PARTICIPANT’S ACCESS TO THEIR CLOCK HOUR RECORDS
For Completing Evaluations or Purchasing Clock Hours

Clock hours for courses are offered through ESD 105. Follow these instructions to access records in your registration history:

- 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 (blue circle) below QUICK LINKS to the left of the screen
- Enter your 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

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

To access your professional development history click on the Registration History link (green circle) below. There are several tabs under this link: 1) upcoming sessions – sessions you are registered for that have not occurred; 2) past sessions – onsite sessions that have been completed; and 3) online sessions – online sessions that have been completed.
Once you are on the Registration History site, choose either Past Sessions (purple circle) or Online Sessions (red circle) tab to view your clock hour records. Your classes will list as shown below.

The information printed in blue on the Registration History indicates the following:

- The Evaluation (orange circle) link displays for sessions where you need to go in and complete the evaluation for the class.

- The Purchase Clock Hours (black circle) link displays for sessions that you have completed the evaluations for. You can click on that link to finish purchasing your clock hours.

- The Proof of Clock Hours (turquoise circle) link is a certificate that verifies the purchase and payment of your clock hours. You should use the Professional Development link in the left column to print out an official transcript, if you need one.
• The [clockhours@esd105.org](mailto:clockhours@esd105.org) link indicates that the clock hours were earned prior to April 12, 2012 and are posted on the old ESD 105 system. You need to send an email to inquire about purchasing them by clicking on the link.

**NOTE:** You can claim **multiple classes** showing the [clockhours@esd105.org](mailto:clockhours@esd105.org) by just sending one email and asking to obtain claim forms for all classes that have not been claimed or purchased by you. You do not have to send a separate email for each class. You will receive an email back from ESD 105 with the necessary forms attached. To purchase these clock hours payment is made directly to ESD 105 and not purchased online.

• **If no information is printed in blue** for sessions, that could mean: 1) all action completed, will display on Professional Development Record on the system (official transcript); 2) it is a multiple date session and not all sessions have been completed; 3) presenter has not posted clock hours and verified attendance; or 3) the session was offered for attendance hours and not clock hours.

After you have logged onto the system, you can update your personal account information, change your email address, or change your password by using the "**User Account**" link in the left column.

If you need assistance with the above process, please click on the link that says, "Having trouble? Create a ticket" link to submit a request on the Professional Development website.