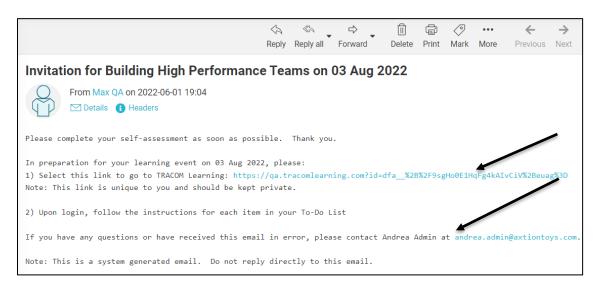
TRACOM Learning – Learner Experience

Learners are the participants enrolled into sessions in the MAX system, who will be completing a TRACOM profile and training. After a MAX Administrator sets up and activates a session, the learner will go through the following process in preparation for the training:

- 1) Learner will receive an email invitation to participate in the session. The email will contain brief instructions to complete their tasks, a unique link to the TRACOM Learning website, and session Administrator contact details.
- 2) Learner will click the link to be taken to the TRACOM Learning home page.



3) If the learner is new to TRACOM, they will click the Register button. If the learner has already established credentials in the TRACOM system, they will simply log in.

T	RACOM [®] LEARNING	QA	EN ~			
	Login If you have already registered and know your Usernan Password, please login. USERNAME * PASSWORD * LOGIN Forgot Username/Password	ne and	Register If this is your first time tare, please register in our system. REGISTER			
Need help? Contact TRACOM at +1 303.470.4900 or 800.221.2321 (M-F 7AM to 4PM, -7 GMT) for support. © 2004-2022 TRACOM Corporation. All rights reserved. Use of this website is subject to its Privacy Policy Build 52.0.0 This website requires Internet Explorer 11+, Edge 12+, Firefox 52+, Chrome 60+, or Safari 9+ on MAC-OSX.						

4) The learner will enter their email address in this field, then click NEXT.

TRACOM [®] LEARNING QA	
Registration Please enter the email address at which your invitation was received.	
EMAIL ADDRESS * learner49@axtiontoys.com	
Need help? Contact TRACOM at +1 303.470.4900 or 800.221.2321 (M-F 7AM to 4PM, -7 GMT) for support.	NEXT >
Needen Repr. Contract. In Neuronna, NII rights reserved. Use of this website is subject to its Privacy Policy Build 52.0.0 This website requires Internet Explorer 11+, Edge 12+, Firefox 52+, Chrome 60+, or Safari 9+ on MAC-OSX.	

5) Then, they will confirm that their name is spelled correctly. If they click YES, they will continue to the next step. If they click NO, the system will send an email to the administrator, alerting them that the name associated with the session is not correct. The administrator will follow up directly with the learner to update the system.

**Please note: if the name is not spelled correctly, the learner may still click YES, then update the name during the registration process.

TRACOM [®] LEARNING	QA	ENV
Identity Verification		What if my name is misspelled?
To continue, please verify that you are the pe	rson identified below.	
Name: Sastry Varanazi		
Is this you?		
Need help? Contact TRACOM at +1 303.470.4900 or 800.22	1.2321 (M-F 7AM to 4PM, -7 GMT) for support.	
© 2004-2022 TRACOM Corporation. All rights reserved. Us Build 52.0.0	e of this website is subject to its Privacy Policy	
This website requires Internet Explorer 11+, Edge 12+, Firef	fox 52+, Chrome 60+, or Safari 9+ on MAC-OSX.	

TRACOM[®] LEARNING

7) After clicking YES, the learner will see this message: "A registration email has been sent to the email address provided. Select the link in the email to complete the registration process."

TRACOM [®] LEARNING QA					
A registration email has been sent to the email address provided	ed. Select the link in the email to complete the registration process.	×			
Login If you have already registered and know your Username and Password, please login. USERNAME *	Register If this is your first time here, please register in our system. REGISTER				
PASSWORD *	R				
Forgot Username/Password					
Need help? Contact TRACOM at +1 303.470.4900 or 800.221.2321 (M-F 7AM to 4PM, -7 GMT) for support.					

8) The learner will return to their email account, click the new Registration link, and be taken to the Registration screen.



- 10) The Registration screen will be pre-populated with the learner's email address and name. If their name is not spelled correctly, they may correct it on this screen.
- 11) The learner will create a Username, Password (requirements are detailed below the password fields) and accept the Privacy Policy to move forward.

	QA		
Registration			
Use the form below to register.			
Required: Enter contact information using Western/Latin cha	racters only.		
EMAIL ADDRESS		EMAIL LANGUAGE *	
learner49@axtiontoys.com		English (US)	٥
FIRST NAME *		LAST NAME *	
Sastry		Varanazi	
Optional: Enter a first and last name containing non-Western	loos I sin disenter		
LOCALIZED FIRST NAME	norreach characters.	LOCALIZED LAST NAME	
Required: Choose new credentials in the fields below.			
USERNAME *			
learner49@axtiontoys.com			
NEW PASSWORD *		REENTER NEW PASSWORD *	
The password is CaSe SeNsItIvE, must be a minimum of 8 cha	racters, and must contain at least 1 uppercas	e letter, 1 lowercase letter, 1 number, and 1 special character (e.g. $\neg ! @\#\$\%^{*})$	
	-		
TRACOM has a strong commitment to project the	e rights and privacy of every person	who participates in our services. To proceed, you must agree to our Privacy Policy	
View our Privacy Policy			
✓ Laccept the Privacy Policy			
		NE	хт >

12) They will then select their Security Questions, enter their responses, and click SAVE. Registration has been completed, and the learner may access the To-Do list.

	QA	
Your registration was successful.		×
My Security Questions Select two different security questions from the	lists below.	• Which questions should I choose?
CURRENT PASSWORD *		
SECURITY QUESTION 1 * What is your mother's maiden name?		v
ANSWER 1 * Smith SECURITY QUESTION 2 *		
What is the name of your first dog?		~
Spot		
Need help? Contact TRACOM at +1 303.470.4900 or 800.221. 8 2004-2022 TRACOM Corporation. All rights reserved. Use This website requires internet Explorer 11+, Edge 12+, Firefo	of this website is subject to its Privacy Policy Build 52.0.0	

13) The learner will complete all requested tasks by clicking on the boxes. The product used for the session will determine the specific tasks that the learner will complete.

TRACOM [®] LEARNING	QA	
To-Do List Reports FAQ	Support	
For Me		O What do the small numbers mean?
Building High Performance Teams of REPORT WILL GENERATE ON 29 JULY, 2022	on 03 August, 2022 😫	~
SELF-ASSESSMENT DUE: IMMEDIATELY	RATER ASSESSMENTS DUE: IMMEDIATELY	
Take Assessment START →	O Invite Raters START →	
	ed. Use of this website is subject to its Privacy Policy Build 52.0.0 +, Firefax 52+, Chrome 60+, or Safari 9+ on MAC-OSK.	

14) To complete a survey, the learner must answer all survey items. If they would like to move forward to the next survey page, they will click NEXT after completing. If they wish to pause the survey and come back to it later, they will click SAVE FOR LATER.

3 NOT CLOSE YOUR BROWSER in the middle of the survey or your data will be lost and you will need to take the survey from the beginning.			How long will the survey take? Why is there no "Not Applicable" option on the survey?		
PAGE 1 OF 3					SAVE FOR LATER
	STRONGLY DISAGREE	DISAGREE	PARTLY AGREE PARTLY DISAGREE	AGREE	STRONGLY AGREE
1. Approaches new situations with a positive outlook.					0
2. Builds good relationships with co-workers.				0	
3. Effectively presents ideas to groups.				0	
4. Concentrates on the logic and reasoning behind decisions.				0	
5. Does not hesitate to let others know what they are thinking.				0	
6. Easily adapts to unfamiliar situations.					٢
7. Is comfortable having personal discussions with others.					0
8. Is pessimistic.				0	
9. Summarizes others' comments to clarify.					0
0. Attempts to control conversations.				0	
1. Encourages creative solutions.				0	
2. Communicates with different people in different ways.				0	
3. Approaches ideas analytically.					٢
4. Pushes for solutions that they favor.					٢
 During group presentations or meetings, provides clear answers and clarification to audience members. 					0
6. Adjusts well to unexpected problems.				0	
7. Tells others how they think things should be done.				0	
8. Misses deadlines.			0	0	
9. Asks follow-up questions to demonstrate understanding.			0	0	
0. Critically examines what is being done.				0	0

15) When the tasks are completed, they will either be grayed out or marked as completed.

TRACOM [®] LEARNING	QA			
To-Do List Reports FAQ Support				
For Me				
Building High Performance Teams on 03 Augus REPORT WILL GENERATE ON 29 JULY, 2022	Building High Performance Teams on 03 August, 2022 REPORT WILL GENERATE ON 28 JULY, 2022			
RATER ASSESSMENTS	SELF-ASSESSMENT			
Invite Raters VIEW / MANAGE →	Take Assessment			
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- 16) After the profiles have generated and are available for the learner to download, the learner will log in to TRACOM Learning at <u>tracomlearning.com</u>. They will be taken directly to the Reports tab if there are no outstanding tasks to be completed.
- 17) To download Profile Reports, Training Materials, or access Application Tools (depending on session settings and products purchased), the learner will click the button beside the file or tool that they wish to access.

TRACOM [®] LEARNING	QA	
To-Do List Reports Tools ♥ FA	Q Support	
SOCIAL STYLE [®] v3		
Building High Performance Teams 03 AUGUST, 2022		~
Profile Reports		
MY PROFILE REPORT		English (US)
Training Materials		
INTRODUCTION TO SOCIAL STYLE PARTICIPANT PA	CKAGE	English (US)
ACHIEVING HIGHER VERSATILITY		English (US) 🔹 🛓
Pplication Tools		~
SOCIAL STYLE NAVIGATOR APPLY SOCIAL STYLE PROGRAM STRATEGIES TO WORKPLACE SO	ENARIOS	VIEW
SOCIAL STYLE PASSPORT SEE HOW OTHER CULTURES VIEW YOUR BEHAVIORS		VIEW
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