

Signing-up for Early Childhood Professional Learning Sessions: FAQs about Using Protraxx.com

What is Protraxx?

The Division of Early Childhood Education uses the Protraxx website to help us communicate ongoing information related to professional learning.

In Protraxx, you and your teachers will be able to:

- Access a personalized account with information about sessions and professional learning dates relevant to you;
- Enroll for professional learning sessions;
- View and print electronic PL certificates, which are produced in compliance with NY State Education Department (NYSED) requirements for Continuing Teacher and Leader Education (CTLE). For more information, visit the [NYSED website](#)

How do I get Access to Protraxx?

1. Go to <https://www.protraxx.com/prekforall/registration>.



Welcome!

We are gearing up for a wonderful year of professional learning together. The Division of Early Childhood Education has created the a professional learning website on Protraxx to communicate information about professional learning, including enrolling for sessions and professional learning certificates. You will have an individual account and be able to access professional learning information for the 2019-2020 school year at your convenience.

Please note:

- Registering for the Protraxx Division of Early Childhood Professional Learning website is NOT considered enrolling for any specific session. Participants must enroll for each individual session, and may only enroll for a session in their site's professional learning track.
- Each teacher must have a unique email address in order to receive the correct information about professional learning.
- If you created a Protraxx account, attended professional learning in in the 2018-2019 school year as a walk-in, or are not sure if you already have a Protraxx account, please go to the main [Protraxx login page](#) and click "Forgot your username/password?" to retrieve your login information. Please do not create a new account unless absolutely necessary.

Please email decepl@schools.nyc.gov with any questions. We are looking forward to seeing you at 2019-2020 professional learning sessions!

A screenshot of the 'New User Registration' form on the Protraxx website. The form has a blue header with the text 'New User Registration'. Below the header, there is a search bar with the text 'Existing account? Quick Search (Email):' and a green button labeled 'Send Username/Password'. To the right of the button, it says 'Type Email, click send Username/Password!'. Below this, there is a bold instruction: 'Type your location code or school/program name into the search field below.' Underneath this instruction is a search input field with the placeholder text 'Type to search for your program.' and a dropdown arrow on the right.

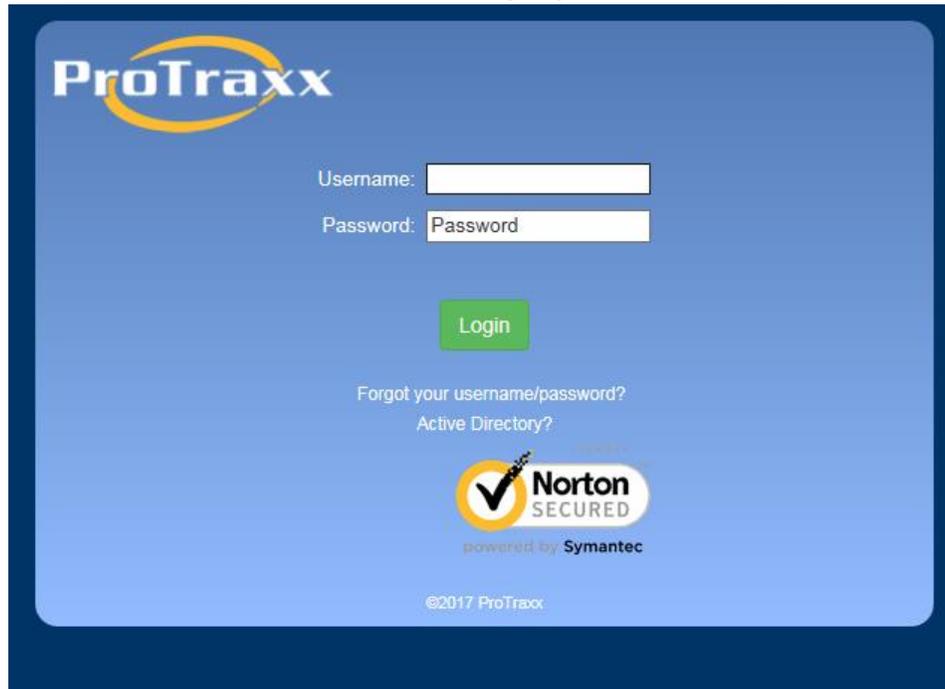
2. Complete the registration form. If you have a DOE email address (@schools.nyc.gov), please use this address to register. Every teacher and leader who will be attending professional learning should have an individual account with a unique email address.

3. Upon submission, you will receive a confirmation email with additional information on how to enroll in your upcoming session.

If you have any questions about registration, please contact decepl@schools.nyc.gov.

How do I Log-In to your Protraxx Account?

1. Go to <https://www.protraxx.com/Login.aspx>
2. Enter the username and password you created when you registered for the account. If you forgot your username and/or password, click **“Forgot your username/password?”**



How do I enroll in a professional learning session?

1. Go to <https://www.protraxx.com/Login.aspx>
2. Enter the username and password you created when you registered for the account. If you forgot your username and/or password, click **“Forgot your username/password?”**
3. In the **Enrollment** tab on the upper left corner, click **Class Catalog**.



4. In the next page, you'll see your professional learning sessions. If you see more than one session option, read the session description to make your selection. **Click Enroll** to confirm your selection.

Session 1 - September 7th - Teachers [View Details](#)

Activity Code: TBD-18-094-003
 Session Count: 1
 Seats taken: 0 of 300
 People on Waitlist: 0
 Sub Title: Upper Manhattan
 Description: This is a test for 1st Thrive TEACHER PL
 Subject Area: [Bilingual (In-Active)]
 Target Audience: [Teachers]
 Area of Focus:

Schedules:

Date	Start Time	End Time	Location	Room
07/12/2017	9:00 AM	3:30 PM	Out of District	

Prerequisites:

Activity
No records to display.

Click Here → Enroll

5. After you click Enroll, **you will receive an email confirmation** of your enrollment with basic information about your upcoming session, including: date, time, and location of your session.

How do I know if I'm enrolled in a professional learning session?

You can look at your enrollments and can withdraw from a session at any time.

1. Click the **Enrollment** tab and select **Enrollment Management**.

Logged in as: **Ima Teacher**

ENROLLMENT
REPORTS

Class - Advanced Search
Class Calendar
Class Catalog
Enrollment Management

DDEK

Check the classes you're enrolled in

You will be directed to another page where you can see your session you are enrolled in.

Enrollments / Enrollment Management

Enrollment Management - Quick Search

Start Date:

Activity Name:

Enrollment Status: All

Search/Filter

Drag a column header and drop it here to group by that column - Groupable Columns (Activity | Start Date | Course Code | Enrollment Status)

Withdraw Enrollment	Evaluation Form	Class Details	Activity	Award Status	View Award	Start Date	Course Code	Enrollment Status	Attend Status	Trans #	Payment Method	Price
		Details	PREK FOR ALL PROFESSIONAL DEVELOPMENT SESSION	N/A		01/01/2018	1921-18-095-312	APPROVED	NOT RECORDED			

Information about the session you're enrolled in

How do I withdraw from a session?

1. Select the **Enrollment** dropdown, and choose **Enrollment Management**.

Logged in as:
Ima Teacher



Check the classes you're enrolled in

ENROLLMENT ▾

REPORTS ▾

Class - Advanced Search

Class Calendar

Class Catalog

Enrollment Management



2. Once you see the class you've enrolled in, select the **Withdraw** hyperlink under **Withdraw Enrollment**.

ENROLLMENT ▾ REPORTS ▾

Class - Advanced Search

Class Calendar

Class Catalog

Enrollment Management

Enrollments / Enrollment Management

enrollment - Quick Search

Start Date:

Activity Name:

Enrollment Status:

[Search/Filter](#)

Drag a column header and drop it here to group by that column - Groupable Columns (Activity | Start Date | Course Code | Enrollment Status)

Withdraw Enrollment	Evaluation Form	Class Details	Activity	Award Status	View Award	Start Date	Course Code	Enrollment Status	Attend Status	Trans #	Payment Method	Price
Withdraw		Details	PREK FOR ALL PROFESSIONAL DEVELOPMENT SESSION	N/A		01/01/2019	1921-18-095-312	APPROVED	NOT RECORDED			

Click Here

3. Click **OK** on the confirmation popup to confirm you would like to withdraw from enrollment in the session you selected.

www.protraxx.com says:
Are you sure you want to remove your enrollment for PREK FOR ALL PROFESSIONAL DEVELOPMENT SESSION?

Click Here **OK** Cancel

NYC Department of Education
Logged in as: Ima Teacher

ENROLLMENT ▾ REPORTS ▾

Enrollments / Enrollment Management

Enrollment Management - Quick Search

Start Date:

Activity Name:

Enrollment Status:

Search/Filter

Drag a column header and drop it here to group by that column - Groupable Columns (Activity | Start Date | Course Code | Enrollment Status)

Withdraw Enrollment	Evaluation Form	Class Details	Activity	Award Status	View Award	Start Date	Course Code	Enrollment Status	Attend Status	Trans #	Payment Method	Price
Withdraw		Details	PREK FOR ALL PROFESSIONAL DEVELOPMENT SESSION	N/A		01/01/2019	1921-18-095-312	APPROVED	NOT RECORDED			

4. You will be presented with a confirmation page detailing the session you have withdrawn from. If you would like to enroll in a new session, proceed to the **Course Catalog** to go through the *Enrollment Process* ([Need help with enrollment? Click here!](#))

[Print WithDrawl Confirmation](#)

ENROLLMENT WITHDRAWAL CONFIRMATION

IMA Student-Teach,

You have withdrawn from the following:

Class Information
Activity Name: TEST ACTIVITY
Activity Desc: Programs participating in the NYC Pre-K Explore instructional track implement Building Blocks math curriculum with the research-based Pre-K for All interdisciplinary Units of Study. NYC Pre-K Explore professional learning provides leaders and teachers with strategies to increase children's critical thinking and problem solving skills.
Activity Code: 1921-18-095-052

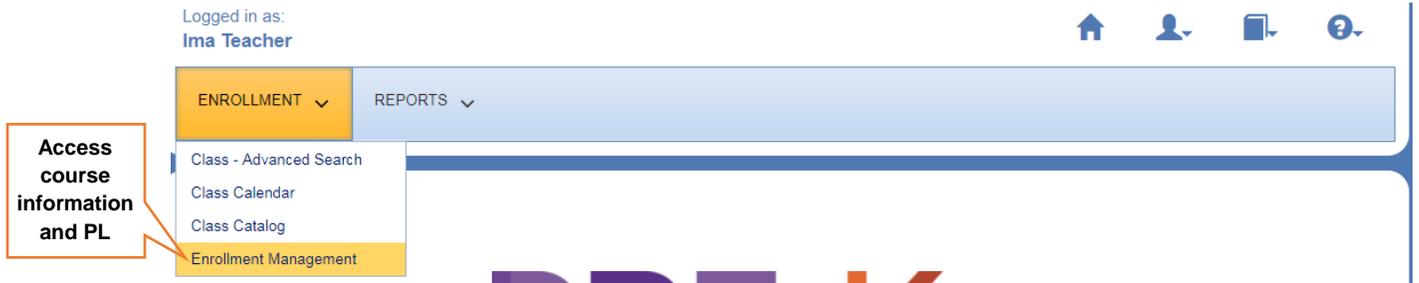
Schedule
Start Date: 9/16/2017

[Back To Enrollment Management](#)

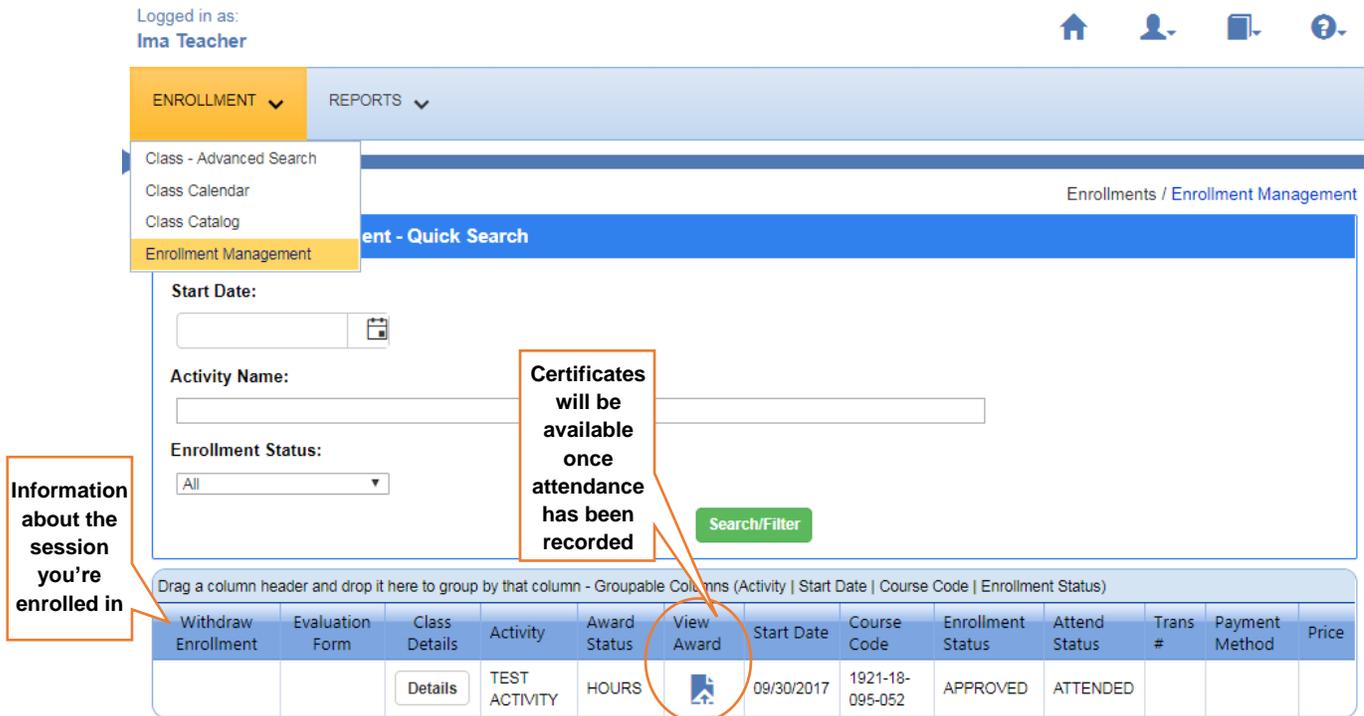
How do I get my professional learning certificate (e.g. CTLE certificate/award)?

For the 2018-2019 school year we will be issuing electronic professional learning certificates through the Protraxx website. These certificates are called **awards** in the Protraxx system. You will be able to access and print your **award** after each session you attend. To do this follow these steps:

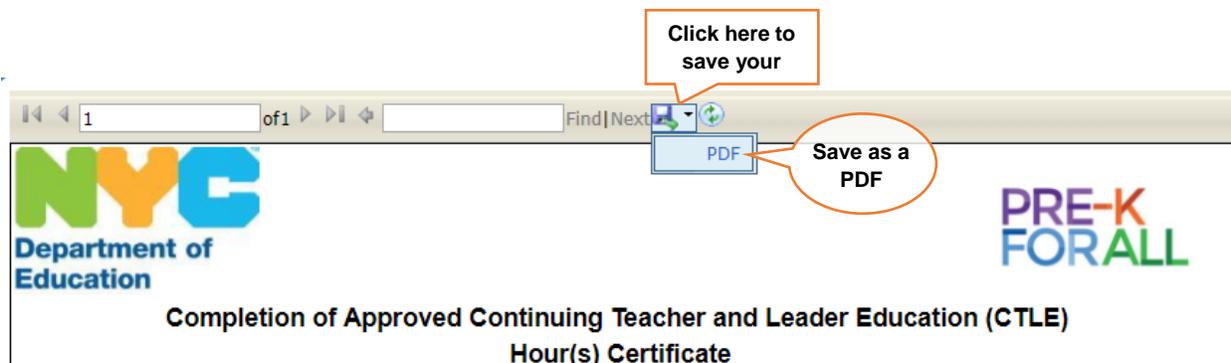
1. Click the **Enrollment** tab and select **Enrollment Management**.



2. Click on the **View Award** icon in the table with session information.



3. To save, click Export icon and select PDF.



How do update my profile information in Protraxx?

1. Go to <https://www.protraxx.com/Login.aspx>
2. Enter the username and password you created when you registered for the account. If you forgot your username and/or password, click “**Forgot your username/password?**”



ProTraxx

Username:

Password:

Login

Forgot your username/password?
Active Directory?

 Norton
SECURED
powered by Symantec

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3. Click the  icon to update your information and account and select **Update Profile**.

- To make changes to your personal information, click the **Personal Information** tab. Make sure to update **First Name, Last Name, EIN (file number, if applicable), Date of Birth (DOB), and Email Address.**

NYC Department of Education Division of Early Childhood Education

Logged in as: Ima Teacher

ENROLLMENT ▾ REPORTS ▾

Update Profile
Logout

Access your user information and change password

Update Profile Information

Profile Information

If you are not allowed to update the section of information. Please contact your district. The district allows you to update the following information: {Personal Information} {School Information} {Email} {Username & Password}

Click here for personal information

1. Personal Information 2. School Information 3. Login Information (Save All) Email Notifications

Person Information

Employee Number: 100123

EIN #/State #:

Prefix: NONE SELECTED ▾

First Name: Ima

Middle Initial:

Last Name: Teacher

Suffix: NONE SELECTED ▾

Address:

City:

State:

Zip Code:

DOB: 08/02/2017

Gender: NONE SELECTED ▾

Marital Status: NONE SELECTED ▾

Ethnicity: NONE SELECTED ▾

Phone Type: Home ▾

Phone Number: ext.

Tenure Status: NONE SELECTED ▾

Tenure Date:

Certified:

*Email Address: ojimenezrobins@strongschools.nyc

*Re-Enter Email Address: ojimenezrobins@strongschools.nyc

- If your place of employment changes and you need to make changes to your school information, click the **School Information** tab.

Profile Information

**If the boxes are disabled you are not allowed to update the following information. Please contact your district. The district allows you to update the following information: {Personal Information} {School Information} {Email} {Username & Password}

Click here for school information

1. Personal Information 2. School Information 3. Login Information (Save All) Email Notifications

School Information

Please select your school assignment for the school year
(Select the Hierarchy 1st, the Hierarchy will then populate the location!)

*Location: 01M184 - P.S. 184 Shuang Wen - 327 CHS

*Title: Teacher

*Grade: -- Select Grade --

School Name

