

My Account

The **User Account Information** section of the Professional Development website is where you track the amount of credit received from Professional Development events, manage your User Account information, view your current and past event registrations and request to receive email notifications when events of interest become open for registration.

Home Registration Cart: [0 Items](#)

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Welcome to Professional Development Online Registration

Search by Session ID or Keyword

Find a Session

- Click the **Search** link on the left to search by topic.
- Click **Calendar of Sessions** to search by date.
- Click **Conferences** to see a list of multi-session events.

Upcoming Sessions

Wednesday 11/27/2013
[Science in the Spanish Bilingual Classroom](#)
Administration, RM 101

Saturday 8/16/2014
[Computer Basics for Educators](#)
Administration, RM 103

Monday 8/18/2014
[Managing the Writing Workshop](#)
Administration, RM 101

Wednesday 8/20/2014
[Web Design for Distance Educators](#)
Administration, RM 201

[Organizing a Conference](#)
Administration, RM 101

[Organizing a Conference](#)
Administration, Rm 203

[Organizing a Conference](#)
Administration, RM 103

Thursday 8/21/2014
[Fun With Words](#)
Administration, RM 101

My Account

Select the *My Account* link to manage the personal information entered when the account was created (name, email address, home address, campus, account password, etc.).

My Account		Registration Cart: 0 items
Primary Email: <input type="text" value="j.doe@district1A.edu"/> Change primary email address... Change password...		
Secondary Email: <input type="text"/>		
Salutation <input type="text" value="Please select a salutation..."/>		
Last Name: <input type="text" value="Doe"/>	First Name: <input type="text" value="Jay"/>	Middle Name: <input type="text"/>
Home Address: <input type="text"/>		
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Home Phone: <input type="text"/>	Work Phone: <input type="text"/>	
Organization : <input type="text" value="ESC 4"/>		
Site : <input type="text" value="ESC 4 Main Office"/>		
School : <input type="text" value="ESA Staff"/>		
Position: <input type="text" value="Instructional Technologist"/>		
Special Needs: <input type="text" value="Seated near front"/>		
Grade Level: <input type="text" value="Please select a grade level..."/>		
<input type="button" value="Save Record"/>		

Professional Development Record

Select the *Professional Development Record* link to review the amount of credit(s) received from professional development events. The **Professional Development Record** page is separated into the **Official Record** and the **Personal Record** sections.

Professional Development Record Registration Cart: [0 items](#)

The Professional Development Record allow you to track the amount of credit you have received from professional development sessions at Model Service Center. All of this data is aggregated into a printable format that can be used as proof of credit.

Official Record
An official record cannot be altered. It contains a record of the sessions that you have attended at Model Service Center.


*There are not currently any credits on file for you.
Therefore, your official record cannot be viewed at this time.*

|||||

Personal Record
A personal record can be altered. It contains a record of sessions that you have attended at Model Service Center as well as events that you have entered. This record is managed online.

|||||

escWorks uses Adobe Acrobat ® to produce your record. If you do not have Adobe Acrobat Reader ® installed on your computer, you will need to download a version (free of charge) from [Adobe](#).

 [Click here to download Adobe Acrobat Reader ®](#)

Official Record

The **Official Record** is a review of all of the sessions you *have attended*. The records are grouped by events taken within each school year.

To review an Official Record transcript for a given year:

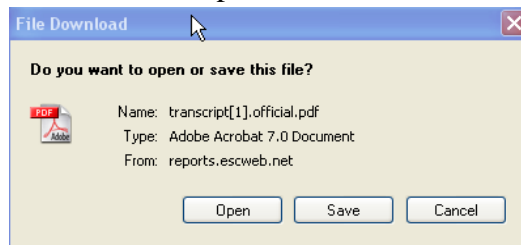
Official Record
An official record cannot be altered. It contains a record of the sessions that you have attended at Model Service Center.

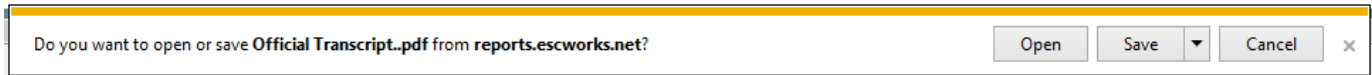
Year of Record:

9/1/2013 - 8/31/2014 ▼



- Select the desired **Year of Record** from the dropdown box
- Click *Go*
- The File Download window will open





- Select **Open** to open the PDF file
- Select **Save** to save the file to your computer
- Select **Cancel** to cancel this action.

The Official Professional Development Record will look similar to the example below:

Region 4 Education Service Center

Official Professional Development Record 9/1/06 - 9/1/07
PATRICIA LAMBERTI-SHEAR REGION 4 ESC, ESC STAFF
TECHNICAL SPECIALIST

CLOCK HOURS		
Date	Event Title	Credit Earned
09/11/2006	AIS PROGRAMMING MEETING	1.00
09/11/2006	BROWN BAG LUNCH SERIES: BLACKBERRY SHORTCUTS	1.00
09/18/2006	AIS PROGRAMMING MEETING	1.00
09/25/2006	AIS PROGRAMMING MEETING	1.00
10/30/2006	AIS PROGRAMMING MEETING	1.00
11/03/2006	AIS PROGRAMMING MEETING	1.00
11/06/2006	AIS DEPARTMENT MEETING	1.00
12/07/2006	ESCWORKS.NET	2.00
		9.00

CPE		
Date	Event Title	Credit Earned
10/30/2006	ACCOUNTABILITY AND COMPLIANCE SERVICES DEPARTMENT STAFF MEETING	3.00
		3.00

Total Credit Earned: 12.00

Select File and Print to print the official record.

Please contact the system help desk for assistance if there are discrepancies on your record. You may have a duplicate account in the system.

Personal Record

The **Personal Record** is a tool that can be used to create an unofficial log of events that were attended by you that but were not recorded in the Professional Development website.


To create a **Personal Record** entry:

- Click on the *Manage Transcript* button

Personal Record
A personal record can be altered. It contains a record of sessions that you have attended at Model Service Center as well as events that you have entered. This record is managed online.

- Enter the title of the outside meeting/event
- Select the date from the calendar icon
- Select the appropriate credit type from the dropdown menu
- Enter in a credit name if credit type of other was selected
- Enter the amount of Credit Earned
- Click *Add Credit*

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

Title: <input type="text"/>	Date: <input type="text"/> 
Credit Type: <input type="text" value="Credit Type..."/> ▼	***Credit Name: <input type="text"/>
	Credit Earned: <input type="text"/>

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

Once records have been added, they will display in the window underneath the entry screen:

Title: Date:

Credit Type: ***Credit Name: Credit Earned:

Credit Type...

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

9/1/2013 - 8/31/2014 Include Official Credits

Date	Title	Credit Type	Credit Amount
3/29/2014	Karen Credit	CEU	3

To delete an entry:

- Click the red **X** next to the to the event to be deleted
- Click **OK** on the message: Are you sure you want to delete this credit?

To edit an entry:

- Click the name of the event
- Make the revisions on the screen
- Click the **Save Credit** button

Reviewing Professional Development Record Entries

- Use the date range fields to enter a Date range - search for entries that were held within that date range
 - Click **Go** to see only those entries for that date range
- Select the **Print** button to print the entries listed in the screen
- Check the **Include Official Credits** box (if available) to generate a report that includes the Official Credits and the credits entered in the Personal Record.

Title: Date:

Credit Type: ***Credit Name: Credit Earned:

Credit Type...

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

9/1/2013 - 8/31/2014 Include Official Credits

Date	Title	Credit Type	Credit Amount
3/29/2014	Karen Credit	CEU	3

Registration History

The **Registration History** page allows you to view the upcoming or past events that you have registered for, change your registration information online, and print confirmations for any registered event.

Viewing Your Events:

Click on the *Registration History/Certificates* link to view the **Registration History**.

Once the **Registration History** page opens, you may choose to view *Past Sessions*, *Upcoming Sessions*, *Waiting List*, or *Online Sessions*.

- Use the *Next page* link to move to the next page of events

Account: Registration History

Re

Session ID	Title	Start Date
902162	Instructional Leadership Development (ILD) Print Confirmation	1/19/2013 8:00 AM
946168	TExES Review Session: Principal Exam Change Registration Cancel Registration Print Confirmation	12/7/2013 8:00 AM

Cancelling an Event.

To cancel out of an event that has been registered for:

- Click on the **Registration History/Certificates** link.
- Click on **Cancel Registration** link under the appropriate event

Registration History/Certificate		Registration Cart: 0 items					
Upcoming Sessions		Past Sessions		WaitingList		Online Sessions	
Session ID	Title	Start Date	Location				
26715	Web Design for Distance Educators <i>Designing for the Learning Management System (LMS)</i> Change Registration Cancel Registration Print Confirmation	8/20/2014 8:00 AM	Administration, RM 201				

- The following window will open:

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

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

You are currently registered for:

Web Design for Distance Educators
In this two day session, you will learn techniques and design principles that will improve your web materials for online instruction. The training will include advanced concepts in alignment, proximity, organization, and structure of materials, student management, and group techniques. Incorporation of Web 2.0 tools and instructional strategies will make this a must for distance educators.
Session ID: 26715
Fee: \$160.00
Start Date: 8/20/2014 at 8:00 AM
Location: Administration, RM 201

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 maybe eligible for a refund. For more information please contact Registration Services.

[Cancel Registration](#) [Previous Page](#)

- Click **Cancel Registration**.
- A Cancellation Confirmation will be sent to you

Note: A fee may be charged for cancelling registrations.

Online Evaluations and Certificates of Completion

You are encouraged to complete an evaluation for the events that you attended.

Once you have been marked attended for an event, you will receive an email notification thanking you for attending and asking you to visit the Registration History page to complete the evaluation and print the Certificate of Completion for the event.

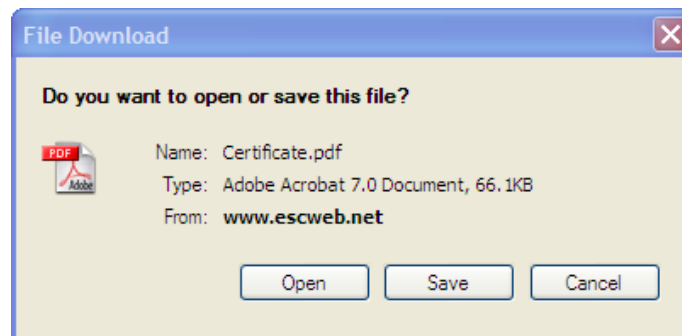
- Click the evaluation link to complete the online evaluation

Session ID	Title	Start Date
27434	Titles to Watch Coming in June - Evaluation	5/12/2014 8:00 AM

- Once the evaluation has been completed, a certificate link will be displayed.

Session ID	Title	Start Date
27434	Titles to Watch Coming in June - Certificate	5/12/2014 8:00 AM

- Click on the Certificate link to open a PDF file version of the Certificate of Completion for the event.



- Select **Open** to open the PDF file
- Select **Save** to save the file to your computer
- Select **Cancel** to cancel this action.

Subscriptions

The **Subscriptions** area allows registered users of this site to subscribe to receive email notifications about events that will cover topics of interest to them.

Subscriptions Registration Cart: [0 items](#)

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

Subjects		Subscription List
Arts	→ Add	English Language Arts
Classroom Management	← Remove	History
Educational Technology		Instructional Technology
Foreign Language		
Health		
Kindergarten		
Language Arts		
Math		
Other		
Preschool		

Subscription status:

Would you like to receive Recommended Events by email?
(Recommended Events are based upon your prior participation.)

- Select subjects from the **Subject List** by clicking on them in the menu. Several subjects may be selected at once by using the shift-click.
- Once the subjects are selected, click the **Add** button to move them to the **Subscription List**.
- Click **Save Subscriptions**.
- You will now receive an email when events in the **Subscription List** become open for registration.
- To remove a subscription, select the topic from the **Subscription List** and click the **Remove** button. Click **Save Subscriptions**.
- On this screen, you also have a choice to receive **Recommended Events** by email. When **Yes** is chosen from the drop down menu, you will receive emails which suggest recommended events based on the past events you have taken.