Finding and Registering for CES Sessions

Click on one of the following questions to be taken directly to the answer.
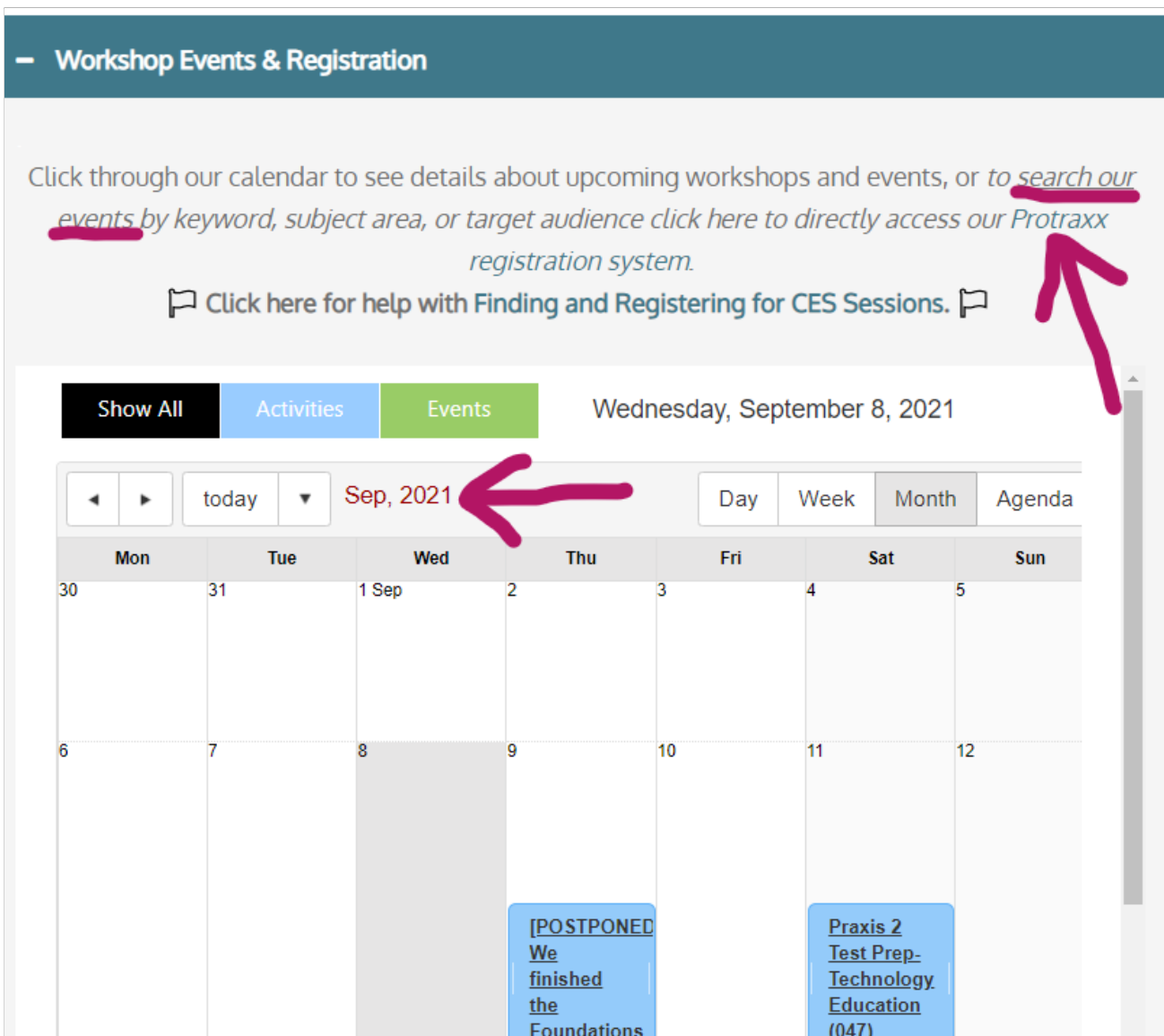
How can I see all of the CES session offerings?

1. Visit www.ces.k12.ct.us/pds and click on **Events & Registration**.

2. You will see our calendar of events and a direct link to our registration system, Protraxx.


3. In the calendar, click on the title of the session activity to be taken directly to the registration site.

4. If you choose to click directly on the link to our Protraxx registration system, you will be taken to our entire library of session activities.
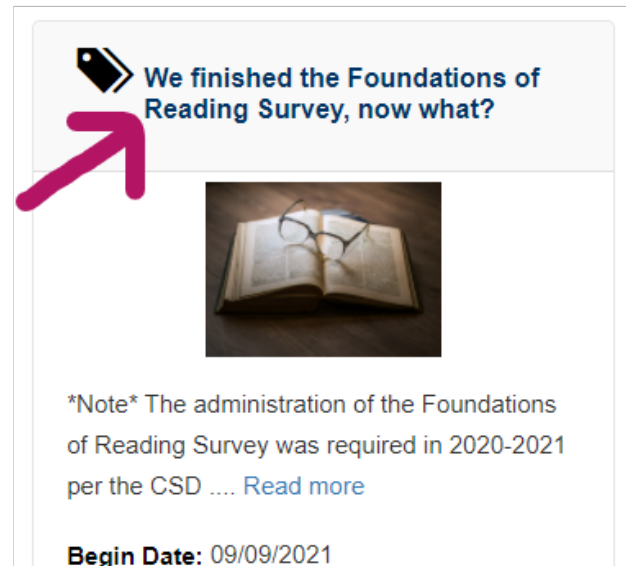   a. Click on the title of the session activity to register.

I found the session I want to attend. How do I register?

1. Click the title of the training.
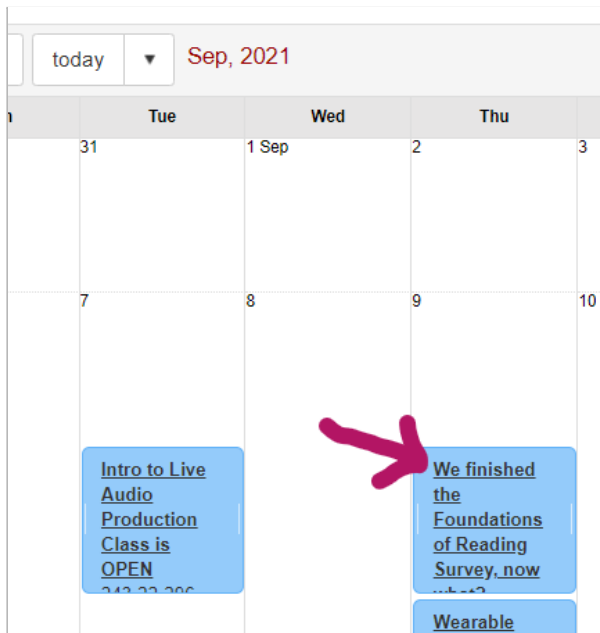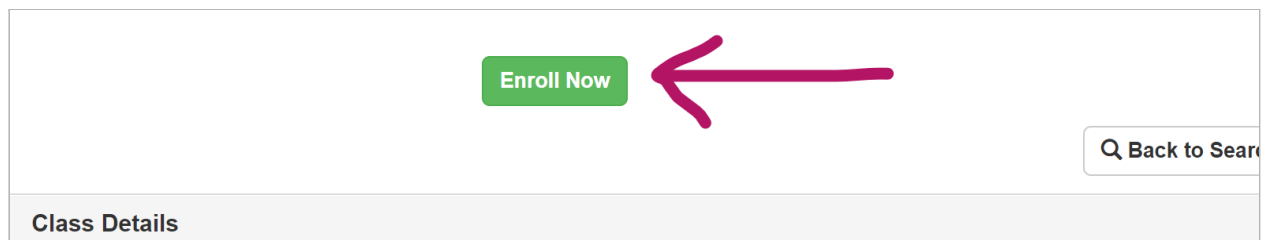
(calendar view)   (Protraxx view)

   a.   After you click the title, you will be taken to a detailed view of the session. Here you will find all of the session details, including title & description, fees, date/s, time/s, & location/s.

2. When you're ready to register, click the green **Enroll Now** button at the top center of the page.

3. When you click the green **Enroll Now** button, a box will *pop up* asking if you are sure you want to register, click the blue **OK** button to continue.
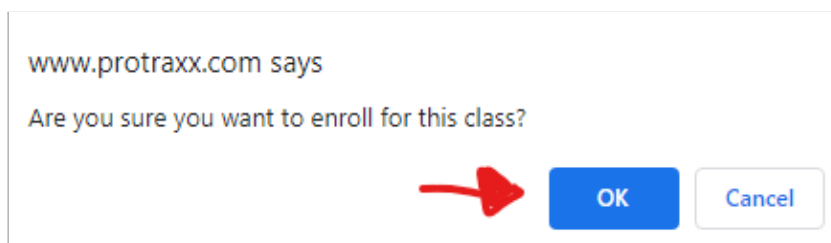
(You will then be prompted to login to Protraxx; see more about that below.)

How do I access my Protraxx account?

Read the directions at the top of the page to determine which of the choices applies to you.

Welcome to the online registration system for C.E.S. professional development activities.

1. If you have taken workshops here at C.E.S before it is possible you already have an account, just click onto **forgot username and password, put in the security code** and your information will be emailed to you.

2. If your **district uses ProTraxx**, please login using your **current username** and **password**.

3. If you **have not used** ProTraxx before and **never taken a workshop** at C.E.S., you are a new user, so please click the register button, under the **heading New User** to create an account for registration.

- If you know your username and password, enter them as shown below and click **LOGIN**.

I know my Username and Password

Login here if:
- You are already registered (Created an account)
- You have taken a workshop with us before

Username: tomier

Password: ••••••

LOGIN

(continued below)

- If you are not sure if you have an account or you cannot remember your username/password, look to the bottom of the page and click as shown below. (See how to proceed here.)

I know my Username and Password

Login here if:
- You are already registered (Created an account)
- You have taken a workshop with us before

Username: tomier

Password: ••••••

LOGIN

Not sure, click here ←

Forgot your username/password? ←

- If you are registering as a new user, click **Register** as shown below, and then follow the directions below.

New Users

You have not previously registered or created an account to obtain a user name and password

→ REGISTER

What if I'm not sure if I have a Protraxx account _or_ I forgot my Protraxx username/ password?

When you click Click here or Forgot username/password you will be brought to a screen where you will--

1. Enter your email address.
2. Type the numbers and letters you see in the box below them.
3. Click the green Send Username and Password button.

*Please check both your work email and personal email(s) if your email is not found!

Please Enter Email:

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

6PN2L

What code is in the image?

Copy the characters (respecting upper/lower case) from the image.

Send Username and Password

Back to Login

How do I create a Protraxx account for the first time?

1. You are in **Protraxx**, and you have clicked **Register** (in the New Users section).

New Users

You have not previously registered or created an account to obtain a user name and password

REGISTER

2. Then, for each of the sections on the **New User Registration** page, you will complete all information denoted with an asterisk (*).

Personal Info

a.

KEY Information for those creating a Protraxx account for the first time

Info Box:	Educator	Family/Community Member	Student
EIN #/State ID#	Enter your EIN #.	n/a	n/a
Employee ID/ Registry #.	Early Childhood educators only: *If* you have an <u>OEC Registry Number</u>, enter it here. All other educators - n/a	n/a	n/a
Address	Enter your school's address.	Enter your home or community organization's address.	Enter your home address.
Email	Work or Personal	Personal or Community Organizations	Personal or School Issued

(continued below)

b.

KEY Information for those creating a Protraxx account for the first time

Info Box:	Educator	Family/Community Member	Student
District	If you are an early childhood educator in a community program (*not* associated with a school district), select "Unknown" at the top of the drop down list. All other educators, select the district in which you work.	If you are registering for an event at WorkspaceCT, select "WorkspaceCT" at the end of the list. If you are registering for an event at CES (40 Lindeman), select "Cooperative Educational Services" at the top of the list.	If you are registering for an event at WorkspaceCT, select "WorkspaceCT" at the end of the list. (Currently, this is our only location offering student events.)
Location	If you are an early childhood educator in a community program (*not* associated with a school district), select "Unknown - Early Childhood Program" at the top of the drop down list. All other educators, select your school from the list.	If you are registering for an event at WorkspaceCT, select "WorkspaceCT - 16 Trowbridge..." If you are registering for an event at CES (40 Lindeman), select "C.E.S. Lindeman"	Select "WorkspaceCT - 16 Trowbridge..."
Primary Title	Select your title/role from the list.	Select "Adult/Family/ Community Member" from the list.	Select "Child/Student/ Youth" from the list.
Grade/Age	Select the **grade level/s** you work with from the list.	Select **Age - Adult** from the list.	Select **Age [Range]** from the list.

c.

i. Create your username and password for Protraxx.
    *Password must contain: Minimum 8 characters at least 1 Upper Case Alphabet, 1 Lower Case Alphabet, 1 Number and 1 Special Character ($ @ ! % * ? &)*

ii. Don't forget to save this information for future use!

(continued below)

Final Registration

d.

    i. After you have created your username and password, you will be taken to the final registration screen. Click the box next to *I agree to submit my information securely through this registration* and click the blue Finish button at the bottom of the page.

Review - Final Confirmation

☑ I agree to submit my information securely through this registration.

How do I pay the registration fee?

1. You found a session you want to attend and clicked **Enroll Now**.
   a. *Possibly*: You were prompted to login to Protraxx (you logged in, retrieved your username/password, or created your Protraxx account).
      i. You clicked **Enroll Now** again.
2. You clicked **OK** in the pop up.
3. You are now at the payment screen.
   a. Check that the title of the session and the session date are correct.

   b. Select your payment method. We accept credit cards, Purchase Orders (PO), or checks (but ***not*** cash or PayPal).
      i. If your attendance is being paid through a specific grant/project with CES, you will select Invoice.

(continued below)

NOTE If you need to register multiple people for the same session, you can do that!

Click the box for **Register Additional People** ([see more about how here](#)):

We finished the Foundations of Reading Survey, now what?

9/9/2021

🔵 Registration Fee: - $99.00

⚪ Credit Card

🔵 Invoice (PO,

⚪ PayPal

☑ Register Additional People

c. Complete the **Billing Address** section in accordance with the payment method you selected.

   i. If paying by credit card, the billing address for the credit card will need to be entered in this section.

   ii. If paying with a PO, the billing address will be that of the district/organization who will pay for your attendance (same address as is entered on the PO).

   iii. If paying by check, the billing address associated with the account holder will need to be entered in this section.

Billing Address (as shown on statemen

First Name

Last Name

School/Organization Name:

Address:

3. Depending upon the payment method you selected, the correct payment section will appear at the bottom of your screen (under the Billing Address section). **Make sure** you complete all boxes to ensure proper payment and subsequent enrollment into the session.

Billing Card Information

Name on Card :

Card Type :

NONE SELECTED ⌄

Card Number :

Payment Information

Note- You will only fill in 1 of the boxes below.

If using a purchase order please follow these directions:

1. If you have the PO from your business office, please enter the PO number below and email a copy to rumast@cestrumbull.org.
2. If you do not have the actual PO, enter your District's NameYear (ex: ces2021) and email a copy of the actual PO to rumast@cestrumbull.org as soon as possible.

If using a check please provide the check number in the second box below.

If your attendance is being paid through a grant/project with CES, then your CES contact will tell you what to enter in the third box below.

Purchase Order
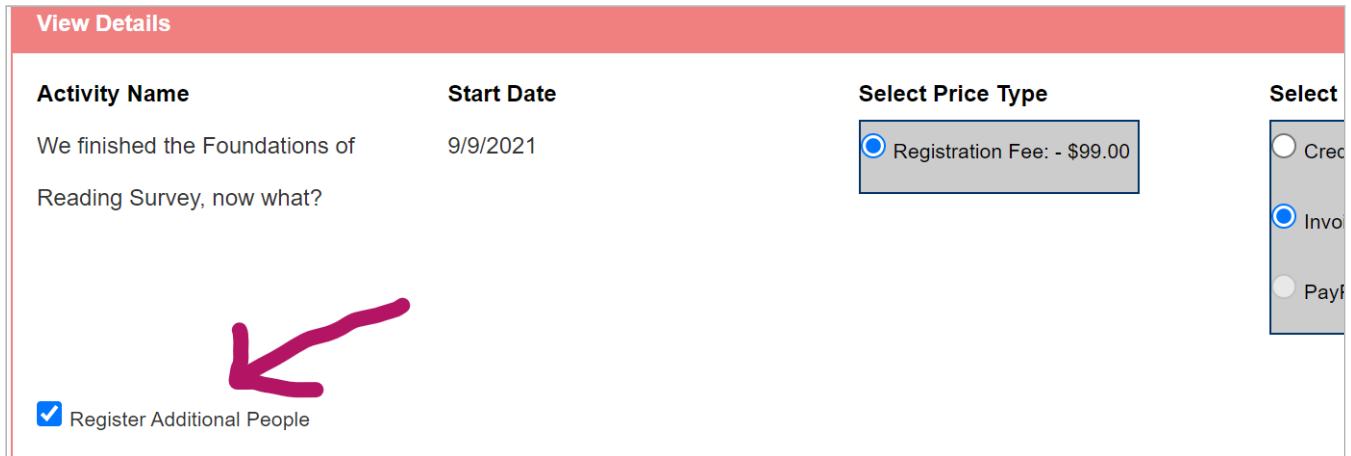
Check Number

Grant/Budget Code

4. Check that all information is correct. If there has been a mistake, click the grey **Go Back** button to fix it. If everything is correct, click the green **Finish Registration** button.

Go Back   Finish Registration

5. Once you click the green **Finish Registration** button your enrollment will be complete.
    a. You can click the green **Print Report** button to print your approved enrollment.
    b. You will receive up to two emails <u>from Protraxx</u>, a confirmation email and possibly an invoice. (Please check your spam folder if you do not see these emails.)
        i. If you are paying with a Purchase Order (PO), your business office/administrator will need the Invoice you receive in your email. *Make sure* you get that email/document over to them *as soon as you can*.

How do I register multiple people for the same event?

1. On the payment screen, click the box for **Register Additional People**:
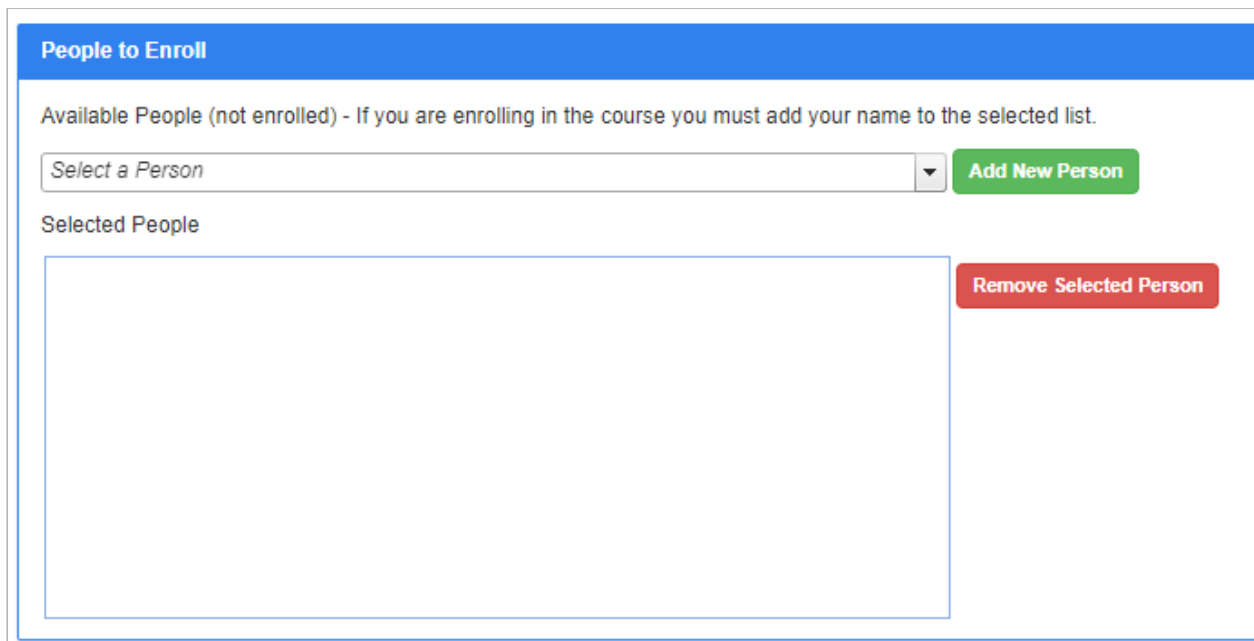
View Details

Activity Name	Start Date	Select Price Type	Select
We finished the Foundations of Reading Survey, now what?	9/9/2021	⦿ Registration Fee: - $99.00	◯ Cred ⦿ Invo ◯ PayF

☑ Register Additional People

2. Now, a **People to Enroll** (see blue header below) section will appear under the box you just checked.

People to Enroll
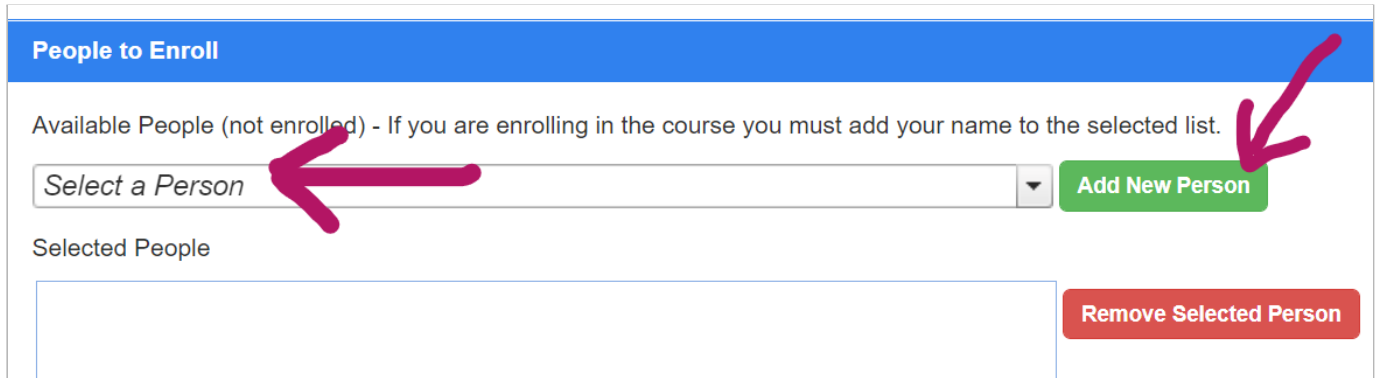
Available People (not enrolled) - If you are enrolling in the course you must add your name to the selected list.

Select a Person ▾ **Add New Person**

Selected People
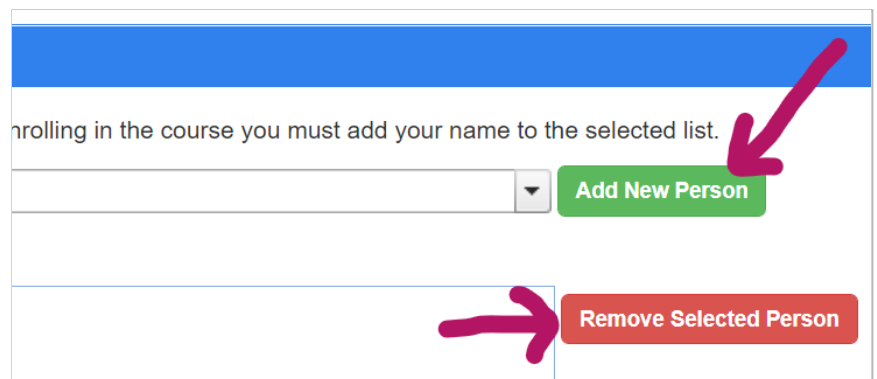
Remove Selected Person

3. If you are enrolling yourself <u>and</u> others *you will need to register yourself here as well as the other people*. **You will *not* be automatically registered.**
    a. The other people you are registering must have a Protraxx account. If they do not *(you aren't seeing their name appear in the box as shown below - Step 4)*, please have them follow the steps for [creating an account](#).

4. Click into the box that says *Select a Person*.

a. For each person you need to register, type in their **last** name.
b. Hit enter on your keyboard, and a list of people & email addresses will appear.
c. Select the person's name you need to register.
d. Then, click the green **Add New Person** button.
     i. The names of the people you are registering will be listed in the Selected People box.
        1. If you have added the wrong person, **click** their name and then the red **Remove Selected Person** button.

Don't Forget to add your own name if you will also be attending the session.

6. Once you have entered all of the names correctly, you will continue the registration process **as shown [here](#)**.