



REGISTERING FOR A WORKSHOP

NEW USER

A. Go to www.esc1.net/staffdevelopment

B. IF YOU DO NOT HAVE A LOG IN

Please follow instructions from “C-I”

IF YOU HAVE A LOG IN, PLEASE PROCEED TO “F”

Once you have logged into the profile using your email address and password.

C. On the top right hand corner create your profile by clicking “New User.”



D. Complete the New User Account. All fields with a red * are required. Click on Register.

E. Click on Update Profile to complete the Extended Profile section of the profile. **YOU MUST COMPLETE THE EXTENDED PROFILE OTHERWISE THE SYSTEM WILL NOT ALLOW YOU TO COMPLETE YOUR REGISTRATION.**

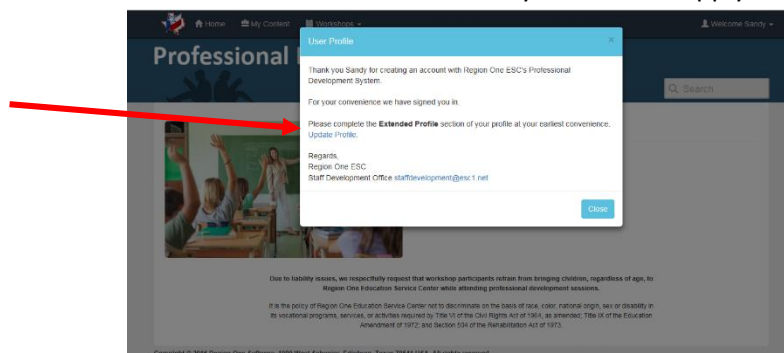
Do you currently work in a TEA affiliated school? **“Select Y or Yes”**

Add secondary email (if applicable)

Job Role – **Select “Substitute Teacher”** Region – **Select “01”** District – **Select “Region 1 ESC”;**

Campus – **Select “Education Service Center”** Certifications: **Select any and all that apply**

Finally, Save your Profile





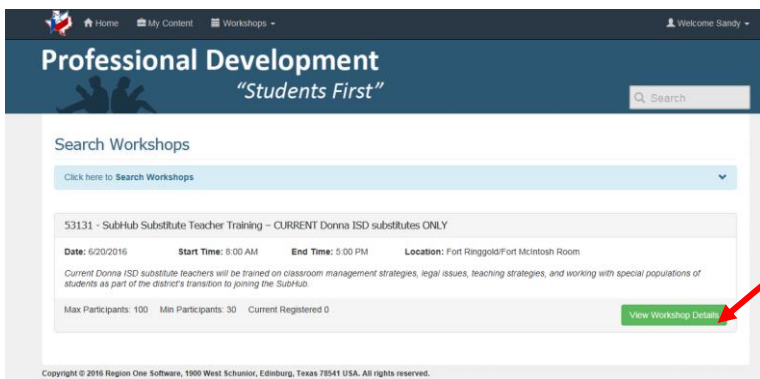
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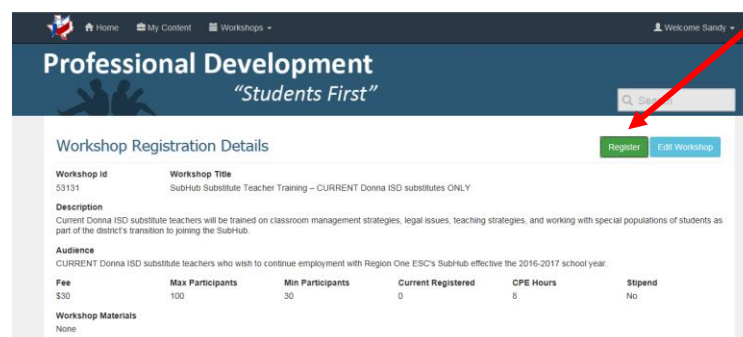
F. Once completed, the screen will return to the Home Page. You will know if you are “logged in” as your name will appear on the top right hand corner. You may then enter the workshop # in the Search bar and hit Enter.



G. Next, the information on the workshop will appear. If the information is correct for the workshop that you wish to register for then click on View Workshop (green button).



H. Click on Register (green button)





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I. If you are paying through Pay Pal you may enter the workshop # under the PO Number listed. If you will pay with a money order (no cash or checks accepted) then type “MO” in the bar, click on the “**I Agree with Statement Above**” and click on **Confirm Registration**. Once completed then you will receive a message that states that you have successfully registered for the workshop. If paying by a money order on the day of the training you will be required to report at least 30 minutes before the workshop to have ample time to make payment. The workshop will begin promptly at 8:00 a.m.

Continue with Registration

Payment Details
Workshop Fee: \$30
PONumber *

Workshop Cancellations
Workshop Fee will be charged to those who fail to show for a workshop.
To avoid the charge, Staff Development must be notified in writing at least 3 business days prior to workshop date.
Fax number: 956-984-7655.
Cancellation must include name, workshop # and email address.

I Agree With Statement Above

Confirm Registration Close

Create Workshop

You have successfully registered for this workshop. Your Registration Status is **PENDING**.

Close

You are already registered for this workshop. Your Registration Status is **PENDING**. For more information please contact the workshop contacts listed below.

Forgot your password?

Click on “**Log In**” and then on “**Forgot Password.**” You will then have to **Find your Account Password** by the method of your account as selected when your profile was created (i.e., Driver’s License, SSN, Email Address, Texas Unique ID.) Enter the correct information on the right side. The system will email you the password. If you continue to have trouble then contact the Instructional Technology Help Desk at 984-6060.