



## TOTALTRACK TUTORIAL

Students attending the Sheet Metal Workers Training Centre will be using TOTALTRACK to complete remote learning modules and assignments. In order to access TOTALTRACK, students will receive an email that looks like this:



From: TotalTrack <[postmaster-iti@datarg.com](mailto:postmaster-iti@datarg.com)>  
Date: Thu, Mar 26, 2020, 11:19 AM  
Subject: Temporary Password  
To: [REDACTED]

Your system login has been established.

Your account has been assigned a temporary password which you will need to change when you next login.

To access the system, please navigate to <http://www.totaltrack.org/Auth/Login> and use the following credentials:

Username: [REDACTED]

Password: [REDACTED]

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Follow the link and it will take you to the website that looks like this:



Enter the email address (username) and the temporary password from your email.

You will be directed to change your password like this:

totaltrack.org/Auth/ChangePassword?userName=...@gmail.com&rememberMe=False

**Change Password**

Please enter your old password and your desired new password. Passwords must be at least 8 characters long.

Email address:

Current password:

New password:

Confirm new password:

[Save Password](#) [Cancel](#)

© 2020 | r 3/26/2020 2:56 PM CDT | v 2019.4.0.6.15

Change it to whatever you want and be sure to remember it!

Next screen you will see is something like this.

Logged on as Fake Student ( My Profile | Logout )  
Viewing From: Sheet Metal Industry Training Board

**My Dashboard**

**Personal Info**

Fake Student  
No default address on record  
fake324@gmail.com  
SMART (SMWA) Number:  
Record Status: Active  
Organization: Sheet Metal Industry Training Board  
Interest Reason:  
Lead Source:  
Primary Affiliates:  
Region:  
Job Classes:  
Current Job Class:  
Person Status:  
Actual Current Wage:

**Student Info**

Apprentice Number:  
High School:  
SMART (SMWA) Number:  
DOL Number:  
College ID Number:  
Journeyman: No  
Employed:  
Apprentice Type: Sheet Metal (SMACNA)  
Indenture Date:  
Accepted Date: 3/24/2020  
Termination Date:  
Student Year:  
Wage Level: \$20.36 (50.00%)  
Last Upgrade: 3/24/2020  
Estimated Next Upgrade: 3/24/2021 (Not started)

**Student Progress**

Community Service Balance: 0.00  
CA Points: 0.00  
Total School Hours: 45  
Last School Hour Recorded: 3/24/2020  
Total Non-School Hours: 0  
Total OJT Hours: 0  
Total Employer Hours: 0  
Last OJT Hour Recorded:  
Total OJT/School Hours: 45  
Last Work Report Submitted:  
Estimated Completion Date:  
Actual Completion Date:  
Career Path:  
Average Percentage: 0.00% (recalculate)

**Registered Classes**

Class	Absences	Start Date	Grade
2021-SM1-H	0	2/24/2020	
LS-VL-2020	0	12/19/2020	
2022-SM2	0	3/2/2020	
2023-SM3	0	3/2/2020	

**Upcoming Class Days**

Class	Where
2021-SM1-H March 27, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2022-SM2 March 27, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2023-SM3 March 27, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2021-SM1-H March 30, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2022-SM2 March 30, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2023-SM3 March 30, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2021-SM1-H March 31, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2022-SM2 March 31, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2023-SM3 March 31, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY
2021-SM1-H April 1, 2020 7:00 AM - 2:30 PM	SHEET METAL WORKERS TRAINING CENTRE SOCIETY

**Quick Links** (add | manage)

ITI eReader  
ITI Online Learning Portal

**Recent Reports** (show all)

**Change History**

Created: 3/24/2020 10:29:11 AM  
by Jud Martell RSE  
Last Modified: 3/26/2020 4:44:10 PM  
by System User

Now you are in TotalTrack congratulations!