ESD 105 escWorks Professional Development and Accountability Systems

Participants Website Users Guide
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Using the Customer Website

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

To log into the system, go to the ESD 105 escWorks website at www.esd105.org, click on the Professional Development link and select the button that says Sign-in.
Creating an Account

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

To create an account in the system, go to the ESD 105 escWorks website at www.esd105.org, click on the Professional Development link, and select the link that says Signup for a FREE account today.

The account creation screen will open:

- Enter the data on the account creation screen
- The email address entered in the Work Email field will be the login for the account
- Click the **Save Record** button to create the new account
**Signing In**

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

To log into the system, go to the ESD 105 *escWorks* website at [www.esd105.org](http://www.esd105.org), click on the Professional Development link, and select the button that says *Sign-in*.
The Account Sign-in page will open:

- 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
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.

To retrieve a password:

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

The following window will open:

- Enter the email address for the account and click *Get Password*
• An email will be sent to the email address provided with instructions on how to reset the account password.
• Here is an example of the email that will be sent out.

Note: this email is sent from messenger@esclive.net

ESD 105 Password Change Code

Someone has requested your password from ESD 105. If you did not request your password, do not be alarmed, you are the only person receiving this email and nothing has been changed with your account.

If you have requested your password the change code generated for you password retrieval is: 0820

Follow this link to change your password now: http://www.escweb.net/wa_esd105/shoebox/account/password.aspx?mode=change&code=0820&email=

• Once the email with the change code is received, click on the link provided in the email. The following screen will appear:
- Enter your new password in the **New Password** and **Confirm New Password** fields
- Click **Change Password**. A message will appear stating that the password has now been changed
Changing a Password

If a participant already has an account in the system, and knows their current their password, they can use the Change Password link to set a new password for 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

To change a current password:

- Click on the Change Password link at the top of the User Account page
- The following window will open:
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:**
l-support@esc4.net

**Please provide ONE of the following.**

- **Current Password:** Use this option if you already know your password.
- **Change Code:** 0920 Use this option if you were emailed a change code. If you do not know your password, and have not requested a change code, click here to request one.

**What should your new password be?**

- **New Password:** Choose your new password carefully. We recommend using a password that has at least 8 characters that are alpha-numeric.
- **Confirm New Password:**

Click the **Change Password** button to save the new password.

- Enter the login email address in the **Email Address** field
- Enter the existing 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 Your Email Address (Login)
If your email address has changed since the last time you logged into the system:

- 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 Work Email Address link at the top of the User Account page
- The following window will open:
- Enter the New email address in the **New Email Address** and **Confirm New Email** fields
- Click *Submit* to change the email address.
Locating Professional Development Sessions

There are several different tools in the customer website that may be used to locate the Professional Development Sessions scheduled in the system. The Professional Development home page advertises the upcoming sessions on the left hand side of the home screen. The participants may also choose to Search for sessions, or view the Calendar of Sessions in order to locate a workshop they would like to register for. Once on the ESD 105 Calendar of sessions, a new feature, school districts calendars of sessions, is available in a drop down menu located at the top of the ESD 105 Calendar of Sessions.

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.
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 will locate 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 workshop with “Student” in the title.

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.
**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 workshop.

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

- 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.

- The Shopping Cart will then be displayed

- If this selection was added by mistake, 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
If there is a charge for this workshop the participant will be asked to complete out the payment screen.

- Click **Complete Checkout** to complete the registration

- The following screen will display the registration confirmation

- Click on the calendar icon to download the workshop information to your Outlook calendar

- Click on the **Registration History** link to go to the Registration History page

- The participant will receive a confirmation email similar to the one below:
Thank you for your registration

This confirmation page verifies that Support Account was registered on Wednesday, February 29, 2012 2:06 PM for session 85194

escWorks

*** Full Course Description:
Session id: 85194
Location: ESD 105 Administration,
First Date/Time: 3/8/2012 from 8:00 AM to 12:00 PM
All Dates: Mar 8 2012

Contact Information: ESD 105, 33 South 2nd Ave., Yakima WA 98902. Phone number: 509.575.2885

"Please remember cancellations must be made 10 business days prior to first day of class for a refund less any processing fees." "Registrations are transferable". "No refunds or credits for late cancellations or non-attendance".

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# Sharing a Session

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

![Session Detail](image)

- Click on the *Share* button to email a friend the session information.
- The following window will open:

![Share Window](image)

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

**Note:** Clicking cancel will cause the system to not send the email.
Subscriptions
The subscriptions area allows users to select to receive email notifications when workshops that cover their topics of interest become open for registration.

- Select the subjects to receive notifications about from the list by clicking on the item
  Note: Select several items by using the shift click
- Once the subjects are selected, click the add button to move them to the subscription list
- Click Save Subscriptions

The participant will now receive an email when workshops in the subscription list are 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, the participant also has a choice to receive recommended events by email. When Yes is chosen, the participant will receive emails about recommended events based on the past events they have taken
Professional Development Record (Transcript)
The professional development Record allows the user to track the amount of credit received from professional development events taken from ESD 105.

On the website, click the Professional Development Record link.

![Image of Professional Development Record page]

**Official Professional Development Record**
The Professional Development Record will display all of the credits received from professional development workshops taken from ESD 105. This record may not be modified.

- Select the Year of Record desired from the dropdown box and click Go. The file Download window will open.

![Image of Year of Record dropdown]

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

Viewing Registration History

- Click on the Registration History link under User Account
- Click on the Past Sessions to display workshops already attended
- Click on Upcoming Sessions to display the workshops you are currently registered for
- Select Waiting List to review your status for sessions where you are on the waiting list

Use the Upcoming Sessions page to:

- View current registrations
- Print another copy of the Confirmation email
- Cancel a workshop registration
**Canceling a Workshop Registration:**

- Click on the **Registration History** link under User Account
- The screen will open to display **Upcoming Sessions**
- Click on the **Cancel Registration** link

![Registration History](image)

- The cancel registration page will open

![Cancel Registration](image)

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

![Cancel Registration Confirmation](image)

- An email notification will be sent confirming the session cancellation
**Online Evaluations**

Once a participant has been marked attended for an event, the Evaluation link will display in the Past Workshops section of the Registration History.

- Click on the Registration History Link
- Click on the radio button next to Past Sessions
- Click on the evaluation link to complete the evaluation.

The Evaluation Link will display in the Past Sessions registration history page for 30 days after the session attendance is taken.
Managing the Waiting List Options:
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 History link under User Account
- The screen will open to display Upcoming Sessions
- Click on the radio button next to Waiting List

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