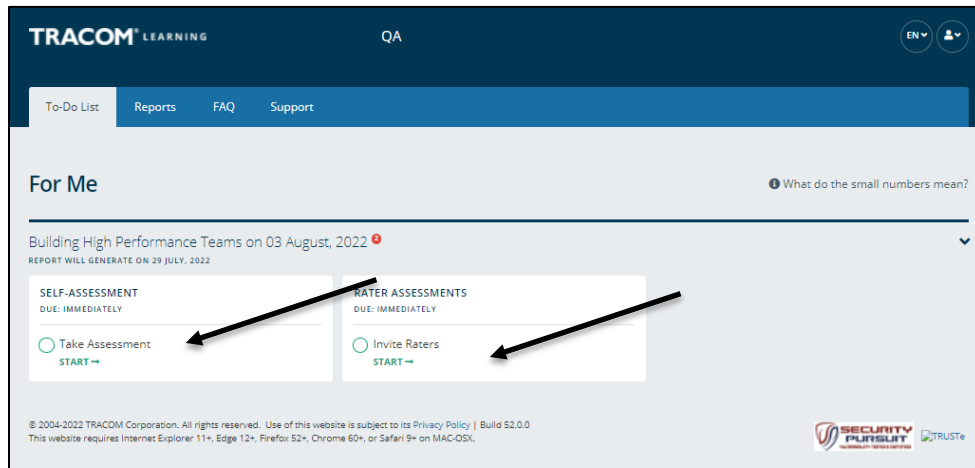
SAVE

Need help? Contact TRACOM at +1 303.470.4900 or 800.221.2321 (M-F 7AM to 4PM, -7 GMT) for support.

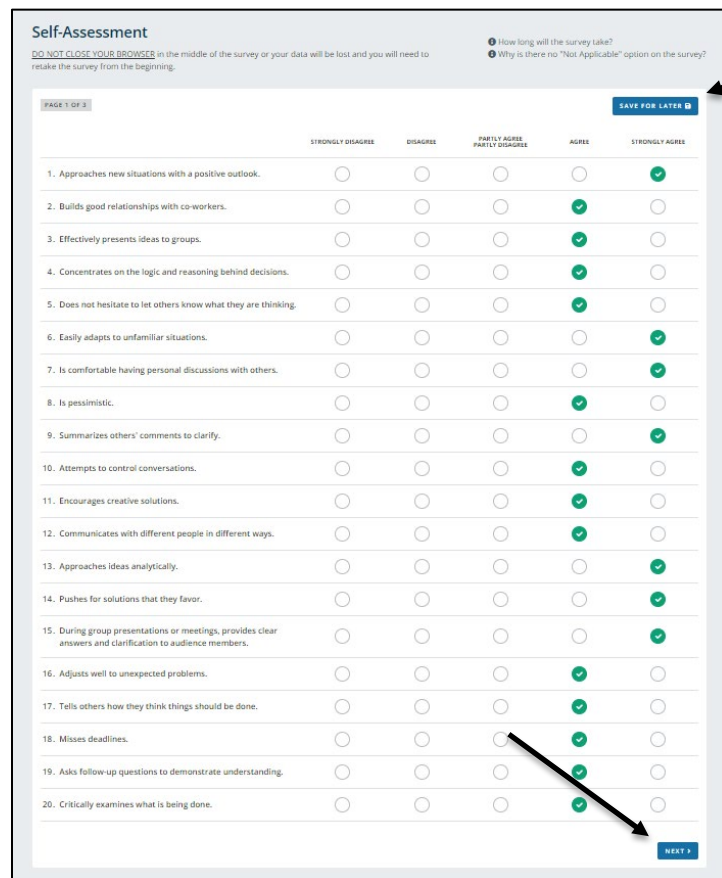
© 2004-2022 TRACOM Corporation. All rights reserved. Use of this website is subject to its Privacy Policy | Build 52.0.0
This website requires Internet Explorer 11+, Edge 12+, Firefox 52+, Chrome 60+, or Safari 9+ on MAC-OSX.

SECURITY PLUS TRUSTE

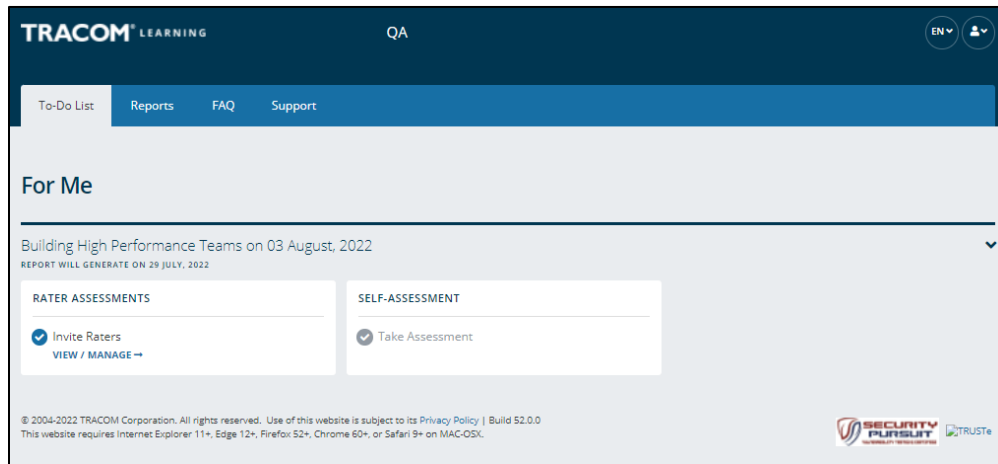
13) The learner will complete all requested tasks by clicking on the boxes. The product used for the session will determine the specific tasks that the learner will complete.



14) To complete a survey, the learner must answer all survey items. If they would like to move forward to the next survey page, they will click NEXT after completing. If they wish to pause the survey and come back to it later, they will click SAVE FOR LATER.



15) When the tasks are completed, they will either be grayed out or marked as completed.



16) After the profiles have generated and are available for the learner to download, the learner will log in to TRACOM Learning at tracomlearning.com. They will be taken directly to the Reports tab if there are no outstanding tasks to be completed.

17) To download Profile Reports, Training Materials, or access Application Tools (depending on session settings and products purchased), the learner will click the button beside the file or tool that they wish to access.

