

## 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 website header for 'escWorks Region 6 Education Service Center' with a phone number '(936) 435-8400'. The main content area is titled 'Professional Development Record' and includes a 'QuickLinks' sidebar on the left. In the sidebar, 'My Account' is highlighted with a red box. The main content area contains text explaining that transcripts allow users to track credit received from professional development sessions. It also includes sections for 'Official Record' and 'Personal Record', and a 'Manage Transcript' button. A note at the bottom mentions that the portfolio uses Adobe Acrobat and provides 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' and a 'Go' button next to it. The entire form is highlighted with a red box.

- **Open** – opens the pdf file
- **Save** – allows you to save the file

The screenshot shows a 'File Download' dialog box with the question 'Do you want to open or save this file?'. It displays a PDF icon, the file name 'transcript[1].official.pdf', the type 'Adobe Acrobat 7.0 Document', and the source 'From: reports.escweb.net'. There are 'Open', 'Save', and 'Cancel' buttons. At the bottom, there is a warning icon and text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'.

- **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:  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.

9/1/2011 - 8/31/2012    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:

9/1/2010 - 8/31/2011    Include Official Credits

Date	Title	Credit Type	Credit Amount
<span style="color: red; font-weight: bold;">X</span> 10/26/2010	<a href="#">National Conference</a>	CEU	12
<span style="color: red; font-weight: bold;">X</span> 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
29194	GNW Testing 2 <i>testing for special accomdatons</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> <a href="#">Evaluation</a>	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 main header includes the organization's name and a logo. Below the header, there is a navigation bar with tabs for 'Upcoming Sessions', 'Past Sessions', 'WaitingList', and 'Online Sessions'. The 'WaitingList' tab is selected. A message states: '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

On the left side, there is a 'QuickLinks' sidebar with a 'sign out' button and a 'Home' link.

- 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	Subscription List
<ul style="list-style-type: none"> <li>Accountability &amp; Compliance</li> <li>All</li> <li>Assessment</li> <li>Behavior Management</li> <li>Bilingual/ESL/Eng Lang Learne</li> <li>Bus Driver Training</li> <li>Career Technical Education</li> <li>Child Nutrition</li> <li>CCSCPE</li> <li><b>Curriculum</b></li> <li>Data</li> <li>Dyslexia</li> <li>Early Childhood</li> <li>English Language Art &amp; Readin</li> <li>Fiscal Management &amp; Efficiency</li> <li>Gifted/Talented</li> <li>Health</li> <li>Information Systems</li> </ul>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
	<div style="text-align: center;"> <input type="button" value="Add &gt;&gt;"/>   <input type="button" value="&lt;&lt; Remove"/> </div>

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

You currently have 0 subscription.

Subscription status:

Would you like to receive Recommended Events by email?

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

- 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.