

# CCAR

## Protraxx User Guide

DO NOT DISSEMINATE

# 2021





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Please note: Throughout the manual, you will see use of the word My EzTraxx as well as Catalog - MyEzTraxx is referring to the facilitator portal, and Catalog is referring to the participant portal.



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# Facilitator Checklist

We are providing you a checklist as well as a manual full of instructions and resources to assist with your training experiences. Please refer to these materials for troubleshooting and any questions you may have.

As a facilitator please review the checklist below as it will pertain to things that should be done before, during, and after each CCAR training.

## Before Training Begins

- ☐ Is the information in my training class accurate (e.g. dates, times, location)?
- ☐ Are all of my participants on the class roster?
- ☐ Are all participants approved/confirmed?

## During Training/At the End of Training

- ☐ Do my participants know how to access their evaluation?
- ☐ Do my participants know how to retrieve their certificates of completion?

## After Training Ends

- ☐ Did I take attendance for all participants for each day of training?
- ☐ Did my participants complete their evaluation?
- ☐ What feedback do participants have regarding their experience?



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## Account Creation - New User

Each new user 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 as you desire taking. Follow this link to begin the participant registration process: <https://www.protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=245>.

Please do not create a new account if you have forgotten your password, use the “Forgot Password” link to retrieve your password, if that does not work, please reach out to a member of the training team at 860.244.2777 for further assistance.

If you were a participant, but have since become a facilitator, CCAR will update your status in your account from the backend of Protraxx. Once you are a facilitator of the CCAR curriculum, you will be marked as an “Instructor” in Protraxx.

Please carefully read all of the instructions on each page of the steps of registration.

Follow the screenshots on the next three pages to see the step-by-step process.



# Account Creation - New User

## Step One:

ProTraxx - EzCatalog - Activity C: X

protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=245

Center for Addiction Recovery Training Public Catalog

Course Offerings User Information Help Log Me In

The Connecticut Community for Addiction Recovery (CCAR) envisions a world where the power, hope and healing of recovery from alcohol and other drug addiction is thoroughly understood and embraced.

CCAR is a centralized resource in CT for all things recovery. Whether you are contemplating a life in recovery, are new to recovery or are in long term recovery, CCAR is here to help you to navigate the recovery community, by connecting you with others in recovery and providing access to area support services.

Living in recovery from alcohol and other drugs is a never ending journey, and wherever you are in that journey, CCAR is here to help you meet your recovery goals.

**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:

Password:

Not sure, click here

Forgot your username/password?

**New Users**

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

New Users: Click register button to begin registration process.

## Step Two:

ProTraxx - EzCatalog - New User: X

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

Center for Addiction Recovery Training Public Catalog

Course Offerings User Information Help Log Me In

**New User 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

\*Address

\*Zip Code

\*Email Address

\*Phone Type

Middle Initial

Employee ID/Registry #

\*City

\*Re-Enter Email Address

\*Phone Number

\*Last Name

\*State

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



# Account Creation - New User

## Step Three:

ProTraxx - EzCatalog - New User

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

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

### New User 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 --

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

Previous Next

Personal Info  
School Info  
User Info  
Final Registrat...

## Step Four:

ProTraxx - EzCatalog - New User

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

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

### New User 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

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

Previous Next

Personal Info  
School Info  
User Info  
Final Registrat...





# Account Creation - New User

Step Five (Final Step):

ProTraax - EcCatalog - New User

protraax.com/scripts/eccatalogny/NewUser.aspx?ID=8&Waitlist=8&ActivityID=8&CustomerID=245

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

### New User 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.

Previous Finish

Personal Info  
School Info  
User Info  
Final Registration

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## Forgot Username/Password

Forgetting your username or password happens. Everything needs a login these days and each require different standards. If this happens for your Protraxx account, please use this link to begin the reset process: <https://www.protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=245>.

Please carefully check both your work email, personal email, etc., if one does not produce the results. Also, be sure to check all junk/spam folders, as this is often where Protraxx automated emails end up.

If you no longer have access to the email associated with your account, please contact us at [cart@ccar.us](mailto:cart@ccar.us). Do not create a new account.

Follow the screenshots on the next page to see the step-by-step process.



# Forgot Username/Password

## Step One:

ProTraxx - EzCatalog - Activity C: X

protraox.com/scripts/ezcatalogny/login.aspx?CustomerId=245

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

The Connecticut Community for Addiction Recovery (CCAR) envisions a world where the power, hope and healing of recovery from alcohol and other drug addiction is thoroughly understood and embraced.

CCAR is a centralized resource in CT for all things recovery. Whether you are contemplating a life in recovery, are new to recovery or are in long term recovery, CCAR is here to help you to navigate the recovery community, by connecting you with others in recovery and providing access to area support services.

Living in recovery from alcohol and other drugs is a never ending journey, and wherever you are in that journey, CCAR is here to help you meet your recovery goals.

**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:

Password:

Not sure, click here:  
Forgot your username/password?

**New Users**

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

Click "Forgot your username/password".

## Step Two (Final Step):

ProTraxx - EzCatalog - Activity C: X

protraox.com/scripts/ezcatalogny/LookupPassword.aspx?CustomerId=245

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

Enter your email address to receive your Username and Password!

If you believe you are a registered user, enter your email below, and your Username and Password will be sent to you if your account is found within our system.

\*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.

**KX2DE**

What code is in the image?

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

[Back to Login](#)

Enter your email address.  
Enter the code in the image (note the red circle will be the image, not all images are the same).  
Click "Send Username and Password".



## Updating Personal Information

Protraxx is a very important database for both participants and facilitators. Understandably, things change as do emails, phone numbers, mailing addresses, etc. It is important to keep your Protraxx profile up to date since it holds all information that we at CCAR use to contact and/or distribute materials, information, etc. Everyone is able to update their own personal information by using MyEzTraxx or through catalog access: <https://www.protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=245>.

Please take the time to make sure that your information stays current so that we can ensure quality service when working with you.

Follow the screenshots on the next page to see the step-by-step process for edits through My EzTraxx, see the following page for edits through the catalog login.

# Updating Personal Information (My EzTraxx)



## Step One:

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

Update Profile  
Logout

At the top of the screen in My EzTraxx, you will see the symbol that looks like a person, if you click the down area, there is a drop down menu that has "update profile" as an option, click there.

2 Pending Enrollments  
1 Pending Attendance  
1 Pending Awards

Summary Information  
Post-Evaluations Due 1

Email Notifications

Receive Course Promotions YES  
Receive ProTraxx Updates/New Releases YES

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1.866.EZTRAXX (1.866.398.7289)  
support@protraxx.com

## Step Two (Final Step):

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

Update Profile Information

Profile Information

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

1. Personal Information 2. School Information 3. Login Information Email Notifications

Person Information

Employee Number: [text box]  
EIN #/State #: [text box]  
Prefix: NONE SELECTED  
First Name: Lila  
Middle Initial: [text box]  
Last Name: Frankovitch  
Suffix: NONE SELECTED  
Address: 75 Charter Oak Avenue  
Suite 1-305  
City: [text box]

Once you are in the "update profile" screen, there are options to edit your Personal Information, School Information, Login Information, and even your Email Notification preferences.

This area should always have up to date information, especially, email addresses, phone numbers, and mailing addresses.

This is also where you can update your username and password if you would like to change it, under Login Information.

# Updating Personal Information (Catalog)



## Step One:

ProTraxx - EzCatalog - Activity C | x

protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=245

Course Offerings ▾ User Information ▾ Help ▾ Log Me In

Center for Addiction Recovery Training Public Catalog

## CCAR Training

HOME OF THE CCAR RECOVERY COACH ACADEMY® Over 50,000 Trained Worldwide!

CCAR is the global leader in quality Recovery Coach Training, focusing on the Art and Science. All offerings are based on the fundamentals of Coaching Excellence and are open to anyone interested in learning about how best to support others on their own recovery journey. Thank you for your interest in attending one of our training programs. CCAR Training Programs are facilitated by authorized CCAR Trainers throughout the country. Although all attendance/CEUs are tracked here in our Protraxx Platform, all CCAR Authorized Trainers utilize a separate process for payment and dissemination of materials. Registration through this page holds your space until the instructor has accepted and confirmed your enrollment, as some states do have specific prerequisites for enrollment. Those will be explained outside of this platform if applicable.

If at anytime throughout your registration process you need assistance, please contact us at [cart@ccar.us](mailto:cart@ccar.us). Please include as much of the session information so we can better assist you (e.g., the name of the training, dates, state and instructor if known).

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:

Password:

[Not sure, click here](#)

[Forgot your username/password?](#)

[LOGIN](#)

New Users

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

[REGISTER](#)

Log into your account through the Protraxx catalog.

## Step Two (Final Step):

ProTraxx

protraxx.com/scripts/ezcatalogny/ClassCatalog.aspx?CustomerID=245

Course Offerings ▾ My Enrollments ▾ User Information ▾ Reports ▾ Help ▾ Log Me Out

Welcome Lila Frankovitch

[Logout](#)

[My Account](#)

[My Courses](#)

[My Evaluations](#)

Using the drop down arrow, select "My Account", this is where all information can be updated.

### Course Search

Activity Type:

Area of Focus:

Topic Code:

Keyword:

Subject Area:

Rubrics:

Date Range: Start Date  End Date

Target Audience:

Standards:

[Search/Filter](#) [Clear Search](#) [Hide/Show Filter](#)

Filter by: All

Sort by: Date  Ascending ☐ Descending ☐

Page size: 20 Page: 1 of 15 Go Items 1 to 20 of 287

Fee Based ☐ Online Course ☐ Face to Face ☐ Currently Enrolled ☒

#### Recovery Coaching Basics

This training is based on our flagship training, the Recovery Coach Academy (RCA). This curriculum p... [Read more](#)

Begin Date: 09/19/2019  
Course # CART-20-101-001  
Status: OPEN  
Type: Face to Face  
Location: Out of District

#### Recovery Coaching Basics

This training is based on our flagship training, the Recovery Coach Academy (RCA). This curriculum p... [Read more](#)

Begin Date: 09/20/2019  
Course # CART-20-101-002  
Status: OPEN  
Type: Face to Face  
Location: Out of District

#### Ethical Considerations For Recovery Coaches

Ethics trainings are not all created equal. Recovery Coaches need an understanding of ethics that d... [Read more](#)

Begin Date: 11/25/2019  
Course # CART-20-200-029  
Status: OPEN  
Type: Face to Face  
Location: Center for Family Life and

#### Ethical Considerations For Recovery Coaches

Ethics trainings are not all created equal. Recovery Coaches need an understanding of ethics that d... [Read more](#)

Begin Date: 12/01/2019  
Course # CART-20-200-009  
Status: OPEN  
Type: Face to Face  
Location: Peer 2 Peers



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# How to Register Your Training With CCAR

All trainings need to be registered through CCAR. Registering trainings ensures that all trainings are validated, manual orders are placed if needed, and that trainings are put into Protraxx so that your participants can enroll.

Step One: Please visit, <https://addictionrecoverytraining.org/tots/>.

Step Two: Click the button “Register Your Training/Order Materials”.

Step Three: Choose the training that you are registering, Recovery Coach Academy, Ethical Considerations for Recovery Coaches, Recovery Coaching and Professionalism, Recovery Coaching and Spirituality, Recovery Coaching in the Emergency Department, Coachervision, and/or Recovery Coaching Basics for All.

When choosing the training, you have options to register and order manuals, register and order manuals through Amazon, or register without manuals, meaning you have manuals on hand.

Step Four: Be sure to fill out all information on the form and to accurately state dates, hours, and location information as this is all put into Protraxx to ensure that training registrations are thorough and accurate. There are options to choose in-person (face to face), online, or blended (hybrid - both online and in-person). Be sure to appropriately account for all hours as the hours need to reflect the CEUs that are awarded at the end of training.

Step Five: Once your information and order registration is submitted, you will receive a receipt to your email. If you did not receive a receipt, we did not receive your order. CCAR will review and verify all information that has been provided, the training will be put into Protraxx and you will receive an email with all information - including manual information as well as the Protraxx link that can be distributed to all class participants. The class will also then be visible in the Protraxx catalog.





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## Finding Your Registered Trainings

Protraxx is where all facilitators will find their trainings that have been properly registered with CCAR. Once a training is registered through our online system, a manual order is placed, if applicable, and the training is put into Protraxx. This gives the training a CART code and is assigned to the trainer respectively. Protraxx reflects the training type (Recovery Coach Academy, Ethical Considerations for Recovery Coaches, etc.) as well as the dates and times of the training. It is important to make sure this information is accurate, as it does post to a public catalog. Enrollment is open to any available parties, unless otherwise specified, which is why it is important to check participant enrollments before the start of training.

Follow the screenshots on the next page to see the step-by-step process from My Ez-Traxx.

# Finding Your Registered Trainings



## Step One:

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

**INSTRUCTOR**

- Activity Class Management
- List Activity Requests

Summary Information

Post-Evaluations Due 1

Email Notifications

Receive Course Promotions YES

Receive ProTraxx Updates/New Releases YES

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1.866.EZTRAXX (1.866.398.7299)

support@protraxx.com

9:21 AM 8/26/2021

In My EzTraxx, you can find your trainings under the instructor tab.

Using the drop down menu, select Activity Class Management.

## Step Two (Final Step):

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

**Instructor - Search Class**

Display More Filters

Activity	Sub Title	Session Type	Code	Status	Max Attendance	Online Enrollment	Start Date	Attendance Status	Award Status
Recovery Coach Academy - Online	5187-RCA-CT	Multiple	CART-21-100-054	CLOSED	52	YES	05/17/2021	ATTENDANCE INCOMPLETE	INCOMPLETE

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1.866.EZTRAXX (1.866.398.7299)

support@protraxx.com

©2021 ProTraxx

9:15 AM 8/26/2021

This screen will list all trainings that are registered to you as a facilitator. It will display all information including the attendance status.

## View and Approve/Confirm Enrollment



CCAR has added settings to ensure that when participants enroll in a training that is found in the public catalog, enrollments must then be manually approved by facilitators.

As a facilitator, when you register trainings with CCAR, you are responsible for those trainings, and those enrollments. Therefore, you are to approve or delete any PENDING enrollments.

Follow the screenshots on the next three pages to see the step-by-step process.

# View and Approve/Confirm Enrollment



## Step One:

https://www.protraxx.com/Scripts/EzParticipant/index.aspx - Google Chrome

protraxx.com/Scripts/EzParticipant/index.aspx

Center for Addiction Recovery Training

Logged in as:  
Lila Frankovitch

ENROLLMENT ▾ FORMS ▾ INSTRUCTOR ▾ REPORTS ▾

**INSTRUCTOR**

- Activity Class Management
- List Activity Requests

**In My EzTraxx, go to Activity Class Management**

Summary Information  
Email Notifications  
Receive Course Promotions  
Receive ProTraxx Updates/New Releases

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support@protraxx.com  
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## Step Two:

https://www.protraxx.com/Scripts/EzParticipant/Instructor/SearchSchedules.aspx - Google Chrome

protraxx.com/Scripts/EzParticipant/Instructor/SearchSchedules.aspx

Center for Addiction Recovery Training

Logged in as:  
Lila Frankovitch

ENROLLMENT ▾ FORMS ▾ INSTRUCTOR ▾ REPORTS ▾

**Instructor - Search Class**

Display More Filter

**Trainings that your name as a facilitator, are associated with will be visible to you after they are registered with us at CCAR**

Activity	Sub Title	Session Type	Code	Status	Max Attendance	Online Enrollment	Start Date	Attendance Status	Award Status
Recovery Coach Academy - Online	5187-RCA-CT	Multiple	CART-21-100-054	OPEN	28	YES	05/17/2021	ATTENDANCE NOT RECORDED	NOT ISSUED

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support@protraxx.com  
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# View and Approve/Confirm Enrollment



## Step Three:

Microsoft Remote Desktop Edit Connections Window Help CCAR

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

Requested by Lila Frankovitch

Details View Enrollment Create Enrollment Attendance Awards

**To approve PENDING ENROLLMENT, click View Enrollment**

Your activity is OPEN

**Detail Information**

Activity Name: Recovery Coach Academy - Online

Session Type: Multiple Session

Total Contact Hours: 30

Equivalent: No

Max # of Awards: 30

Out Of District: Yes

Min # of Awards: 30

**Online Description**

The CCAR Recovery Coach Academy® is a 5-day intensive training academy focusing on providing individuals with the skills need to guide, mentor and support anyone who would like to enter into or sustain long-term recovery from an addiction to alcohol or other drugs. Provided in a retreat like environment, the CCAR Recovery Coach Academy® prepares participants by helping them to actively listen, ask really good questions, and discover and manage their own stuff.

**Objectives (appears on the evaluation form):**

Describe Recovery Coach role and functionsList the components, core values and guiding principles of recoveryBuild skills to enhance relationshipsExplore many dimensions of recovery and recovery coachingDiscover attitudes about self disclosure and sharing your storyUnderstand the stages of recoveryDescribe the stages of change and their applicationsIncrease their awareness of culture, power and privilegeAddress ethical and boundaries issuesExperience recovery wellness planningPractice newly acquired skills

**Tracking Information**

Activity Code	Activity Topic	Year Code	Maximum Attendance
CART-21-100-054	100 Recovery Coach Academy	2020-2021	28

## Step Four:

https://www.protraxx.com/Scripts/EzParticipant/Instructor/ClassEnrollments.aspx?ID=403383 - Google Chrome

protraxx.com/Scripts/EzParticipant/Instructor/ClassEnrollments.aspx?ID=403383

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

Requested by Lila Frankovitch

Details View Enrollment Create Enrollment Attendance Awards

**View Enrollment**

Name: Recovery Coach Academy - Online

Start Date: 5/17/2021

Code: CART-21-100-054

Status: OPEN

Max Attendance: 28

Allow Waitlist: NO

Current Waitlist: 0

Withdrawn: 0

Current Enrollment: 1

Pending Enrollment: 1

Confirmed Enrollment: 0

Approved Enrollment: 0

**View Enrollments**

Send Email: ☐

Print Sign In Sheets Evaluation Report Approve Confirm with Email Delete with Email

3. Choose whether, you would like to approve, confirm with email, or delete with email for each participant enrolled.

<input type="checkbox"/>	Name	Email	Phone	Status	Price	Payment	Type	Payment Status	Invoice Status	Schedule Conflict	Location	Enrollment Date	Who Modified	# Records
<input type="checkbox"/>	Frankovitch, Lila	Lila@ccar.us	860-968-7954	PENDING	\$850.00	Invoice	Regular	NOT PAID	INVOICED BY EMAIL		CART	2/17/2021 1:44:00 PM		1

2. You can select participants individually or altogether to change their status.

1. Your participants enrollment status will be PENDING.

# View and Approve/Confirm Enrollment



## Step Five (Final Step):

← → ↻ [protraax.com/scripts/ezcatalogny/Confirmation.aspx?ID=403383&EnrollmentID=7448486&CustomerID=245&SendEmail=](http://protraax.com/scripts/ezcatalogny/Confirmation.aspx?ID=403383&EnrollmentID=7448486&CustomerID=245&SendEmail=) ☆ ⓘ

Course Offerings ▾ My Enrollments User Information ▾ Reports ▾ Help ▾ Log Me Out

Welcome Lila Frankovitch Center for Addiction Recovery Training Public Catalog

Enrollment Confirmation Share this course: [f](#) [t](#) [in](#) [+](#)

**FOR REFERENCE:** Please print the following enrollment confirmation slip for your records!

This is the screen when a participant enrolls. Print Report

→ Your enrollment is PENDING; you will receive a confirmation email when you have been approved!

**Class Information**

<b>Name</b>	<b>Enrollment Date</b>	<b>Activity Name</b>	<b>Activity Code</b>
Lila Frankovitch	2/17/2021 1:44:00 PM	Recovery Coach Academy - Online	CART-21-100-054
<b>Start Date</b>	<b>Enrollment Status</b>	<b>Activity Description</b>	
5/17/2021	PENDING	The CCAR Recovery Coach Academy® is a 5-day intensive training academy focusing on providing individuals with the skills need to guide, mentor and support anyone who would like to enter into or sustain long-term recovery from an addiction to alcohol or other drugs. Provided in a retreat like environment, the CCAR Recovery Coach Academy® prepares participants by helping them to actively listen, ask really good questions, and discover and manage their own stuff.	

**Schedule**

Start Date	Start Time	End Time	Location	Room	Primary Instructor	Email
05/17/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch	Lila@ccar.us
05/18/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch	Lila@ccar.us
05/19/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch	Lila@ccar.us
05/20/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch	Lila@ccar.us
05/21/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch	Lila@ccar.us



## Creating Enrollment

Many participants believe that they enrolled in a training when they have just created an account. If a participant has a ProTraxx account, you can add them to your training by clicking on “Create Enrollment” and then by searching by last name under “Available People”.

Follow the screenshots on the next two pages to see the step-by-step process from My EzTraxx.

DO NOT DISSEMINATE



# Creating Enrollment



## Step One:

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

**INSTRUCTOR**

- Activity Class Management
- List Activity Requests

In My EzTraxx, you can find your trainings under the instructor tab.

Using the drop down menu, select Activity Class Management.

Summary Information

Post-Evaluations Due 1

Email Notifications

Receive Course Promotions YES

Receive ProTraxx Updates/New Releases YES

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support@protraxx.com

## Step Two:

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

**Instructor - Search Class**

Display More Filters

Activity	Sub Title	Session Type	Code	Status	Max Attendance	Online Enrollment	Start Date	Attendance Status	Award Status
Recovery Coach Academy - Online	5187-RCA-CT	Multiple	CART-21-100-054	CLOSED	52	YES	05/17/2021	ATTENDANCE INCOMPLETE	INCOMPLETE

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support@protraxx.com

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This screen will list all trainings that are registered to you as a facilitator. Click the appropriate activity to edit enrollment.

# Creating Enrollment



## Step Three:

https://www.protraxx.com/Scripts/EzParticipant/Instructor/ViewSchedule.aspx?ID=407295 - Google Chrome

protraxx.com/Scripts/EzParticipant/Instructor/ViewSchedule.aspx?ID=407295

Center for Addiction Recovery Training

Logged in as: Fake Name

INSTRUCTOR

To manually add a participant to the training, select "Create Enrollment".

Requested by Maysa Zakrevskyy

Details View Enrollment **Create Enrollment** Attendance Awards

Instructors/View Activity Class

**Detail Information**

**Activity Name**  
Recovery Coach Academy  
Show/Hide

**Tracking Information** Show/Hide

**Schedule:**

	Start Date	Start Time	End Time	Location	Room	Primary Instructor
<a href="#">View Schedule</a>	08/17/2021	8:30AM	5:00PM	FAKE PLACE		Fake Name
<a href="#">View Schedule</a>	08/18/2021	8:30AM	5:00PM	FAKE PLACE		Fake Name
<a href="#">View Schedule</a>	08/19/2021	8:30AM	5:00PM	FAKE PLACE		Fake Name
<a href="#">View Schedule</a>	08/20/2021	8:30AM	5:00PM	FAKE PLACE		Fake Name
<a href="#">View Schedule</a>	08/21/2021	8:30AM	5:00PM	FAKE PLACE		Fake Name

## Step Four (Final Step):

https://www.protraxx.com/Scripts/EzParticipant/Instructor/CreateClassEnrollments.aspx?ID=407295 - Google Chrome

protraxx.com/Scripts/EzParticipant/Instructor/CreateClassEnrollments.aspx?ID=407295

Center for Addiction Recovery Training

Logged in as: Fake Name

INSTRUCTOR

Requested by Maysa Zakrevskyy

Details View Enrollment **Create Enrollment** Attendance Awards

**View Enrollment**

Name: Recovery Coach Academy  
Max Attendance: 10  
Current Enrollment: 4

Start Date: 8/17/2021  
Allow Waitlist: NO  
Pending Enrollment: 0

Code: CART-22-100-035  
Current Waitlist: 0  
Confirmed Enrollment: 3

OPEN  
Withdrawn: 0  
Approved Enrollment: 1

**Enrollment Options**

Available People (not enrolled)  
Select a Person

Add New Person  
Remove Selected Person

**Selected People**

**Directions**

- Selecting People to Enroll**  
Start typing the last name of the person under Available People. A list will appear below. Click on the Name of the Person then click the "Add New Person" to move them to the Selected People box.
- Removing People**  
Click on the Person Name in the Selected People box then click the "Remove Selected Person" to remove them from the list.
- Enrolling People**  
Click the Enroll Selected People button to Enroll the people within the Selected People box.



DO NOT DISSEMINATE



## Verifying Participant Attendance

Verifying participant attendance is a very important part to the final steps of training. Like previously mentioned, when you navigate Protraxx and find your trainings, it will quickly tell you whether your attendance is complete or incomplete.

At the end of training, participants are looking for access to their evaluations and their certificates of completion. Their attendance needs to be fully updated and accurate in order for them to be able to do so.

Note: In order for participants to show on your attendance list, they must first be approved/confirmed.

Follow the screenshots on the next three pages to see the step-by-step process from My EzTraxx.

# Verifying Participant Attendance



## Step One:

https://www.protraxx.com/Scripts/EzParticipant/index.aspx - Google Chrome  
protraxx.com/Scripts/EzParticipant/index.aspx

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

**INSTRUCTOR**

- Activity Class Management
- List Activity Requests

In My EzTraxx, you can find your trainings under the instructor tab.

Using the drop down menu, select Activity Class Management.

Summary Information

Post-Evaluations Due 1

Email Notifications

Receive Course Promotions YES

Receive ProTraxx Updates/New Releases YES

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1.866.EZTRAXX (1.866.398.7299)

support@protraxx.com

9:21 AM 8/26/2021

## Step Two:

https://www.protraxx.com/Scripts/EzParticipant/Instructor/SearchSchedules.aspx - Google Chrome  
protraxx.com/Scripts/EzParticipant/Instructor/SearchSchedules.aspx

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

**Instructor - Search Class**

Display More Filters

Activity	Sub Title	Session Type	Code	Status	Max Attendance	Online Enrollment	Start Date	Attendance Status	Award Status
Recovery Coach Academy - Online	5187-RCA-CT	Multiple	CART-21-100-054	CLOSED	52	YES	05/17/2021	ATTENDANCE INCOMPLETE	INCOMPLETE

This screen will list all trainings that are registered to you as a facilitator. It will display all information including the attendance status. Click on the activity class to update attendance.

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support@protraxx.com

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9:15 AM 8/26/2021



# Verifying Participant Attendance

## Step Three:

https://www.protraxx.com/Scripts/EzParticipant/Instructor/ViewSchedule.aspx?ID=403383 - Google Chrome  
protraxx.com/Scripts/EzParticipant/Instructor/ViewSchedule.aspx?ID=403383

Center for Addiction Recovery Training  
Logged in as: Lila Frankovitch

ENROLLMENT ▾ FORMS ▾ INSTRUCTOR ▾ REPORTS ▾

Requested by Lila Frankovitch

Details View Enrollment Create Enrollment **Attendance** Awards

Your activity is CLOSED

Instructors/View Activity Class

Detail Information

Activity Name  
Recovery Coach Academy - Online  
[Show/Hide](#)

Tracking Information [Show/Hide](#)

Schedule:

	Start Date	Start Time	End Time	Location	Room	Primary Instructor
<a href="#">View Schedule</a>	05/17/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch
<a href="#">View Schedule</a>	05/18/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch
<a href="#">View Schedule</a>	05/19/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch
<a href="#">View Schedule</a>	05/20/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch
<a href="#">View Schedule</a>	05/21/2021	10:00AM	2:00PM	Virtual Classroom		Lila Frankovitch

10:34 AM 8/26/2021

## Step Four:

https://www.protraxx.com/Scripts/EzParticipant/Instructor/RecordAttendance.aspx?slD=640611&ID=403383 - Google Chrome  
protraxx.com/Scripts/EzParticipant/Instructor/RecordAttendance.aspx?slD=640611&ID=403383

Requested by Lila Frankovitch

Details View Enrollment Create Enrollment **Attendance** Awards

Record Attendance

Name: Recovery Coach Academy - Online  
Code: CART-21-100-054  
Session Type: MULTIPLE  
Session Date: 5/17/2021  
Start Time: 10:00 AM  
End Time: 2:00 PM  
Enrollment: 49  
Attended: 43  
Partials: 0  
Attendance Status: ATTENDANCE INCOMPLETE  
Session Status: ATTENDANCE INCOMPLETE  
Did Not Attend: 4

Send Email: ☐  
Select from dropdown of session dates and click GoTo Session  
05/17/2021 (ATTENDANCE INCOMPLETE) [GoTo Session](#)  
\*\*\*\*\* Please select Attendance Status from the drop down box\*\*\*\*\*  
NONE SELECTED [Record Attendance](#) ☒ Auto Email Post-Evaluation Form  
[Print Attendance](#) [Sign In Sheet](#) [Session Notes](#) [View/Take all Attendance](#) [Post-Evaluation Report](#)

Launch Self Attendance Check-In [Email Course Post-Evaluation](#)

	Name	Notes	Attendance Status	Post-Evaluation Completed	Post-Evaluation Time	Email	Location	Phone	# Records
<input type="checkbox"/>	[REDACTED]		ATTENDED	COMPLETED	5/30/2021 4:50:23 PM	[REDACTED]@gmail.com	Sober	86[REDACTED]	1
<input type="checkbox"/>	[REDACTED]		NOT RECORDED	NOT STARTED		[REDACTED]@gmail.com	Out of District	30[REDACTED]	2
<input type="checkbox"/>	[REDACTED]		ATTENDED	COMPLETED	5/21/2021 4:55:45 PM	[REDACTED]@gmail.com	Individual	20[REDACTED]	3

10:34 AM 8/26/2021





# Verifying Participant Attendance

## Step Five (Final Step):

https://www.protraax.com/Scripts/EzParticipant/Instructor/RecordAllAttendance.aspx?ID=403383&slD=640611 - Google Chrome

protraax.com/Scripts/EzParticipant/Instructor/RecordAllAttendance.aspx?ID=403383&slD=640611

Name: Recovery Coach Academy - Online Code: CART-21-100-054 Attendance Status: ATTENDANCE INCOMPLETE

Enrollment: 49 Attended: 43 Partial: 8 Did Not Attend: 4

Select Attendance Status: NONE SELECTED (highlighted with a red arrow) Record Attendance (highlighted with a red arrow) Print Attendance Sign In Sheet Session Notes Back to Session

☒ Auto Email Post-Evaluation Form (highlighted with a red arrow)

Check the box next to each day of the training for each individual, you will update their status accordingly – USING ONLY attended or did not attend, as we do not award partial CEUs.

When complete, hit "Record Attendance". You will notice you can enable or disable the automatic evaluation email.

	Start Date	Attendance Status	Post-Evaluation Completed	Post-Evaluation Time	Name	State/DI/EIN	Location	Phone	Breakout Title
Name -- Anderson, Kenneth D									
Email -- kenanderson67@gmail.com									
<input checked="" type="checkbox"/>	05/17/2021 10:00AM	ATTENDED	COMPLETED	5/30/2021 4:50:23 PM	Anderson, Kenneth D		Sober	8602145557	
<input checked="" type="checkbox"/>	05/18/2021 10:00AM	ATTENDED	COMPLETED	5/30/2021 4:50:23 PM	Anderson, Kenneth D		Sober	8602145557	
<input checked="" type="checkbox"/>	05/19/2021 10:00AM	ATTENDED	COMPLETED	5/30/2021 4:50:23 PM	Anderson, Kenneth D		Sober	8602145557	
<input checked="" type="checkbox"/>	05/20/2021 10:00AM	ATTENDED	COMPLETED	5/30/2021 4:50:23 PM	Anderson, Kenneth D		Sober	8602145557	
<input checked="" type="checkbox"/>	05/21/2021 10:00AM	ATTENDED	COMPLETED	5/30/2021 4:50:23 PM	Anderson, Kenneth D		Sober	8602145557	
Name -- Archer, James									
Email -- jamesarcher75@gmail.com									

When you choose the View/Take all Attendance, there will be a drop down for each individual, it will show each day of training that occurred – which is reflected from the schedule.



## CEU Transcript Retrieval

CEU Transcripts (certificates of completion) can be found in your Protraxx account under “My Enrollments”. Both facilitators (if they have taken a training since the introduction of Protraxx) and participants are able to use this tool. These instructions are meant for the use of facilitators to relay to their participants at the conclusion of training.

CCAR does not administer CEUs through email. You will need to log into your Protraxx account to retrieve your CEU transcript.

Follow the screenshots on the next three pages to see the step-by-step process.

DO NOT DISSEMINATE



# CEU Transcript Retrieval



## Step One:

ProTraxx - ECatalog - Activity C

protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=245

Course Offerings User Information Help Log Me In

Center for Addiction Recovery Training Public Catalog

The Connecticut Community for Addiction Recovery (CCAR) envisions a world where the power, hope and healing of recovery from alcohol and other drug addiction is thoroughly understood and embraced.

CCAR is a centralized resource in CT for all things recovery. Whether you are contemplating a life in recovery, are new to recovery or are in long term recovery, CCAR is here to help you to navigate the recovery community, by connecting you with others in recovery and providing access to area support services.

Living in recovery from alcohol and other drugs is a never ending journey, and wherever you are in that journey, CCAR is here to help you meet your recovery goals.

**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:

Password:

Not sure, click here  
Forgot your username/password?

**New Users**

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

To begin, enter your username and password to log into your Protraxx account.

## Step Two:

ProTraxx - ECatalog - Course C

protraxx.com/scripts/ezcatalogny/ClassCatalog.aspx?CustomerID=245

Course Offerings My Enrollments User Information Reports Help Log Me Out

Welcome Lila Frankovitch

Center for Addiction Recovery Training Public Catalog

**Quick Search**

Date:  Title:  Keyword:

Audience:  Topic:

Once you have logged into your account, it brings you to the catalog page, at the top of the page, click the tab that says "My Enrollments".

No Associated Group

4164-Recovery Coach Academy

Activity Code: CART-20-100-017 Session Count: 5 Seats taken: 0 of 60 People on Waitlist: 0

Sub Title: 4164RCA-MA

Target Audience: [Clinicians] [Community Members] [Family Members] [Friends/Allies] [Peer Specialists] [People in Recovery] [Recovery Coaches] [Recovery Peer Specialists] [Supervisors]

Description: The CCAR Recovery Coach Academy is a 5-day intensive training academy focusing on providing individuals with the skills need to guide, mentor and support anyone who would like to enter into or sustain long-term recovery from an addiction to alcohol or other drugs. Provided in a retreat like environment, the CCAR Recovery Coach Academy prepares participants by helping them to actively listen, ask really good questions, and discover and manage their own stuff.

**Schedules:**

Date	Start Time	End Time	Location	Address	Room
12/16/2019	9:00AM	4:00PM	Venfin Training Center	61 Inner Bell Road Boston, Massachusetts	
12/17/2019	9:00AM	4:00PM	Venfin Training Center	61 Inner Bell Road Boston, Massachusetts	
12/18/2019	9:00AM	4:00PM	Venfin Training Center	61 Inner Bell Road Boston, Massachusetts	
12/19/2019	9:00AM	4:00PM	Venfin Training Center	61 Inner Bell Road Boston, Massachusetts	
12/20/2019	9:00AM	4:00PM	Venfin Training Center	61 Inner Bell Road Boston, Massachusetts	

Activity Prerequisites:

Activity

No records to display.

4191 Ethical Considerations For Recovery Coaches - MD

# CEU Transcript Retrieval



## Step Three:

ProTraxx - EcCatalog - Enrollmen: x +

protraxx.com/scripts/eccatalogny/EnrollmentManagement.aspx?Page=My%20Enrollments&CustomerID=245

Welcome Lila Frankovitch

Center for Addiction Recovery Training Public Catalog

Enrollment Management

Start Date:  Activity Name:  Enrollment Status: All

Filter/Search

Withdraw Enrollment	Evaluation Form	Class Details	Activity	Award Status	Award Amt	View Award	Start Date	Course Code	Enrollment Status	Status	Attendance Status	Price	Payment Method	Price
		Details	Clinton	CEUS AWARDED	30.0		07/15/2019	CART-20-102-001	APPROVED	OPEN	ATTENDED			

Enrollment Status

Pending:  
Enrollments received or entered by a person are considered pending until they are approved.

Denied:  
Enrollments that are not accepted are assigned Denied status.

Approved:  
Enrollments that are accepted are assigned approved status.

Confirmed:  
Enrollments that are accepted and have received a confirmation(email or paper) are assigned confirmed status.

Waitlist:  
Enrollments that are received after the maximum number of enrollments is reached are added to the Waitlist (if the activity has been assigned Allow Waitlist).

Under "My Enrollments" you will see each of the trainings that you have enrolled in, it will state your "Enrollment Status" and your "Attendance Status". To view, print, and save your CEU transcript, click on "View Award". Please note: "Enrollment Status" must be "Approved" and "Attendance Status" must be "Attended" in order to receive the CEUs.

## Step Four:

ProTraxx - EcCatalog - Enrollmen: x +

protraxx.com/scripts/eccatalogny/EnrollmentManagement.aspx?Page=My%20Enrollments&CustomerID=245

Welcome Lila Frankovitch

Center for Addiction Recovery Training Public Catalog

Enrollment Management

Start Date:  Activity Name:

A new window will open, this is your transcript.

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

Withdraw Enrollment	Evaluation Form	Class Details	Activity	Award Status	Award Amt
		Details	Clinton	CEUS AWARDED	30.0

Enrollment Status

Pending:  
Enrollments received or entered by a person are considered pending until they are approved.

Denied:  
Enrollments that are not accepted are assigned Denied status.

Approved:  
Enrollments that are accepted are assigned approved status.

Confirmed:  
Enrollments that are accepted and have received a confirmation(email or paper) are assigned confirmed status.

Waitlist:  
Enrollments that are received after the maximum number of enrollments is reached are added to the Waitlist (if the activity has been assigned Allow Waitlist).

ProTraxx - Award

CCAR

Center for Addiction Recovery Training

75 Charter Oak Ave  
Building 1, Suite 305  
Hartford, CT 06106

CERTIFIES THAT

Frankovitch, Lila

COMPLETED THE FOLLOWING ACTIVITY ON

Tuesday, July 16, 2019  
CART-20-102-001 Clinton  
my online description

held at:

CART  
75 Charter Oak Ave  
Building 1- Suite 305  
Hartford, CT 06106

and is Awarded:

30.0 CEU

Report run on 1/9/2020 3:44:23 PM  
Report run by: Lila Frankovitch

/Scripts/EcCatalogNY/ViewAward.aspx?ID=8954964

# CEU Transcript Retrieval



## Step Five (Final Step):

ProTraxx - E2Catalog - Enrollments - x

protraxx.com/scripts/ecatalogny/EnrollmentManagement.aspx?Page=My%20Enrollments&CustomerId=245

Welcome Lila Frankovitch

Course Offerings | My Enrollments | User Information | Reports | Help | Log Me Out

**Enrollment Management**

Start Date:  Activity Name:

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

Withdraw Enrollment	Evaluation Form	Class Details	Activity	Award Status	Award Amount
		Details	Clinton	CEUS AWARDED	30.0

**Enrollment Status**

**Pending:**  
Enrollments received or entered by a person are considered pending until they are approved.

**Denied:**  
Enrollments that are not accepted are assigned Denied status.

**Approved:**  
Enrollments that are accepted are assigned approved status.

**Confirmed:**  
Enrollments that are accepted and have received a confirmation(email or paper) are assigned confirmed status.

**Waitlist:**  
Enrollments that are received after the maximum number of enrollments is reached are added to the Waitlist (if the activity has been assigned Allow Waitlist).

**ProTraxx - Award**

Word  
Excel  
PDF  
XML file with report data

**Center for Addiction Recovery Training**  
75 Charter Oak Ave  
Building 1, Suite 305  
Hartford, CT 06106

**CERTIFIES THAT**  
Frankovitch, Lila

**COMPLETED THE FOLLOWING ACTIVITY ON**  
Tuesday, July 16, 2019  
CART-20-102-001 Clinton  
my online description

**held at:**  
CART  
75 Charter Oak Ave  
Building 1, Suite 305  
Hartford, CT 06106

**and is Awarded:**  
30.0 CEU

Report run on 1/9/2020 3:44:23 PM  
Report run by Lila Frankovitch

Scripts/E2CatalogNY/ViewAward.aspx?ID=3044964

Click on the ▼ next to the "save" floppy disc button. Then select PDF. You will then be able to save your transcript as a PDF and print it from there.

DO NOT DISSEMINATE

# CEU Transcript Retrieval



If your CEUs are not available, please check the two following items, they both need to be completed in order to access your transcript (certificate of completion).

**Please Note:**  
If you do not see your CEU Transcript, under "Award Status", make sure that you have been marked attended and that you have completed your post evaluation, if you did not complete your evaluation, it will be in the "Post Evaluation" column.

Filter/Search

Start Date:  Activity Name:  Enrollment Status: All Class Type: All

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

Actions		Class Details		Award Details			Payment Details	
Post Evaluation	Pre-Survey	Name	Start Date	Course Code	Attend Status	Award Requested	Award Status	Award Amt
		Ethical Considerations For Recovery Coaches Online FAKE TRAINING - DO NOT REGISTER CART-22-420-018 (Online)	08/25/2021	CART-22-420-018	ENROLLMENT PENDING		N/A	
		Recovery Coach Academy FAKE TRAINING MODULE - DO NOT REGISTER CART-22-100-035 (Face to Face)	08/17/2021	CART-22-100-035	ENROLLMENT PENDING		N/A	
		Recovery Coaching and Professionalism Online TEST CART-21-104-028 (Online)	03/26/2021	CART-21-104-028	ATTENDED		NOT ISSUED	12.0
		Recovery Coach Academy TEST CART-21-401-168 (Face to Face)	03/15/2021	CART-21-401-168	NOT RECORDED		N/A	
		Recovery Coaching Basics Self-Paced CCAR Moodle CART-21-101-001 (Online)	10/01/2020	CART-21-101-001	ATTENDED		CEUS AWARDED <a href="#">Click to View Award</a>	6.0
		Clinton CART-20-102-001 (Face to Face)	07/15/2019	CART-20-102-001	ATTENDED		CEUS AWARDED <a href="#">Click to View Award</a>	30.0

Enrollment Status: Pending



DO NOT DISSEMINATE



## Viewing Evaluations

Reviewing evaluations completed by participants is a very simple process, and can be found in My EzTraxx. You will navigate as normal to your trainings, by going to the “Instructor” tab, and selecting “Activity Status Management”. Select the training off the list that you are looking to review evaluations from. Once selected, you will find the results under the “Awards” tab.

Follow the screenshots on the next two pages to see the step-by-step process from My EzTraxx.

DO NOT DISSEMINATE

# Viewing Evaluations



## Step One:

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

**INSTRUCTOR**

- Activity Class Management
- List Activity Requests

In My EzTraxx, you can find your trainings under the instructor tab.

Using the drop down menu, select Activity Class Management.

Summary Information

Post-Evaluations Due 1

Email Notifications

Receive Course Promotions YES

Receive ProTraxx Updates/New Releases YES

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1.866.EZTRAXX (1.866.398.7299)

support@protraxx.com

## Step Two:

Center for Addiction Recovery Training

Logged in as: Lila Frankovitch

ENROLLMENT FORMS INSTRUCTOR REPORTS

**Instructor - Search Class**

Display More Filters

Activity	Sub Title	Session Type	Code	Status	Max Attendance	Online Enrollment	Start Date	Attendance Status	Award Status
Recovery Coach Academy - Online	5187-RCA-CT	Multiple	CART-21-100-054	CLOSED	52	YES	05/17/2021	ATTENDANCE INCOMPLETE	INCOMPLETE

This screen will list all trainings that are registered to you as a facilitator. Click the appropriate activity to view the completed evaluations.

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support@protraxx.com

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# Viewing Evaluations



## Step Three (Final Step):

https://www.protraxx.com/Scripts/EzParticipant/Instructor/RecordAwards.aspx?ID=403383 - Google Chrome  
protraxx.com/Scripts/EzParticipant/Instructor/RecordAwards.aspx?ID=403383

Center for Addiction Recovery Training

Logged in as:  
Lila Frankovitch

ENROLLMENT ▾ FORMS ▾ INSTRUCTOR ▾ REPORTS ▾

Requested by Lila Frankovitch

Details View Enrollment Create Enrollment Attendance **Awards**

**Record Awards**

Name Recovery Coach Academy - Online	Fiscal Year 2020-2021	Activity Code CART-21-100-054	Award Status INCOMPLETE
Session Type Multiple	Total Hours 30	Max Award 30	Min Award 30
Attended 43	Awarded 38	Partial Award 0	Award Denied 0

**Award Options**

Choose Evaluation Status  
Show All Evaluations ▾

\*\*\*\*\*Please select Award Status from the drop down box\*\*\*\*\*

Award Status: NONE SELECTED ▾ **Record Awards**

☐ Hide Award Note ☒ Hide Documents ☐ Hide Attendance-Instr Information ☒ Hide Prof-Cert-Email

**Print Awards** **Reissue Awards** **View All Attendance** **Print Evaluations**

<input type="checkbox"/>	Name	Title	Class Instr	Qty	Award note	Attendance Info	Award Requested	Award Status	Evaluation	Evaluation Time	Printed	Awarded By	#Records
<input type="checkbox"/>	[REDACTED]	Person in Recovery	NO	30.0	Automatic Awards	ATTENDED		CEUS AWARDED	COMPLETED	5/30/2021 4:50:23 PM	NOT PRINTED	[REDACTED]	1
<input type="checkbox"/>	[REDACTED]	Healthcare Worker	NO	30.0	Automatic Awards	ATTENDED		CEUS AWARDED	COMPLETED	5/21/2021 4:55:45 PM	NOT PRINTED	[REDACTED]	2





DO NOT DISSEMINATE



## Helpful Links

Registering a Training/Ordering Manuals: <https://addictionrecoverytraining.org/tots/materials/>

Facilitator Portal of ProTraxx: <https://www.protraxx.com/Scripts/ProtraxxFrame.aspx>

Facilitator Info Page for ProTraxx: <https://addictionrecoverytraining.org/pro-traxx-for-ccar-facilitators/>

Participant Portal of ProTraxx: <https://www.protraxx.com/Scripts/EzCatalogNY/login.aspx?CustomerID=245>

Amazon Manual Links: <https://addictionrecoverytraining.org/amazon/>

DO NOT DISSEMINATE



DO NOT DISSEMINATE

## FAQs



Why can't a participant enroll in my training?

- » A participant may not be able to enroll in your training because the training may have reached the maximum level of participants - meaning the training has automatically been closed to avoid over enrollment. Another reason a participant may not be able to enroll in training is because of the assigned closing date of training.

Why can't a participant retrieve their CEU transcript (certificate of completion)?

- » It is likely that a participant cannot retrieve their CEU transcript (certificate of completion) because they are not enrolled in the training, their attendance has not been recorded, or they have not completed their evaluation.

DO NOT DISSEMINATE

**Connecticut Community for Addiction Recovery**  
**75 Charter Oak Avenue, Building One, Suite 305**  
**Hartford, CT 06106**

**CCAR: <https://ccar.us/>**  
**CCAR Training: <https://addictionrecoverytraining.org/>**