

Getting Started

To access CPE Tracker open any web browser and navigate to <https://www.cpetracker.org>



Login

User ID

.....

[Forgot Password](#)

For more information, please click on your intermediate unit:
Colonial IU 20 | Carbon-Lehigh IU 21

If you need assistance contact you local system administrator.


To log in to CPE Tracker users will enter their User ID and password. If they do not have a CPE Tracker account please contact their school district to have an account created for them. If they do not remember the password and need to reset it select the Forgot Password link under the Login button. On the Forgot Your Password screen enter the User ID and an email will be sent to the email address associated with that account to reset the password.

Keep in mind that the new CPE Tracker requires the User ID to be an email address. Users whose User ID is not an email address will still be able to login with their old User ID but any new accounts will use an email address for their User ID. The User ID can be changed easily once a user logs in.

Additionally CPE Tracker now requires users to have more secure passwords. Passwords must contain 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character. If password

does not meet the requirements they will be prompted to change their password when they log in.



Educator Role

This section describes the tasks that can be completed as an Educator. Most of areas can be reached by using the side menu. If the side menu is not displayed please click or tap on the menu button  to display it.



Searching and Selecting an Educator

1. From the menu click or tap **Select Educator**.



2. Users can search for Educators by entering their first name, last name, full name, email address or Professional Personnel ID (PPID) in the search box and clicking or tapping the search button  .
3. After finding the desired Educator in the list select the Educator using the select button  on the right.
4. Once selected users are then presented with the Educator Dashboard

How to Add a New Educator




1. To add a new Educator click or tap on the  button from the Select Educator screen.
2. A form will open to enter the Educator's personal information
3. Enter a user ID and password for the Educator
 Note - User IDs now use an email address. Passwords must be at least 6 character and must contain 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character.
4. When finished entering the user's information click or tap the  button at the bottom.

5. A message will be displayed saying "Educator saved successfully". At that time a welcome email is sent to the Educator with their user ID and password, which users can change at the time of their first login.

Employment

- The Employment screen list all the employments for the Educator whether active or inactive.
- Educators can only view their employment, they will not be able to make changes to the employment.
- Educators can have multiple employments at different school districts at the any time.
- Employment information can only be added or edited by an LEA or CPE Tracker administrator.
- LEAs can see Educators employments, but can edit only employment in their LEA.
- LEAs can assign first and final approvers for Educators employment.

How to Enter Employment Information

1. From the Select Educator screen users search for and select the Educator they would like to enter employment information for (see Searching and Selecting an Educator above)
2. To enter employment information for the Educator select Employment from the menu or by clicking or tapping the Employment button  on the Educators dashboard in the Actions section.
3. On the Educator / Employment screen click or tap the Add button  in the upper left corner.
4. Complete all of the required fields on the Educator Employment screen and press the Save button  at the bottom. Required fields are indicated with an asterisk (*).
Note - CPE Tracker now has the ability to allow Educators to be employed with multiple LEAs.

Educator Dashboard

The Dashboard holds important information about Educator and buttons to perform common tasks. Educator's Dashboard information is displayed in a block. Each block can be collapsed to allow for extra space.

● Educator Information

- Contains important personal information of the Educator like name, PPID address and phone.
- Educators and LEAs can edit Educators personal information, User IDs and passwords.
- If an Educator's password is modified by an LEA the Educator will be notified by email about the password change.

● Notifications

- Displays number of courses failed to upload

● Actions

- Employment - view and manage employment by clicking or tapping the Employment button.



- Approval - manage approvals if Educator is an approver by clicking or tapping the Approval button.



- View / Print Transcript - to view, print and export transcript by clicking or tapping the View / Print Transcript button.



- Add New Event - to enter other events that they attended by clicking or tapping the Add New Event button.



● Employment LEA

- List all LEAs, where the Educator has been employed.

Note - Educators can have active employment in more than one LEA. CPE Tracker tracks Act 48 hours by each employment. To track Act 48 hours, Educator must have a PPID.

● Act 48 Hours

- This section is only available for Educators who have a PPID.
- It lists all Act 48 periods for Educators. Act 48 periods are calculated based on Certification date entered in Educators profile and employment position.
- Required: total Act 48 hours required which is 180.
- Earned: total Act 48 hours which are completed and approved.
- Pending: total Act 48 hours which are completed but not approved.

Note - CPE Tracker does not have the ability to include credits earned by attending courses that are offered outside of CPE Tracker so all Educators should be checking the Act 48 Professional Education Record Management System (PERMS) site for an accurate total number of earned Act 48 credits.

● Upcoming Events

- List of upcoming courses that the Educator is enrolled in
- Educator can edit and make changes to approver employment.
- To unregister from the course click or tap on the edit button (on the right) which will then open details of course. To unregister click or tap the Unregister button at the bottom of the form.

● Completed Events

- This area shows information on events the Educator has already attended.


How to Register For A Class

Educators can register for one or more courses and make payment by credit card if course Provider accepts credit cards.

1. Click or tap on "Register for Class" from the menu.



2. Search for a course by entering the entire course name or part of it, the course code or they can view all courses available within a certain date range.
3. Click or tap "Add to cart" button.

American Government: An Educator's Guide.			Fee: \$255.00
TARGET AUDIENCE: All Educators			
ATTENDANCE: Min. 1, Max. 25	TOTAL REGISTERED: 0	REG DEADLINE: 9/12/2016 Open	CREDITS: 3 CR
PROVIDER: Carbon Lehigh IU21	DATE: 9/12/2016 - 10/14/2016	TIME: 12:00 AM - 11:59 PM	

4. Review the information about the course, select the approval employment (if they have been employed in more than one district) and click or tap "Add to Cart."
5. They will get a message that their "class added to cart." They are not registered yet. They will see on upper right hand corner that the quantity on cart has increased by one.

Welcome to CPE Tracker



6. If want to register more courses add as above to the cart.
7. When ready click or tap on cart button on top right hand corner.
8. Cart will list all courses added in the cart.

9. On the cart, select a payment method for each course. You can choose same or different payment method for each course.

Your Cart

The screenshot shows the 'Your Cart' interface. At the top right, there are two buttons: 'UPDATE' and 'CHECKOUT'. Below these, there is a checkbox labeled 'Pay all by credit card'. The main content area displays a course item: 'American Government: An Educator's Guide' with a provider of 'Carbon Lehigh IU21' and a fee of '\$255.00'. To the right of the course name is a 'Remove from cart' button. Below the course name, the 'PAYMENT METHOD:' is shown as a dropdown menu with the text '-Select a Payment Type-' and a downward arrow icon. This dropdown menu is highlighted with a red rectangular box.

10. If course Provider accepts credit card payments than credit card option will be list in the payment type.
11. click or tap on checkout
12. Checkout page will show summary of payment methods

Order Summary

District Issued Check / PO

1 registration(s) payment amount \$255.00

The screenshot shows the 'Order Summary' page. At the bottom, there are two buttons: 'Cancel Order' and 'Place Order'. The 'Place Order' button is highlighted with a red rectangular box.

13. Finally, click or tap "Place Order" and they are registered for the course.