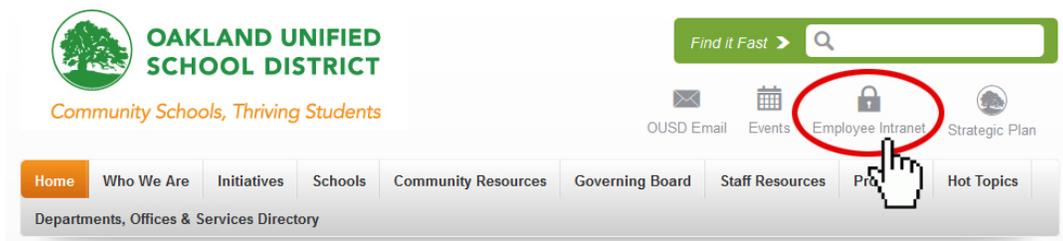


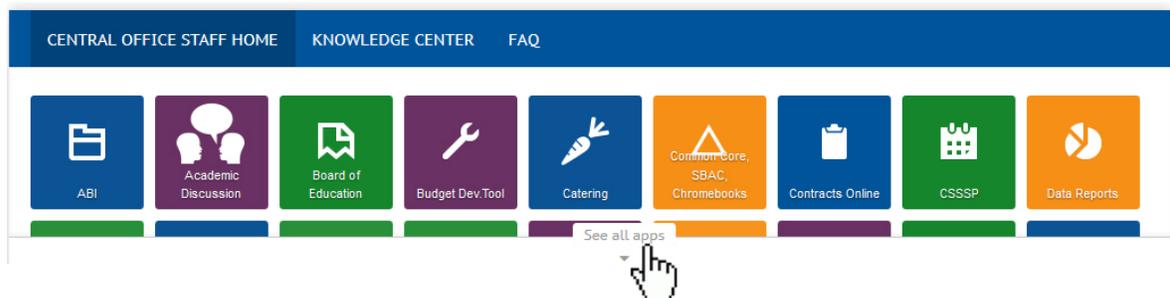
How to Sign-up for Professional Learning Using On-Track

Signing up for professional learning using On-Track is a lot easier than you might think. Please see below for step-by-step detailed instructions for signing on to and using the On-Track system. Each step has an accompanying visual below it.

1. First, navigate to the **Oakland Unified School District website**. www.ousd.k12.ca.us.
2. Then, click on the **Employee Intranet** icon in the upper-right of the page. You will need to log in with your OUSD e-mail username and password.



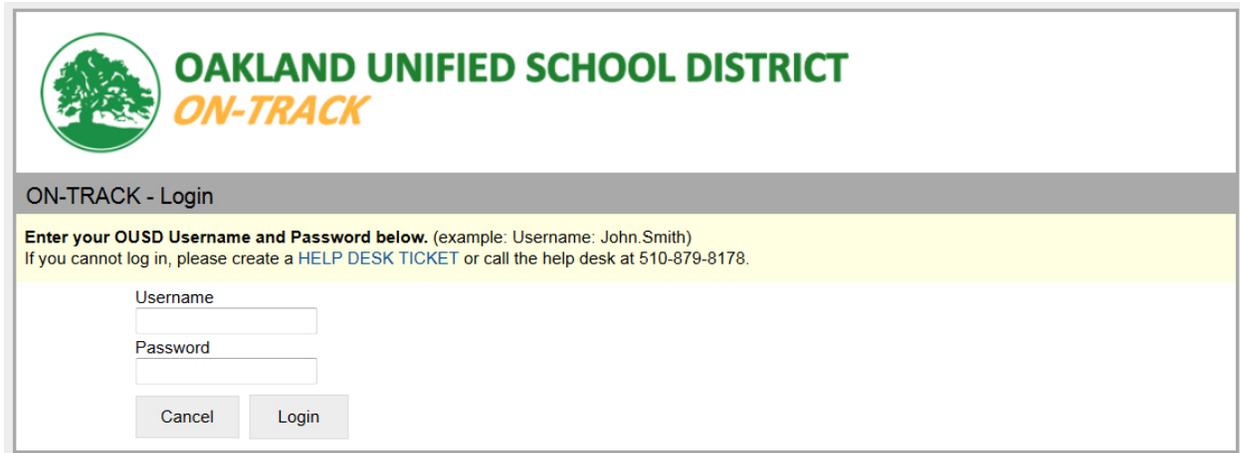
3. Once logged in to the Employee Intranet, you will see some of the apps are displayed. Click on the **See all apps** option to view them.



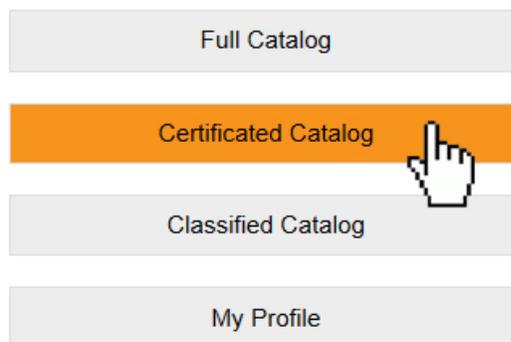
4. Once you can view all apps, **click on the icon for On-Track**—it is located in row three, column five.



5. You will now have to **log in to On-Track**. Once again, use your OUSD username and password.



6. Once logged in, choose to view the **Certificated Catalog** (or Classified or Full, if that applies).



7. From there, **choose the subject area** of professional learning workshops you would like to view.



Certificated Catalog Subject Areas		
Click on a subject area below.		
BTSA Induction	Classroom Management	Community and Culture
Early Childhood Education	English Learners	Instructional Technology
Library	Linked Learning	Literacy/English
Mathematics	Other	Physical Education
Science	Social Emotional Learning	Social Science/History
Special Education	Teacher Growth Development System	Transitional Kindergarten
Visual and Performing Arts	World Languages	

