

## New User Facilitator Instructions

Each new user, as a facilitator wishing to enroll in CCAR training opportunities will need to create an account through Protraxx, the account is free, and will remain to be used as your account for as many CCAR trainings you desire to facilitate.

Follow this link to begin the **facilitator** registration process:

<https://www.protraxx.com/scripts/ezcatalogny/NewInstructorForm.aspx?ID=&Waitlist=&ActivityID=&CustomerID=245>

Please carefully read all of the instructions on each page of the steps of registration. Reference below for troubleshooting.

### Step One:

ProTraxx - EzCatalog - New Instr: x

protraxx.com/scripts/ezcatalogny/NewInstructorForm.aspx?ID=&Waitlist=&ActivityID=&CustomerID=245

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

### New Instructor Registration

An email will be sent to the email address entered below with your login details upon completion of the registration!  
\*required field

**Person Information**

\*First Name  Middle Initial  \*Last Name

Employee ID/Registry #

\*Address  \*City  \*State

\*Zip Code

\*Email Address  \*Re-Enter Email Address

\*Phone Type  \*Phone Number    Ext.

All fields with an \* will need to be filled in, in order to proceed.

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## Step Two:

ProTraax - EcCatalog - New Instr: x

protraax.com/scripts/eccatalogny/NewInstructorForm.aspx?ID=&Waitlist=&ActivityID=&CustomerID=245

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Center for Addiction Recovery Training Public Catalog

### New Instructor Registration

An email will be sent to the email address entered below with your login details upon completion of the registration!  
\*required field

#### State Information

Please indicate your State and role from the options below.  
(Select the State 1st, the State will then populate the Who are you!)  
You must select a Who are you

\*State  
-- Select State --

\*Who are you  
-- Select Who are you --

\*Primary Title  
-- Select Title --

\*Grade  
-- Select Grade --

Personal Info  
School Info  
User Info  
Final Registrat...

All fields with an \* will need to be filled in, in order to proceed.

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### Step Three:

ProTraxx - EzCatalog - New Instr...

protraxx.com/scripts/ezcatalogny/NewInstructorForm.aspx?ID=&Waitlist=&ActivityID=&CustomerID=245

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#### New Instructor Registration

An email will be sent to the email address entered below with your login details upon completion of the registration!  
\*required field

##### User Information - Username/Password

\*Username

\*Password

\*Re-Enter Password

Personal Info  
School Info  
**User Info**  
Final Registrat...

Create username and password for your Protraxx account.  
All fields with an \* will need to be filled in, in order to proceed.

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## Step Four (Final Step):

ProTraax - EzCatalog - New Instr...

protraax.com/scripts/ezcatalogny/NewInstructorForm.aspx?ID=&Waitlist=&ActivityID=&CustomerID=245

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

**New Instructor Registration**

An email will be sent to the email address entered below with your login details upon completion of the registration!  
\*required field

**Review - Final Confirmation**

I agree to submit my information securely through this registration.

Check (✓) the box to agree. Then click finish.  
Your registration will be complete.

Personal Info  
School Info  
User Info  
Final Registrat...

Previous Finish

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If you have any problems and cannot complete your registration, please reach out to [cart@ccar.us](mailto:cart@ccar.us). Please allow at least 48 hours for assistance.