How to Respond to the Tracker Invitation

The sender of the e-mail invitation from the Tracker system will be listed as **no-reply**.

The subject line of the e-mail invitation will be **Tracker Invitation.**

If you don't see an e-mail invitation after district or state personnel has communicated that one has been sent to you, check your Spam Folder. If it's not there, ask the district or state personnel to re-send you the invitation after verifying your e-mail address on the system..

Open the e-mail invitation and follow the instructions as in the sample below.

> Dear You,
>
> Invitation Code: B29F03247D
>
> State Reviewer has invited you to use the Colorado Federal Integrated Review System (C-FIRS) Tracker. This system will support CDE's monitoring activities.
>
> To access the system:
>
> 1. Click the link below or copy and paste it into your browser's address bar:
> https://tracker.cde.state.co.us/r.ashx?Id=0e98de9b-6e4f-4b20-85f0-10fe5d8eee1b
> 2. Enter your email address and Invitation code noted above. If you clicked the link, this information will be automatically filled in, and should not be changed.
> 3. Enter your desired password and confirm the password. The password requirements are listed on the 'Accept Invitation' page.
> 4. Press the 'Create Account' button. You will be directed to a log in page where you may log in using your new password.
>
> Once your invitation has been accepted, the link above will be invalid. Please do not use it to access the system after your account is created. You may log in to the system by clicking on the link below or typing it into your Internet browser's address bar: https://tracker.cde.state.co.us
>
> If you need assistance, please contact COTrackerHelp@cde.state.co.us.
>
> Regards, The C-FIRS Team

When you click or copy-and-paste the link in step 1 of your e-mail, you will get the **Welcome to Colorado Tracker** screen.

- Your **Invitation Code** and **E-mail** address fields will be pre-populated (if not, fill them in).

- Create a **Password** following the conventions in green font above.

- Re-enter the password in the **Confirm Password** field.

- Click on the **Create Account** button.