

PARTICIPANT'S ACCESS TO THEIR CLOCK HOUR RECORDS

Clock hours for courses are offered through ESD 105. In order to receive clock hours for completed courses you need to have an active account on the ESD 105 Professional Development system. Follow these instructions to access records in your registration history and to print out an official transcript from your account:

- 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.](#)"
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- 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**). 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.

To get an **official transcript** click on Professional Development Record (**purple circle**); a selection box will be shown, use the down arrow to select the academic year for your record. Follow the instructions shown to print out your records. If you have records in different academic years, you will need to print an official transcript for each year.

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.

