

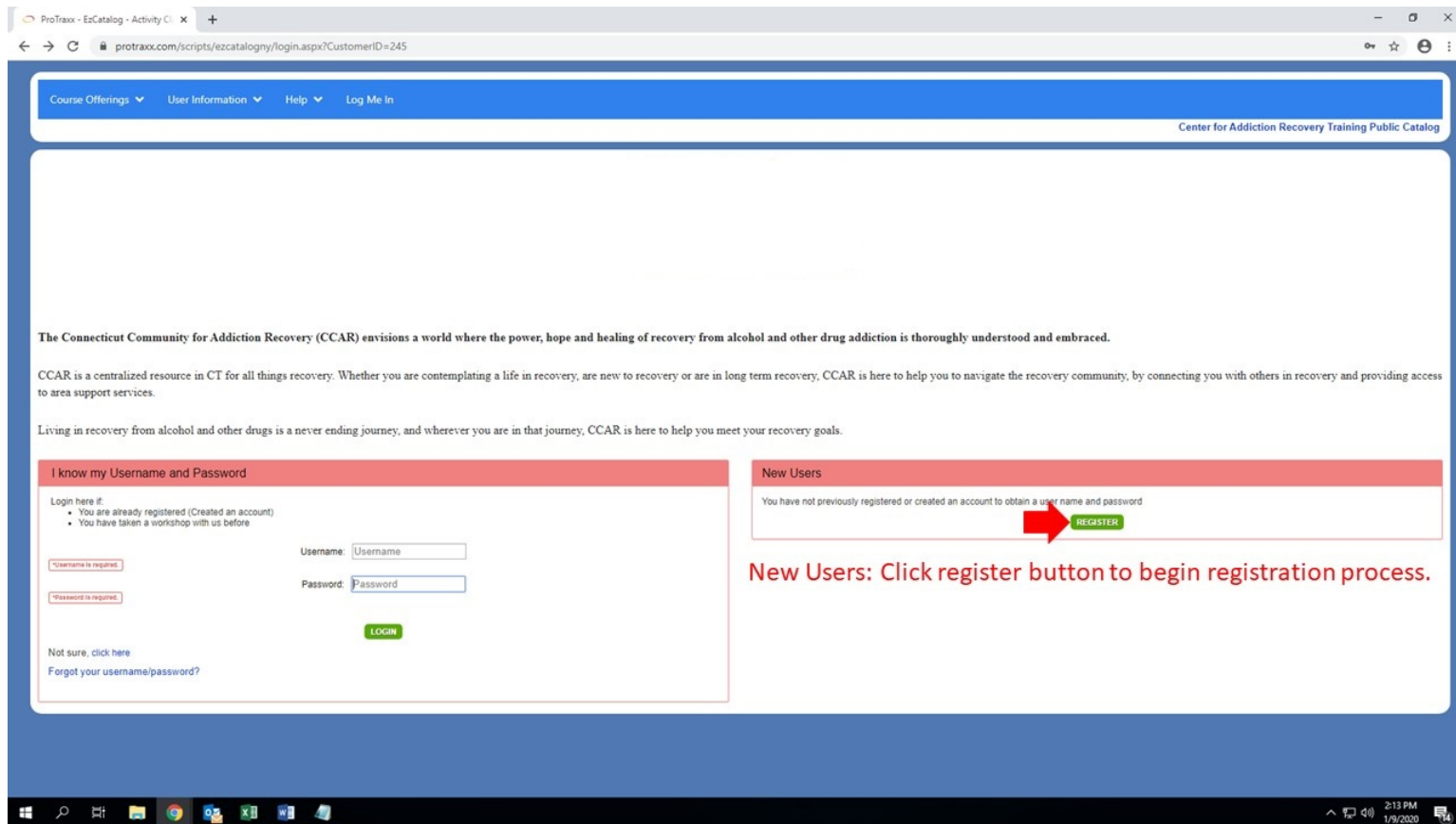
## New User Participant Instructions

Each new user, as a participant 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 carefully read all of the instructions on each page of the steps of registration. Please carefully follow the instructions below if you have any trouble on the website.

### Step One:



The screenshot shows a web browser window displaying the Protraxx website. The browser's address bar shows the URL: [protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=245](https://www.protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=245). The website has a blue header with navigation links: "Course Offerings", "User Information", "Help", and "Log Me In". The main content area is white with a blue border. It features a paragraph about the Connecticut Community for Addiction Recovery (CCAR) and its mission. Below this, there are two main sections: "I know my Username and Password" and "New Users". The "I know my Username and Password" section includes a login form with fields for "Username" and "Password", a "LOGIN" button, and a link for "Forgot your username/password?". The "New Users" section includes a "REGISTER" button, which is highlighted with a red arrow. A red text overlay at the bottom of the "New Users" section reads: "New Users: Click register button to begin registration process." The Windows taskbar is visible at the bottom of the screen, showing the time as 2:13 PM on 1/9/2020.

## Step Two:

ProTraax - EcCatalog - New User x +

protraax.com/scripts/eccatalogny/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

#### Person Information

*First Name	Middle Initial	*Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Address	Employee ID/Registry #	*State
<input type="text"/>	<input type="text"/>	-- Select State --
*Zip Code	*City	
<input type="text"/>	<input type="text"/>	
*Email Address	*Re-Enter Email Address	
<input type="text"/>	<input type="text"/>	
*Phone Type	*Phone Number	
-- Select Phone Type --	<input type="text"/> <input type="text"/> <input type="text"/> Ext. <input type="text"/>	

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

Next

Personal Info

- School Info
- User Info
- Final Registrat...

2:16 PM 1/9/2020

### Step Three:

ProTraax - EzCatalog - New User

protraax.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 --

Personal Info  
School Info  
User Info  
Final Registrat...

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

Previous Next

2:22 PM 1/9/2020

**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

Personal Info

School Info

**User Info**

Final Registrat...

Previous Next

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

2:26 PM 1/9/2020

## Step Five (Final Step):

The screenshot shows a web browser window with the URL `protraax.com/scripts/ezcatalogny/NewUser.aspx?ID=&Waitlist=&ActivityID=&CustomerID=245`. The page title is "ProTraax - EzCatalog - New User". The navigation bar includes "Course Offerings", "User Information", "Help", and "Log Me In". The main content area is titled "New User Registration" and contains the following text: "An email will be sent to the email address entered below with your login details upon completion of the registration!" and "\*required field". Below this is a "Review - Final Confirmation" section with a checkbox and the text "I agree to submit my information securely through this registration." To the right of this section is a vertical list of tabs: "Personal Info", "School Info", "User Info", and "Final Registrat...". At the bottom right of the form are "Previous" and "Finish" buttons. A red arrow points to the checkbox, and another red arrow points to the "Finish" button. Red text in the center of the form reads: "Check (✓) the box to agree. Then click finish. Your registration will be complete."

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.