Clinical Education & Professional Development
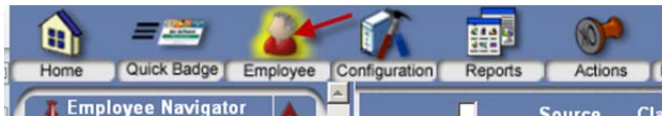Duke University Health System

Login in to EdTrack at https://time.oit.duke.edu/apihealthcare/.
Credentials are your NetID and password.

To search for an employee and/or the classes the person is scheduled to attend:

1. Click the Employee Icon.

2. Click the Search button under Employee Navigator
3. Enter the name or uniqueID (CODE) of the employee
4. Click Search
5. Click the folder beside the person you wish to view.
6. Click the Class Schedule button under Employee Actions.
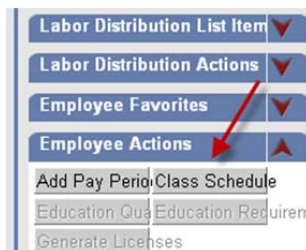
7. When the search screen appears, make sure Enrollment Status says ENROLLED, then click Search.
8.

9. Any class the employee is registered to attend appears below the Search Button