



# Participants Website Users Guide

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PROFESSIONAL DEVELOPMENT

AND ACCOUNTABILITY SYSTEMS

*5/2/14 Version 2014.1*

**escWorks®**

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## Using the Customer Website

Participants must have a user account in order to register for sessions.

To log into the system, go to the *escWorks* website at <http://www.escweb.net/{customerID}> and select the button that says **Sign-in**.



## Creating an escWorks Account


Participants must have a user account in order to register for sessions.

To create an account in the system, go to the *escWorks* website at <http://www.escweb.net/{customerID}> and select the link that says ***Signup for a FREE account today.***

The account creation screen opens:

- Enter the data on the account creation screen
- The email address entered in the **Primary Email:** field will be the login for the account

The screenshot shows the escWorks Region 6 Education Service Center website. The header includes the esc6 logo, the text "Region 6 Education Service Center", and a "Call Us Today" button with the phone number (936) 435-8400. Below the header, there is a "Sign In" link and a "Registration Cart: 0 Items" link. The main content area is titled "Account Sign-in" and contains a "sign in" button, an "E-mail Address:" field, a "Password:" field, and a "Submit" button. A red box highlights the text: "Click here to create a new account" and "If you have forgotten your password, click here". On the left side, there is a "QuickLinks" section with a list of links: Home, Search Types, Search, Calendar of Sessions, Conferences, User Account Information, Professional Development, Record, My Account, Registration History/Certificates, Subscriptions, Contact Us, Drivers Ed, GED, District Dashboard, and PDF Downloads.



# Region 6

## Education Service Center

Call Us Today

(936) 435-8400

User Account - Sign Up
Registration Cart: [0 items](#)

### QuickLinks

sign in

**Home**

**Search Types**

Search

Calendar of Sessions

Conferences

**User Account Information**

Professional Development Record

My Account

Registration History/Certificates

Subscriptions

**Contact Us**

Drivers Ed

GED

District Dashboard

**PDF Downloads**

**Primary Email:**

  
*Primary Email is required*

**Secondary Email:**

**Salutation**

Please select a salutation... ▼

**Last Name:**

  
*Last Name is required*

**First Name:**

  
*First Name is required*

**Middle Name:**

**Home Address:**

  
*Home Address is required*

**City:**

  
*City is required*

**State:**

  
*State is required*

**Zip:**

  
*Zip is required*

**Home Phone:**

  
*Home Phone is required*

**Work Phone:**

  
*Work Phone is required*

**Organization:**

Please select a region... ▼  
*Region is a required field*

**Site:**

Please select a district... ▼

**School:**

Please select a school... ▼

**Position:**

Please select a position... ▼

**Grade Level:**

Please select a grade level... ▼

**Password:**

  
*Password is required*

**Confirm Password:**

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Region VI Education Service Center

- Enter all information.
- Click the **Save Record** button to create the new account.
- This information can be viewed and updated at any time by clicking the **User Account** link in the QuickLinks section

## Signing In to the escWorks System

Participants use their login to access their account information, register for sessions, complete session evaluations and view their registration history.

To log into the system, go to the *escWorks* website and select the button that says **Sign-in**.



The Account Sign-in page opens:

- Enter the e-mail address associated with your account in the **E-mail Address:** field

- Enter the account password in the **Password** field
- Click the ***Submit*** button to sign in to the system



## Password and Account Maintenance

### Resetting a Password

If a participant has an account in the system, but cannot remember their password, they can use the **Forgot Password** link to reset their password.

The Forgotten password link is located on the Account Sign In page.

- Select “Click here” next to: If you have **forgot your password**

The Password Management screen opens:

- Enter the email address for the account and click **Get Password**

- An email containing information on resetting the password is sent to the email address provided **Note:** this email is sent from [messenger@esclive.net](mailto:messenger@esclive.net)

## Changing a Password

If a participant already has an account in the system, and knows their current their password, they can use the **Change your password** link to set a new password for their account or the **Update your email address** link to change the email address associated with their account.

To change a current password:

- Click the **Sign In** button
- Enter the email address and password in the correct fields
- Once logged in, select the **User Account** link from the main menu bar

- Click on the Change Password link at the top of the page

The Change Password window opens:

- Enter the email address assigned to the account in the **Email Address** field

- Enter the current password in the **Current Password** field
- Enter the new password in the **New Password** field
- Confirm the new password in the **Confirm New Password** field
- Click the **Change Password** button to save the new password

## Changing Email Address (Login)

If an email address has changed follow these step to change it on the user's account:

- Click the **Sign In** button
- Enter the email address and password in the correct fields
- Select the **User Account** link from the main menu bar
- Click on the **Change primary email address** link at top of the User Account page
- The Email Management window opens:

escWorks Region 6 Education Service Center

Call Us Today (936) 435-8400

User Account - Password Management

Registration Cart: [0 items](#)

**QuickLinks**

Hello, **Support Account**

[sign out](#)

Home

Search Types

Search

Calendar of Sessions

Conferences

**User Account Information**

Professional Development Record

My Account

Registration History/Certificates

To change your password, you need to provide the information below. Once you have entered the data required, click on the 'Change Password' button located at the bottom of this page.

Email Address:

Current Password:

**What should your new password be?**

New Password:

Confirm New Password:

Choose your new password carefully. We recommend using a password that has at least 5 characters that are alpha-numeric.

[Change Password](#)

- Enter the New email address in the **New Email Address** and **Confirm New Email** fields
- Click **Change Password** to change the email address
- This is now the email address that is used to log into the system

## Professional Development Sessions

There are several different tools in the participant website that may be used to locate the Professional Development Sessions scheduled in the system. The *escWorks* home page advertises the upcoming sessions on the right hand side of the home screen. The participants may also choose to Search for sessions, or view the Calendar of Events in order to locate a session they would like to register for.

For convenience, a Session ID can be entered directly into the ***Already know the Session ID?*** search area to be directed to the registration page for that session.

To search for sessions or to view the Calendar of Events, click on the appropriate link in main menu bar.

The screenshot displays the escWorks Region 6 Education Service Center website. The header features the escWorks logo with the tagline "educational success for all", the text "Region 6 Education Service Center", and a "Call Us Today" button with the number (936) 435-8400. Below the header, there is a navigation bar with links for Home, Registration Cart (0 items), and QuickLinks. The QuickLinks section includes links for Hello, Support Account, sign out, Home, Search Types, Search, Calendar of Sessions, Conferences, User Account Information, Professional Development Record, My Account, Registration History/Certificates, Subscriptions, Contact Us, Drivers Ed, GED, and District Dashboard. The main content area is titled "Welcome to Professional Development Online Registration" and features a search bar with the text "Search by Session ID or Keyword" and a "submit" button. Below the search bar, there is a "Create an Account" section with three bullet points: "Click Sign In, then use the Signup for a FREE account today link.", "Complete the form and click Save Record.", and "Make note of your email address and password. You'll need these next time you sign in." To the right of the account creation section, there is a "Upcoming Sessions" section listing various sessions, including "Monday 5/5/2014 Driver Education 32-Hour Non-Credit Online Course" and "Tuesday 5/6/2014 TEXTRANS PK-K Institute Day 5: Measurement". At the bottom of the page, there is a footer with copyright information and a "powered by escWorks" logo.





## Search Sessions

Sessions can be located by using the Search feature to search by session title, session id, dates, audiences, subjects, or keywords.

The **Search** locates all sessions which include all or part of the search criteria selected. For example: If a search is performed using the word “Student” the results will include any session with “Student” in the title, description, audience, or keyword.

esc6 Region 6 Education Service Center Call Us Today (936) 435-8400

Search Registration Cart: 0 items

QuickLinks Hello, Support Account sign out

Home Search Types Search Calendar of Sessions Conferences

Search filters: ☒ Face-to-Face ☒ Online ☐ Free ☐ Weekend

Page size: 12 627 items in 53 pages

ID	Start Date	Title	Description	Type
164092	3/18/2014	Addressing Disproportionality in Special Education: Evaluation Decisions - LIVE WEBINAR SESSION	This two-part session will review current res...	Online Course
159505	5/1/2014	Instructional Leaders Meeting	Regular meetings are held to distribute the latest...	Professional Development

### To search for Sessions:

- Enter all or part of a session title, session id, audiences, subjects, or keywords in the search field
- Use the checkboxes below the search field to narrow down your search results to sessions that are Face to Face, Online, Free or offered on the Weekend. Multiple check boxes may be selected
- Click the **Search** button to run the search
  - Use the search navigation to move from page to page, or use Page Size drop down menu to increase the number of items displayed on the page
- The column titles in the Search window may be used to sort the search results. Click on any column title to change the sort order of the search results. For example, clicking on the Title column will display the search items in alphabetical order by the Session Title.

Page size: 12 627 items in 53 pages

ID	Start Date	Title	Description	Type
----	------------	-------	-------------	------

## Calendar of Sessions

The Calendar of Sessions link displays the scheduled sessions in a calendar format. Participants can click on a title to view additional session information and register for the session.

- Click on the **More** link to see additional sessions scheduled for the day.



educational success for all

## Region 6 Education Service Center

**Call Us Today**  
(936) 435-8400

Calendar of Events
Registration Cart: [0 items](#)

**QuickLinks**

Hello, **Support Account**

sign out

**Home**

**Search Types**

Search

**Calendar of Sessions**

Conferences

**User Account Information**

Professional Development Record

My Account

Registration History/Certificates

Subscriptions

**Contact Us**

Drivers Ed

GED

District Dashboard

**PDF Downloads**

**May 2014**

May ▼ | 2014 ▼ Go
<< Previous | Next >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 • 169236- Standards-Based IEP Process • 159503- Instructional Leaders Meeting • 160671-TT Re-Spire Handheld Training for Beginners <a href="#">more...</a>	2 157561-PPA Contest - State CDEs 161570- VAC/Transition Forum	3
4	5 165710-Driver Education 32-Hour Non-Credit Online Course 165290-Driver Education Student Classes 165287-Driver Education Student Classes	6 159813-TEXTEAMS PK-K Institute Day 5: Measurement 159918-QEMS: QUADICE 164227-Spring Nurses/Counselors Conference <a href="#">more...</a>	7 170405-DMAC/ Data Management for Assessment and Curriculum 169808-Introduction to the Revised TEKS 6-8 Day 1: Facal Points and TEKS Comparisons 160313-BIE: Air and Weather: Catching the Wind: Designing Windmills <a href="#">more...</a>	8 157434-CTE Administrators and Contact Meeting 157644-The Arts in Education Conference Series 168367-Tech Leaders' Visioning Group <a href="#">more...</a>	9 159804-Tech Leaders Meeting 157294-ESC-SLP Statewide Learning Series	10 167019-Independent Studies in Gifted Education 167002-G/T Day 1: Self Study 167003-G/T Day 2: Self Study <a href="#">more...</a>
11	12 160218-Critical Visual Impairment (CVI) Study Group TETH 169702-End of the Year Activities for Bilingual and ESL Programs 160046-Making Sense of Science: Force and Motion Day 3: Acceleration and Mass <a href="#">more...</a>	13 165384-Online School Bus Driver Training Recertification Class 156083-Building Classroom Communities with Edmodo 160160-QEMS: Microscopic Explorations <a href="#">more...</a>	14 162255-hCLB Consolidated Application and Compliance Report Training 169809-Introduction to the Revised TEKS 6-8 Day 2: Building on Fluency to Build Proficiency 157612-Curriculum Collaborative Annual Update <a href="#">more...</a>	15 170368-Alternative Certification Program for Driver Education 158886-Bilingual/ESL/Title III/Migrant Updates TETH 168870-Texas Success: Think Through Math <a href="#">more...</a>	16 161649-ESC-SLP Statewide Learning Series	17 169858-TPCP- Writing Strategies
18	19	20	21	22	23	24

- Use the drop down boxes to select a different month or year and click **Go**.
- Use the **Previous** button to go back to the previous month. Use the **Next** button to see the sessions offered in the upcoming months.

## Registering for a Session

Once the participant locates a session they would like to register for, they may select the **Register** button.



**esc6** Region 6 Education Service Center  
Call Us Today (936) 435-8400

Session Detail Registration Cart: [0 items](#)

**QuickLinks**  
Hello, **Support Account**  
[sign out](#)

[Previous](#) [New Search](#)

**Tech Leaders Meeting**  
*Annual Face-to-Face Meeting*

Tech Leaders monthly meeting for Technology Directors. Superintendents and Principals are invited to join.

**Important Session Information:**  
Registration ends at 12:00 AM on Thursday, May 08, 2014

<b>Session ID:</b> 159804	<b>Credits Available:</b> (6) SD or CPE
<b>Seats Filled:</b> 23 / 100	<b>Fee:</b> \$0.00
<b>Contact Person:</b> <a href="#">Kathy Lewis</a>	<b>Instructor(s):</b> Jamey Osborne

Date	Time	Location
5/9/2014	8:30 AM - 3:00 PM	Bluebonnet C, Bluebonnet E, Bluebonnet F, Brazos I, Brazos II, Distance Learning Room - Pls reserve with Technology Services, Lonestar 1, Lonestar 2, Lonestar 3, Lonestar 4, Lonestar 5, Lonestar 6

[Register](#)  
[Share](#)

**Home**  
**Search Types**  
Search  
Calendar of Sessions  
Conferences  
**User Account Information**  
Professional Development  
Record

- The Shopping Cart will then be displayed.

**esc6** Region 6 Education Service Center  
Call Us Today (936) 435-8400

Shopping Cart Registration Cart: [1 items](#)

**QuickLinks**  
Hello, **Support Account**  
[sign out](#)

Description	Amount
<a href="#">Remove</a> <b>Support Account: 159804-Tech Leaders Meeting</b> Tech Leaders monthly meeting for Technology Directors. Superintendents and Principals are invited to join.	\$0.00
<b>Total: \$0.00</b>	

[Check out](#)

**Home**  
**Search Types**  
Search  
Calendar of Sessions  
Conferences

- If this selection was added in error click the **Remove** button to delete it from the shopping cart
- Click the **Checkout** button to continue to the payment screens

**Note:** At this point, the participant will be asked to log into the system if they have not already done so

In order to keep user accounts as up to date as possible, the user is prompted to confirm their current location, specifying organization, district and campus. The Continue button does not appear until the user checks the box stating "I certify the above information to be accurate".



The screenshot shows the 'South East Education Cooperative' registration page. At the top left is a compass rose logo. The title 'South East Education Cooperative' is in large green letters. Below the title, there's a 'Check Out' link and a 'Registration Cart: 1 Item' link. A 'QuickLinks' sidebar on the left contains links for 'Hello, Richard Long', 'sign out', 'Home', 'Search Options', 'Calendar of Sessions', 'Conferences', 'My Account', 'Professional Development Record', 'User Account', and 'Registration/Certificate'. The main content area has a heading 'Please help us verify your information to ensure you receive proper credit for your professional development.' followed by three dropdown menus: 'REA/Organization' (selected: Great Northwest Education Cooperative), 'District/Site' (selected: Divide County Public School District), and 'School' (selected: Divide County Elementary School). There is also a 'Position' dropdown (selected: 3rd Grade Teacher) and a checkbox 'I certify the above information to be accurate' which is checked. A 'Continue' button is at the bottom.

If there is a charge for this session, the participant is asked to provide payment information on the payment screen.

**esc6**  
★★★★★  
educational success for all

Region 6  
Education Service Center

Call Us Today  
(936) 435-8400

Unknown

Registration Cart: [1 items](#)

**QuickLinks**  
Hello, **Support Account**  
[sign out](#)  
  
**Home**  
**Search Types**  
Search  
Calendar of Sessions  
Conferences  
  
**User Account Information**  
Professional Development  
Record  
My Account  
Registration History/Certificates  
Subscriptions  
  
**Contact Us**  
Drivers Ed  
GED  
District Dashboard  
  
**PDF Downloads**

Please help us verify your information to ensure you receive proper credit for your professional development.

**Organization** (Select Region 6 ESC if you do not know your region.)  
Region 6 ESC ▼

**Site** (Select Other Organizations if you do not know your District.)  
Region 6 Administration ▼

**School** (Select Other Organizations if you do not know your Campus.)  
Region VI Staff ▼

**Position:**  
ESC/TEA Staff ▼

☐ I certify the above information to be accurate

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Region VI Education Service Center  
[Home Page](#) | [Contact Us](#)



- Click **I *Certify*** to continue the registration

**esc6** Region 6 Education Service Center Call Us Today  
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Unknown Registration Cart: [1 items](#)

**QuickLinks**  
Hello, **Support Account**  
[sign out](#)

Home  
Search Types  
Search  
Calendar of Sessions  
Conferences

User Account Information  
Professional Development Record  
My Account  
Registration History/Certificates  
Subscriptions  
Contact Us  
Drivers Ed  
GED  
District Dashboard

PDF Downloads

Please help us verify your information to ensure you receive proper credit for your professional development.

**Organization** (Select Region 6 ESC if you do not know your region.)  
Region 6 ESC

**Site** (Select Other Organizations if you do not know your District.)  
Region 6 Administration

**School** (Select Other Organizations if you do not know your Campus.)  
Region VS Staff

**Position:**  
ESC/TEA Staff

☒ I certify the above information to be accurate.

[Continue](#)

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Home Page | Contact Us

- Click **Continue** to complete the registration

**esc6** Region 6 Education Service Center Call Us Today  
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Cart Checkout Registration Cart: [1 items](#)

**QuickLinks**  
Hello, **Support Account**  
[sign out](#)

Home  
Search Types  
Search  
Calendar of Sessions  
Conferences

Click the 'Complete Checkout' button to register for the sessions displayed below.

Description	Amount
<b>Support Account: 159804-Tech Leaders Meeting</b> Tech Leaders monthly meeting for Technology Directors. Superintendents and Principals are invited to join.	\$0.00
<b>Total:</b>	\$0.00

[Complete Checkout](#)

The following screen displays the registration confirmation:

Checkout Complete Registration Cart: [0 items](#)

**Thank you for your registration**

You have been registered for:

Title	Session ID	Start Date	Location
Tech Leaders Meeting	159804	5/9/2014 8:30 AM	Education Service Center Region 6, Bluebonnet C

You may visit your [Registration History](#) to print a confirmation page for each session for which you are registered.

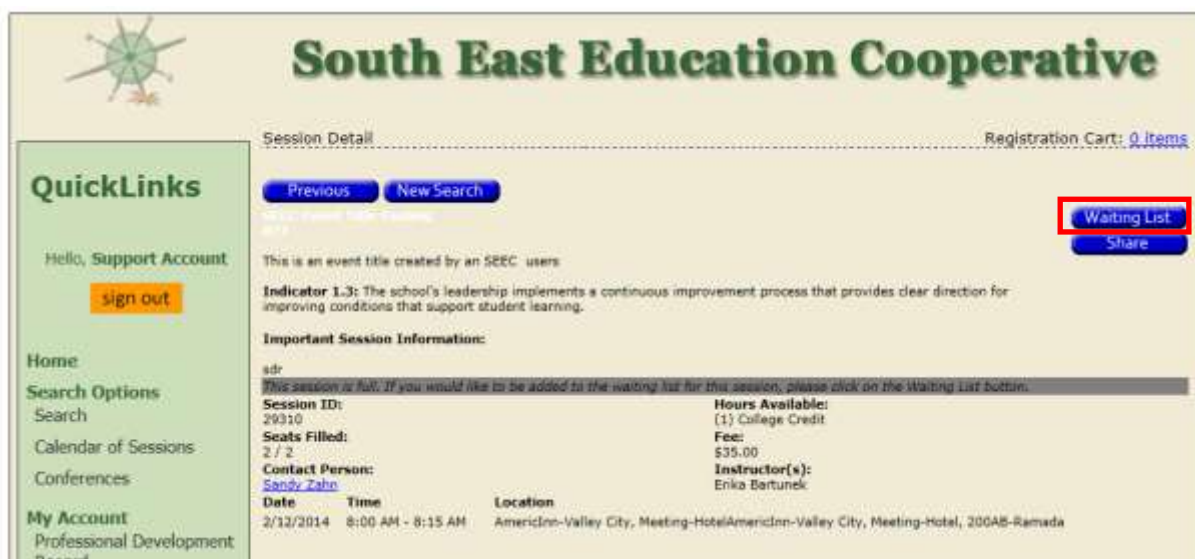
If you are paying by check, money order, or purchase order please include the payment voucher with your payment. You can download the payment voucher by clicking [here](#)

- Click on the **Registration History** link to go to the Registration History page
- Click on the calendar icon to download the session information to your Outlook calendar
- The participant receives a confirmation email similar to the this, including the outlook calendar item as well:



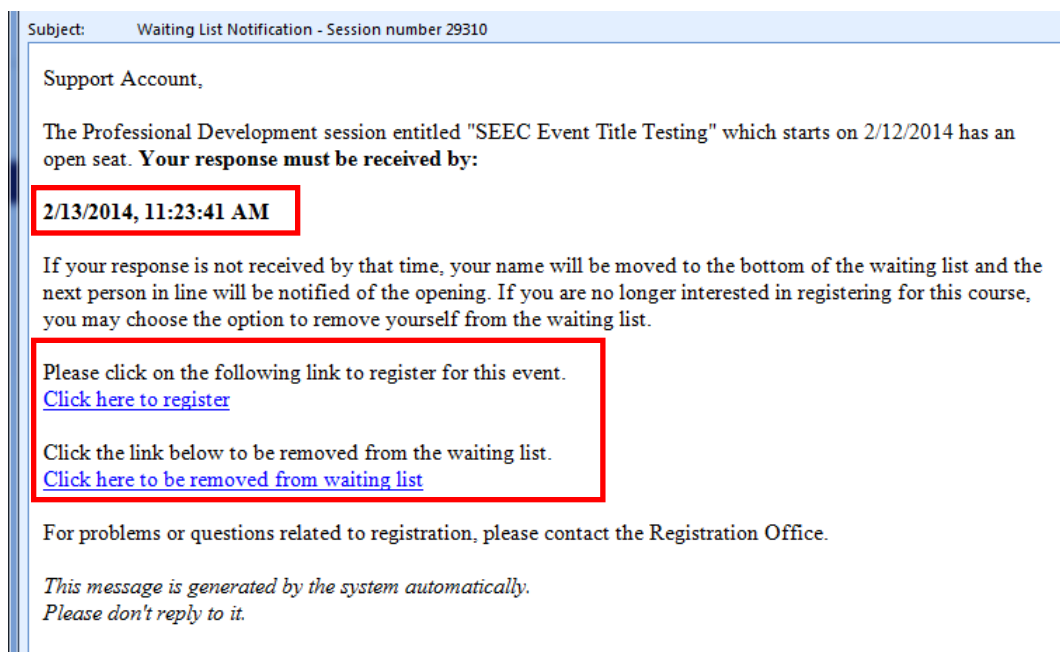
## Signing Up for the Session Waitlist

Once a session has reached the registration limit, participants may place themselves on the Waiting List for that session in the registration section of the system (if the session creator set the option to allow a waiting list). The Register button is no longer displayed, and a Waiting List button appears.



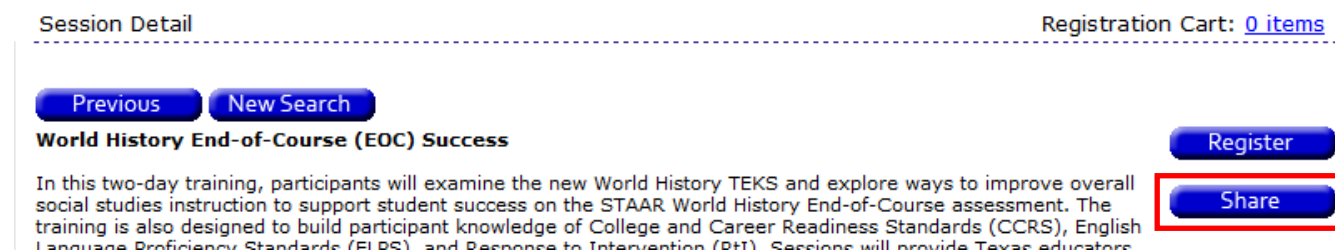
Participants may manage placement on waiting lists in the Registration History area. *See section titled "Managing the Waiting List Options".*

If space becomes available in the session, the user is notified of the availability via email. If they do not register for the session within the time limit specified on the email, the next person on that session's Waiting List is notified that space is available.



## Sharing a Session

When viewing the session detail page, the **Share** button can be used to email information about the session to someone else.



- Click on the **Share** button to email a friend the session information

The following window opens:





The screenshot shows a 'Calibration Message' dialog box. It has a title bar with the text 'Calibration Message' and a small icon on the left. Below the title bar, there is a text area for the message. Below the text area, there are four input fields: 'To:' (for the recipient's email address), 'From:' (for the sender's name and email), 'Subject:' (for the email subject), and 'Short Message:' (for a brief summary). At the bottom right of the dialog box, there are two buttons: 'Send' and 'Cancel'.

- Enter the email address of the friend or colleague
- Enter your name and email address
- Enter a message to the friend or colleague in the short message box.
- Click Send

**Note:** Clicking cancel causes the system to not send the email.

## My Account

### Professional Development Record

The *escWorks Professional Development Record* allows the user to track the amount of credit received from attending professional development events.

In the QuickLinks section, click **Professional Development Record** under the **My Account** section of the main menu bar.

If the user is not logged in, they are prompted for username and password to proceed.

The screenshot shows the escWorks Region 6 Education Service Center website. The header includes the escWorks logo, the text "Region 6 Education Service Center", and a phone number "Call Us Today (936) 435-8400". The main content area is titled "Professional Development Record" and includes a "Registration Cart: 0 items" link. The "QuickLinks" sidebar on the left contains links for "Hello, Support Account", "sign out", "Home", "Search Types", "Search", "Calendar of Sessions", "Conferences", "User Account Information", "Professional Development Record", and "My Account" (highlighted with a red box). The main content area explains that transcripts allow users to track credit received from professional development sessions. It includes sections for "Official Record" and "Personal Record", both of which state that there are currently no credits on file. A "Manage Transcript" button is visible. At the bottom, there is a note about Adobe Acrobat and a link to download it.

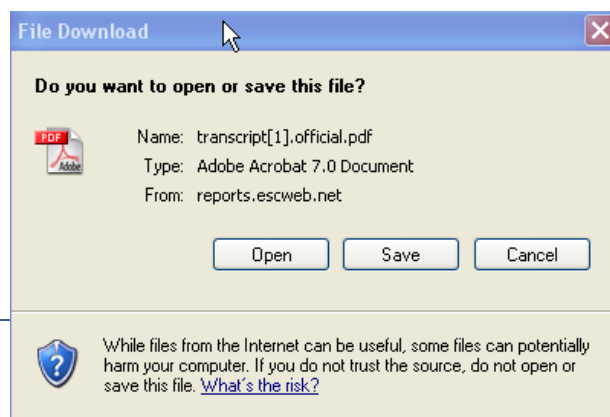
### Official Professional Development Record

The Official Professional Development Record displays all of the credits received from professional development sessions. This record may not be modified.

- Select the **Year of Record** desired from the dropdown box and click **Go**. The **File Download** window opens.

The screenshot shows a dropdown menu for "Year of Record:" with the selected range "6/1/2008 - 5/31/2009". A "Go" button is next to the dropdown. The entire form is highlighted with a red box.

- **Open** – opens the pdf file
- **Save** – allows you to save the file
- **Cancel** – cancels this action





## Personal Professional Development Record

The Personal Record tool is used to track sessions or meetings attended outside of Region 18 ESC. To enter a Session in the Personal Record tool:

- Click the Manage Transcript button.

My Account: Professional Development Record - Personal Records Registration Cart: [0 items](#)

---

Title:

Credit Type:

Credit Type...

\*\*\* When the credit type 'Other' is selected, you have the option of entering a custom credit type.

Date:

\*\*\*Credit Name:

Credit Earned:

☐ Include Official Credits

Date	Title	Credit Type	Credit Amount
------	-------	-------------	---------------

- Enter the title of the outside meeting/session
- Select the date from the calendar icon
- Select the appropriate credit type from the dropdown
- Enter in a credit name if credit type of other was selected
- Enter the amount of Credit Earned
- Click **Add Credit**
- The entry displays in the log below:

<input type="text" value="9/1/2010"/>	<input type="text" value="8/31/2011"/>	<input type="button" value="Go"/>	<input type="button" value="Print"/>	<input type="checkbox"/> Include Official Credits
Date	Title	Credit Type	Credit Amount	
10/26/2010	<a href="#">National Conference</a>	CEU	12	
11/1/2010	<a href="#">escWorks Demo</a>	CPE	6	

To delete an entry:

- Click the red **X** next to the entry you would like to delete.
- Click **OK** when prompted "Are you sure you want to delete this credit?"
- Date Range – enter a date range and select **Go** to see only those entries for that date range.
- Print – Click the **Print** button to print the entries listed.
- Include Official Credits – Check this box to view a list of all of the personal and official credits in one list.

## Registration History

Each customer has the ability to view upcoming or past events and change their registration information online as well as print confirmations for any registered event.

- Click the **Registration/Certificate** link under User Account in the main menu
- By default, the Upcoming Sessions tab is displayed showing sessions for which the user is registered
- Click the **Past Sessions** tab to display sessions already attended

- Select **Waiting List** to review status for sessions for which you are on the waiting list

escWorks Region 6 Education Service Center

Call Us Today (936) 435-8400

Registration History / Certificates

Registration Cart: [0 items](#)

**QuickLinks**

Hello, **Support Account**

[sign out](#)

Home

Search Types

Search

Session ID	Title	Start Date	Location
159804	Tech Leaders Meeting <a href="#">Change Registration</a>   <a href="#">Cancel Registration</a>   <a href="#">Print Confirmation</a>	5/9/2014 8:30 AM	Education Service Center Region 6, Bluebonnet E

Use the Upcoming Sessions page to:

- View Current Registrations
- **Change** a current registrations
- **Cancel** a session registration
- **Print** another copy of the Confirmation email

To change a registration, click the Change Registration link. If there are any sessions scheduled for the same class, they appear on the right. Select the radio button to choose the session, and click **Change Registration** to be moved out of the current class and into the selected one.

To cancel a registration, click on the **Cancel Registration** link

My Account: Registration History

Registration Cart: [0 items](#)

Upcoming Sessions | Past Sessions | WaitingList | Online Sessions

Session ID	Title	Start Date	Location
28513	GNWEC Conference by Karen Breakout Session 1 - Introduction <a href="#">Change Registration</a>	2/28/2014 8:00 AM	Alexander Public School District, Board room-Alexander Public School
29305	GNWEC escWorks Testing default reg start and end testing <a href="#">Change Registration</a>   <a href="#">Cancel Registration</a>   <a href="#">Print Confirmation</a>	2/28/2014 8:00 AM	Alexander Public School District, Classroom
28515	GNWEC Conference by Karen Session 3 <a href="#">Change Registration</a>	2/28/2014 12:45 PM	Alexander Public School District, Gymnasium

The cancel registration page opens

My Account: Registration History - Cancel Registration Registration Cart: [0 items](#)

This is the registration cancellation page. Please read the message below before continuing.

**Cancellation and Refund Policy:**  
 Cancellations **must** be submitted no later than 7 calendar days prior to event for a refund. Phone cancellations are not accepted. Registrations are transferrable.

A processing fee of 25% of the registration cost with a minimum fee of \$10 will be applied to the refund.  
 No refunds for online courses, nonattendance, or cancellations submitted one to six days prior to the event. Participants will receive a full refund for events cancelled by South East Educational Cooperative.

You are currently registered for:

This is a test f2f session for GNWEC  
**Session ID:** 29305  
**Fee:** \$15.00  
**Start Date:** 2/28/2014 at 8:00 AM  
**Location:** Alexander Public School District, Classroom-Alexander Public School District

By clicking on 'Cancel Registration', you will be removed from the session listed above. Depending on your payment status and the number of days before this session, you may be eligible for a refund. For more information please contact Registration Services.

- Click **Cancel Registration** to verify the cancellation
- Click **OK** to be removed from this session
- The Cancellation Confirmation displays

My Account: Registration History - Cancel Registration Registration Cart: [0 items](#)

You have been successfully removed from:

**Title:** GNWEC escWorks Testing  
**Session ID:** 29305  
**Start Date:** 2/28/2014 at 8:00 AM  
**Location:** Alexander Public School District, Classroom-Alexander Public School District

- An email notification is sent confirming the session cancellation

## Evaluations

Once a participant has been marked attended for an event, the **Evaluation** link displays in the Past Sessions section of the Registration History.

My Account: Registration History Registration Cart: [0 items](#)

Upcoming Sessions				Past Sessions				WaitingList				Online Sessions			
Session ID	Title	Start Date	Location	Session ID	Title	Start Date	Location	Session ID	Title	Start Date	Location	Session ID	Title	Start Date	Location
29194	GNW Testing 2 <i>testing for special accomdations</i>	2/4/2014 8:00 AM	Alexander Public School District, Auditorium	29309	SEEC Event Title Testing <i>SEEC Session tsting</i>	1/31/2014 8:00 AM	Fargo School District, Bennett Elementary School								
28517	Test Conference with Sandy <i>Session 1 - Introduction to the Day</i>	1/22/2014 8:00 AM	Alexander Public School District, Classroom												

- Click on the **Evaluation** link to complete the evaluation.

The Evaluation link displays in the Past Sessions registration history page for 30 days after the session attendance is taken.

## Managing Waiting List

The Waiting List screen in the Registration History displays the list of sessions for which you have selected to be added to the waiting list.

To view the sessions for which you are currently on the waiting list:

- Click on the **Registration\Certificates** link under User Account
- Click the Waiting List tab



The screenshot shows the South East Education Cooperative website. The header includes a compass logo and the title "South East Education Cooperative". Below the header, there is a navigation bar with tabs for "Upcoming Sessions", "Past Sessions", "WaitingList", and "Online Sessions". The "WaitingList" tab is selected. On the left, there is a "QuickLinks" sidebar with a "sign out" button. The main content area displays a message: "You are not registered for the session. You will be notified by email and provided directions to complete registration in the session if a seat becomes available and you are the next person in the waiting list." Below this message is a table with the following data:

Session ID	Title	Start Date	Location
<a href="#">29310</a>	SEEC Event Title Testing <a href="#">Remove from Waiting List</a>	2/12/2014	Hotel, AmericInn-Valley City

- Click on the ***Remove from Waiting List*** link to remove yourself from the waiting list for this session.

## Subscriptions

The subscriptions area allows users to select to receive email notifications when sessions that cover their subjects of interest become open for registration.

My Account: Subscriptions

Registration Cart: [0 items](#)

Use the subscriptions area to request email notifications when new sessions of interest are made available.

**Subjects**

- Accountability & Compliance
- All
- Assessment
- Behavior Management
- Bilingual/ESL/Eng Lang Learne
- Bus Driver Training
- Career Technical Education
- Child Nutrition
- CCSCOE
- Curriculum**
- Data
- Dyslexia
- Early Childhood
- English Language Art & Readin
- Fiscal Management & Efficiency
- Gifted/Talented
- Health
- Information Systems

**Subscription List**

Add >>

<< Remove

*(Hold <Ctrl> for multiple selections.)*

You currently have 0 subscription.

Subscription status: Subscribed ▼

Would you like to receive Recommended Events by email? Yes ▼

*(Recommended Events are based upon your prior participation.)*

Cancel

Save Subscriptions

- Select the Subjects of sessions to receive notifications about from the list by clicking on the subject
- Note:** Select multiple subjects by holding < **Ctrl** > for each subject selected
- Once the Subjects are selected, click the **Add** button to move them to the Subscription List
- Click **Save Subscriptions**

The participant receives an email when sessions in the subscription list are open for registration.

- To remove a subscription, select the subject from the subscription list and click the **Remove** button
- Click **Save Subscriptions**
- On this screen, the participant also has a choice to receive recommended events by email. When **Yes** is chosen, the participant receives emails about recommended events based on the events they have taken in the past.

## Instructor Link

The **Instructor** Link displays for those accounts identified as an Instructor in escWorks.

The **Instructor** Link allows for Instructors to access information about their sessions. The Instructor area contains sign in sheets, the ability to email session participants, and sessions enrollment numbers, and give the ability for the instructors to mark attendance for their session.

## Instructor Sign-in Sheets

- Print a sign in sheet by clicking the **Sign-In Sheet** icon for the event
- Select to either open or save the pdf file
- Select File and Print to print the sign in sheet



Sign In Sheet							
28517 - Test Conference with Sandy				Event Type: Conference		Contract: _____	
Location: Alexander Public School District				Sponsor: Support Account 2		Multiple Day: _____	
Campus/Room #: Classroom				Presenter: Support Account 2			
Date/Time: Jan 22, 2014				1/22/2014 8:00:00AM - 1/22/2014			
Sign In Full Name	Last Name	First Name	District	Campus	Position	O/M	Fee Status
Account 2	Support	Alexander Public School	Alexander Public School	2nd Grade Teacher	ACH	Paid	
E-mail: karen.long@esc4.net				Corrected E-mail:			
Account	Support	Fargo School District	Lewis and Clark Elementary School	Parent	OK	Paid	
E-mail: helpdesk@esc4.net				Corrected E-mail:			

## Instructor Email

- Email the participants by clicking on the **Email Manager** icon for the event
- The following window opens:



Instructor: Email

Registration Cart: 0 Items

Session ID: 28517  
Test Conference with Sandy

Recipient List:

- ☐ Account, Support (helpdesk@esc4.net)
- ☐ Account 2, Support (karen.jong@esc4.net)

[select all](#) [select none](#)

To:  
Subject:  
Comments:

Send Cancel

- Select the check boxes next to the participant's names that you want to send the email to (or choose the ***select all*** link)
- Enter a ***Subject*** line
- Enter ***Comments***
- Click ***Send***

**Note:** The email is sent to the participants from messenger@esclive.net and may be blocked by the participants email manager. Therefore, an alternative option would be to copy and paste the email addresses into your email system. This way the email comes directly from the Instructor and attachments can easily be added.

## District Dashboard

The District Dashboard was designed to provide the user with a personalized overview of your district's activities. This link appears for those users who have been given authority only.

Select the ***District Dashboard*** link located on the left hand side of the screen

**Fargo School District Superintendent Dashboard**  
Good Afternoon, Support Account  
Wednesday, February 12, 2014

[Click here to add this page to your favorites](#)

Snapshots\_ND Search\_ND

**Home Professional Development**

**Meetings and Professional Development**  
At today, Wednesday, February 12, 2014, Fargo School District has 1 participants registered to attend Professional Development training  
[For detailed professional development information, please click here](#)

**School District News**  
**Home schooling becoming more common - Bismarck Tribune**  
[Home schooling becoming more common](#)  
Bismarck Tribune  
It's a small number of home-schooled students when compared to the enrollments of public and parochial schools in the state, but it's a big number considering the relative short history of home-based education in North Dakota. It adds in a positive ...

**Infographic: Higher Education Spending Does Not Correlate With Better ... - Forbes**  
[Infographic: Higher Education Spending Does Not Correlate With Better](#)  
Forbes  
Alas, while education spending in Sarah Palin's home state of Alaska is the third highest in the land, Alaska ranked 49th in the rate of high school graduation and a dismal 34th in 8th grade reading. Moreover, California, our nation's most populous ...

**Fargo School Board member to run for ND District 11 House seat - In-Forum**  
[Fargo School Board member to run for ND District 11 House seat](#)  
In-Forum  
Wallman said her school board experience gives her a good sense of property tax issues, and she'd like to see North Dakota have a "sustainable (education) funding formula that's not well at the risk of over-indebtedness," she said.

**Superintendent's Involvement**

Session ID	Title	Start Date
28515	GNWEC Conference by Karen	2/28/2014 12:45:00 PM
28513	GNWEC Conference by Karen	2/28/2014 8:00:00 AM
29194	GNW Testing 2	2/4/2014 8:00:00 AM
29309	SEEC Event Title Testing	1/31/2014 8:00:00 AM
28517	Test Conference with Sandy	1/22/2014 8:00:00 AM

**District Search**  
District to search for:  
Select a district...

powered by escWorks