MANAGE PERSON RECORDS - ADD/EDIT/DEACTIVATE

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SPECIAL NOTE: Please refer to the Populations for Inclusion in E-Track document before submitting an add request. If the individual's person type/position *does not* meet the criteria for inclusion, please advise the individual that s/he will not have a person record in E-Track but may attend training as a guest on a space-available basis.

IT IS EXTREMELY IMPORTANT THAT THE PERSON'S NAME AND BIRTH MO/DA ARE ACCURATE.

Before submitting an Add Person form:

- Search the Person Directory to make sure you are not creating a duplicate record for an existing person:

  First:

  - Click on **Person Directory.**
  - In the Login ID field, type the person's 2-digit birth month and 2-digit birth day, plus the first initial of his/her first name.
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    - *Carefully* review search results. If any evidence suggests a record may already exist for this individual, contact the person to determine if the existing record is his/hers or if a record needs to be created.

  Second:

  - Click on **Person Directory**.
  - In the Login ID field, type the person's 2-digit birth month and 2-digit birth day.
  - In Legal Last Name field, type an asterisk, last name, asterisk; example: *Smith*.
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    - Again, *carefully* review search results. If any evidence suggests a record may already exist for this individual, contact the person to determine if the existing record is his/hers or if a record needs to be created.

Use the E-Track Add/Edit Person webform to submit a request to create a new person record or update or deactivate an existing person record.

IMPORTANT NOTE: *To avoid duplicative work and frustration, please be careful to correctly type all information on the add/edit request forms, including your own e-mail address.*