

Clock Hour Registration Information Sheet for Courses

To log onto the ESD 105 Professional Development website follow these instructions:

- Log onto the website www.esd105.org
- Under the quick links menu, select **Professional Development**
- On the Professional Development webpage, click on the **Sign In** button below (**blue circle**)
QUICK LINKS to the left of the screen
- Enter your last known **school email address**
- Enter your password. If you have forgotten your password, click on the link just above the
“SUBMIT” button that states, “If you have **forgotten your password**. [click here.](#)”
- Click the **Submit** button
- When the screen refreshes you will notice the **Sign In** button turns to **Sign Out**

If you get a message that says **The username and password you provided does not match our records, please check your entry and try again – try one more time**

If you still do not get signed in, click on the link right below this text to **create a new account**.
Complete the user profile information requested and click **Save Record**.

After you have set up your account, go through the Sign In steps (listed above) again.

After signing in, enter the **session number only** in the box that says “**Already know the Session ID? (red circle)**”

The screenshot displays the ESD 105 Professional Development Online Registration website. The page layout includes a navigation menu on the left with 'QUICK LINKS' such as 'sign in' (circled in blue), 'Home', 'Search Options', 'My Account', 'Having Trouble? Create a Ticket', 'PDF Downloads', and 'Room Reservations'. The main content area features a 'Welcome to Professional Development Online Registration' section with a 'Sign up for a FREE account today' link (circled in green) and a 'Already know the Session ID?' input field with a 'GO' button (circled in red). Below this is a 'Sign In Help' section with instructions and a 'Having Trouble? Create a ticket' link. On the right, there is an 'Upcoming Sessions' list for Wednesday 3/27/2013, Thursday 3/28/2013, and Friday 3/29/2013. The browser's address bar shows 'https://www.esdweb.net/wwa_esd105/default.aspx' and the taskbar at the bottom shows the date and time as 9:46 AM on 3/26/2013.