

New York City Department of Education

Getting Started with EzTraxx Online & ECatalog



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[Introduction](#)

ENTER INFORMATION HERE ABOUT USE OF THE CATALOG

The New York City Department of Education promotes professional development offerings through ProTraxx's EzTraxx Online Catalog, EzCatalog. This site may be accessed by going to www.protraxx.com and selecting ONLINE CATALOGS, OR



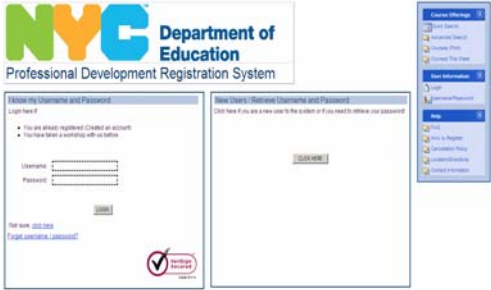
The online system is no longer a self-registration process. We have made modifications to the login process to greatly simplify and speed your search and enrollment experience. All New York City employee files have been uploaded into the database. You will now verify your record in order to proceed with enrollment. These step-by-step directions will make it easy for you to quickly find a course offering, enroll and manage your enrollment.



442 Smith Street, Bldg. A
Middletown, CT 06457
1.866.398.7299

TOPIC	TASK
A. Logging In	How to Reach Login Page

To access the New York City Department of Education offerings, you will need to login. There are two ways to log into the system.

Go to http://pd.nycoit.org	Click on the "Registration" link on the left hand side of the page.
or	
Go to www.protraxx.com and click on the Online Catalogs box (as seen on the right) in the top right of the screen.	
You will be directed to a new page that has a list of the different online catalogs. Select the NYC Department of Education link. Click the link as highlighted in the list below.	
The login page opens.	
<p>If you already know your username and password then skip to the 'Logging In' task on Page 4 of this document. If you do not know your username and password you need to retrieve them by following the next set of directions, Retrieving User name and Password.</p>	


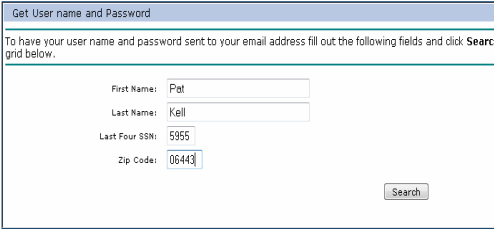



TOPIC	TASK
B. Logging In	<ul style="list-style-type: none"> Retrieving Username and Password

Once you have access to the login page, you will have two options.

If you know your User Name and Password, you will login on the left side of the page (see Page 3).


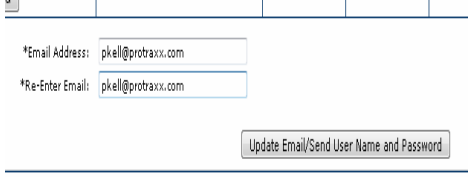
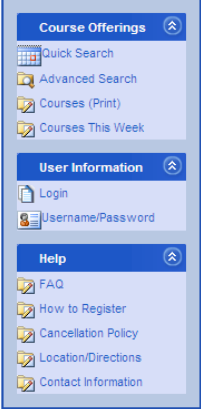
If you do not know your User Name and Password, you will follow the instructions below which will direct you to verify your identify in order to access the catalog of courses as well as your course-related and demographic information.

<p>The box on the right side of the page should be used if :</p> <ul style="list-style-type: none"> You are logging in for the first time You don't know your User Name and Password Your forgot your User Name and Password; or You're unsure if you have logged in previously <p>Click here.</p>							
<p>You are then directed to a new page that asks you for some personal information in order to find your user name and password. Fill out the boxes for First Name, Last Name, Last Four Digits of SSN, and Zip Code (there is an example of the boxes filled out below). Then click Search .</p>							
<p>Now an extension to the previous box will appear that has your name, address, and e-mail, as well as two buttons on either side of your personal information. Check to make sure that your e-mail address is correct. If it is not correct then refer to the 'Changing E-Mail' task explanation later on. If your e-mail address is correct then click on the box to the left Send Password.</p>	<p>The following records were found matching the information provided. Click Send Password</p> <p>If the email field is blank or incorrect, click Change Email button. Enter your email in the fi</p> <p>If no records were returned it means you are new employee to the New York City Depart</p> <table border="1" data-bbox="924 1257 1386 1335"> <thead> <tr> <th></th> <th>NAME</th> <th>ADDRESS</th> </tr> </thead> <tbody> <tr> <td>Send Password</td> <td>Pat Kell</td> <td>64 Wall Street</td> </tr> </tbody> </table>		NAME	ADDRESS	Send Password	Pat Kell	64 Wall Street
	NAME	ADDRESS					
Send Password	Pat Kell	64 Wall Street					
<p>Once you click on this button your username and password will be sent to your e-mail address. Logon to your e-mail and check your mail to retrieve them. Once you have done this, you may return to the Login screen simply by clicking on the Login link under 'User Information' in the box on the top right side of the screen.</p>							



TOPIC	TASK
A. Logging In	<ul style="list-style-type: none"> • Changing E-Mail Address and Retrieving User Name and Password

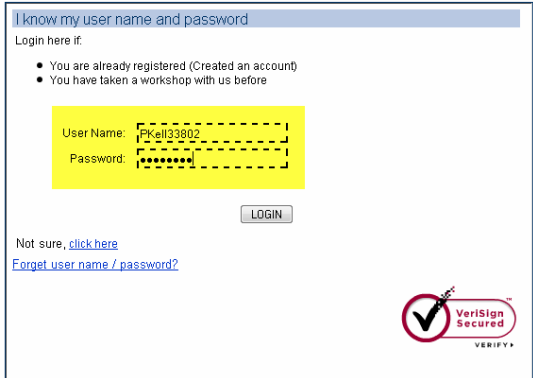

To change your email address and retrieve your User Name and Password, you must first verify your identify as described above.

<p>At the original username and password page (view Retrieving Username and Password to get there if you are not there already) click on the button on the right that says change e-mail.</p>	
<p>Once you click change e-mail, the box will extend and two fields will display. In the first field, enter your correct email address. In the second field, repeat this data to confirm it.</p> <p>Then click Update Email/Send User Name and Password. Your email will be changed to the newly entered address and your User Name and Password will be forwarded immediately to the entered address.</p>	
<p>To return to the Login Screen once you have retrieved your User Name and Password, click Login found on the right menu.</p>	



TOPIC	TASK
A. Logging In	• Logging In With User Name and Password


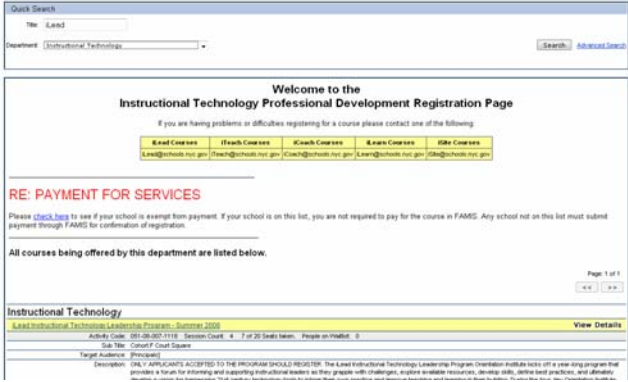
Once you know your User Name and Password, you will be able to login.

<p>Once you are at the login screen (see How to Reach Login Page) look at the big box on the left side of the page. Within this box are two entry boxes for your user name and password. Enter your user name and password into their corresponding boxes.</p> <p>Click LOGIN.</p>	
<p>If this is your first time logging in you will be directed to a screen asking you to complete your user registration. Select the appropriate data from each drop down list by clicking on the inverted triangle at the right of each field. Be sure to select data in the order displayed as each choice will affect the options available in the next field.</p> <p>When complete, click Finish Registration.</p>	



TOPIC	TASK
B. Finding A Class	• Quick Search



There are multiple methods to find a class. This section describes the Quick Search.

<p>'Quick Search' and the quick search box appear upon login. A link is also found in the menu on the top right of the page under the Course Offerings tab.</p>	
<p>To use the quick search, you must first make a selection from the drop down list field, Department.</p> <p>All activity offerings of the selected Department will display below. If no classes are currently open for enrollment, a message will appear: No Records.</p> <p>To further narrow your search, you may enter part of the name of the activity in the field Title.</p>	
<p>Once you have selected a department, the welcome page for the Department will appear. Any special instructions or information will appear at the top of the page as well as specific contact information should you need assistance.</p> <p>If you scroll down the page you will see all of the classes offered that fit your entered criteria.</p>	



TOPIC	TASK
B. Finding A Class	• Advanced Search

This section describes use of the Advanced Search.

<p>Click the Advanced Search link located on the right menu or to the right of the Quick Search header.</p>	
<p>The Advanced Search opens displaying several fields which allow you to select or enter criteria to narrow your search.</p> <p>Tip: Only enter data you are certain is accurate – the database will only find data which specifically matches the entered data. You do not need to enter or select data from all fields.</p>	



TOPIC	TASK
B. Enrollment	• Enrollment

Before enrolling in a class you might want to find out if your school is exempt from payment for courses. If you do not already know you can perform a search using quick search and then click on the link that says "Please check here to see if your school is exempt from payment. If your school is on this list, you are not required to pay for the course in FAMIS. Any school not on this list must submit payment through FAMIS for confirmation of registration."

Lead Courses	Teach Courses	Coach Courses
iLead@schools.nyc.gov	iTeach@schools.nyc.gov	iCoach@schools.nyc.gov

RE: PAYMENT FOR SERVICES

Please [check here](#) to see if your school is exempt from payment. If your school is on this list, you are not required to pay for the course in FAMIS. Any school not on this list must submit payment through FAMIS for confirmation of registration.

All courses being offered by this department are listed below.

Once you have found the class that you want to enroll in, click on the 'Enroll Now' button associated with it. If you are viewing the Course Catalog, this button will be located right below the short description of the course. If you are viewing the full course description page, it is found above the description. Once you click enroll now a popup will display - "Are you sure you want to enroll for this class?"

Click if you wish to enroll.

You will receive an email noting your Pending enrollment.

Please note: Your enrollment **will be pending** until reviewed and approved by an administrator/principal. You have not been accepted into this class until your enrollment status is Approved or Confirmed when you receive an additional email.

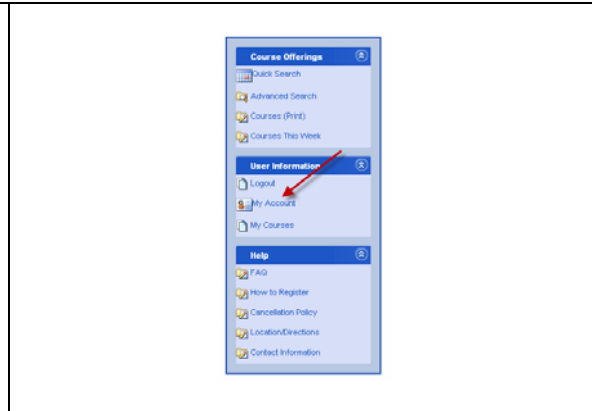


TOPIC	TASK
C. Other	<ul style="list-style-type: none"> • Viewing and Editing Account Info

To view and edit account info you first must be logged in.

Once logged in, you will be able to view [MyAccount](#) on the right menu.

Click the 'My Account' link under 'User Information' located in the box on the right of the page.

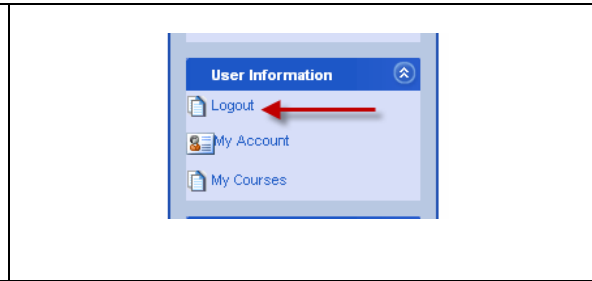


A screen with all of your account and personal information will appear. You can edit any of the information and then click update user information at the bottom of the page to save your work.



TOPIC	TASK
C. Other	• Logging Out

To Log Out click 'Logout' link above the 'My Account' link on the menu at the right of the page.



TOPIC	TASK
C. Other	<ul style="list-style-type: none"> Using Help Features

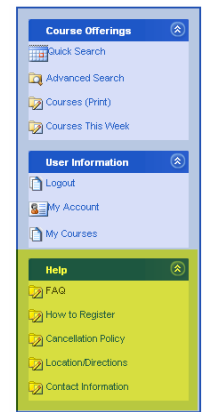
There are several Help features to guide your use of EzCatalog. You do not need to be logged in to use the help features.

FAQ – a list of frequently asked questions about EzCatalog
How to Register – step by step instructions for using the site

Cancellation Policy – your organization’s cancellation policy

Location Directions – directions to the buildings/locations where classes are held

Contact Information – a list of the staff to contact in the event you require additional assistance



TOPIC	TASK
C. Other	• Email Support

E-mail Support

Emails sent by the ProTraxx system to email providers such as AOL, Yahoo, Earthlink and others may be blocked by spam filters. In order to ensure e-mails regarding your enrollment in a course are delivered and received, it is advised that participants use their Department of Education e-mail account. This will ensure that all messages sent via ProTraxx's EzTraxx and EzCatalog modules are received in your inbox. If you need assistance with your DOE e-mail account please call the Help Desk at 718.935.5100. There will be limited support for participants using non-DOE e-mail accounts.

