



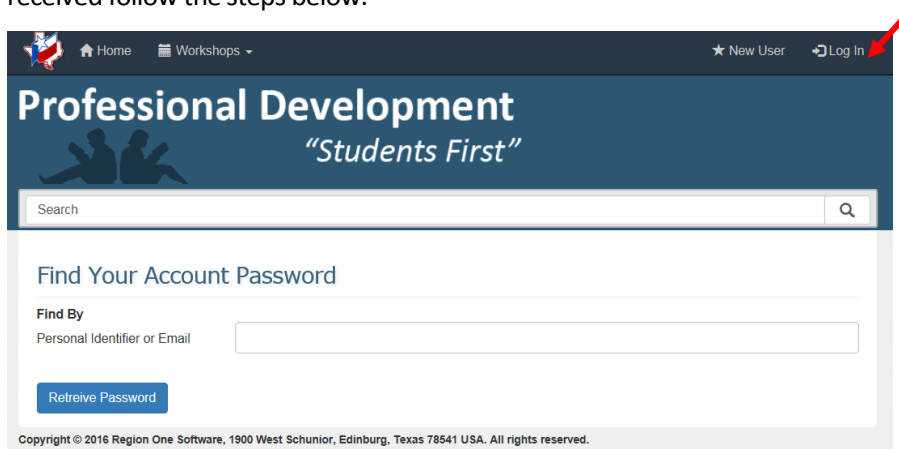
REGISTERING FOR A WORKSHOP

RETURNING USER

A. Visit www.esc1.net/staffdevelopment



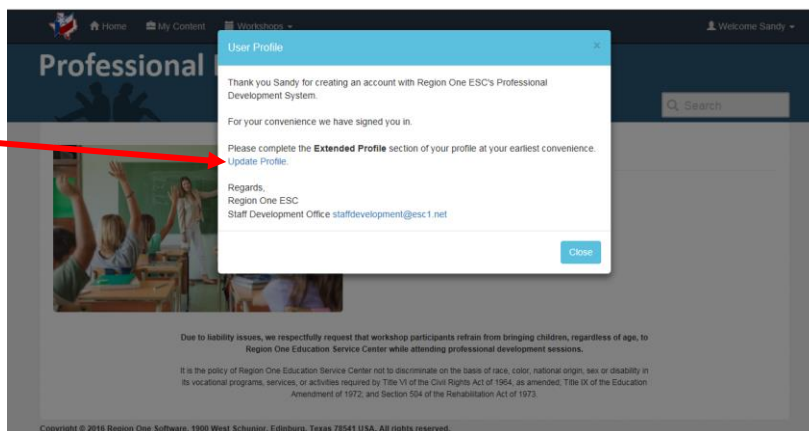
B. Log In: If you remember your password when you registered for the Substitute Teacher Academy, then click on "Log In." If not, then click on "Forgot Password. You will have to enter your identifier (SSN, DL#, etc.) or email address and click on "Retrieve Password." The password will be sent to your email address. Once received follow the steps below.



If at any point you are not able to retrieve your password, then contact the IT Help Desk at 956-984-6060.

C. You may be prompted to update your profile. If so, then 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.**

Job Role: Substitute Teacher **Certifications:** Select any and all that apply Finally, save the profile.





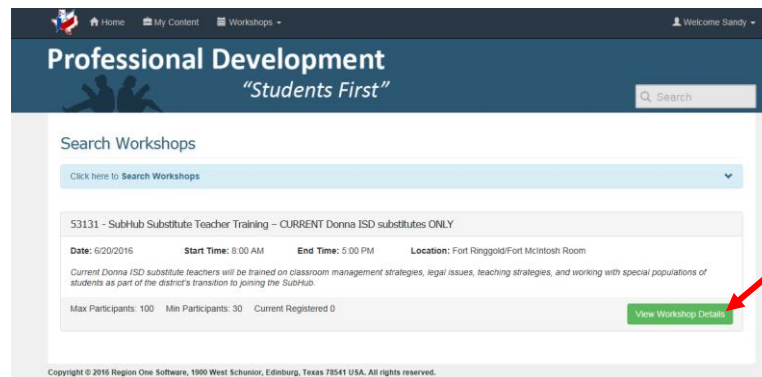
REGISTERING FOR A WORKSHOP

RETURNING USER

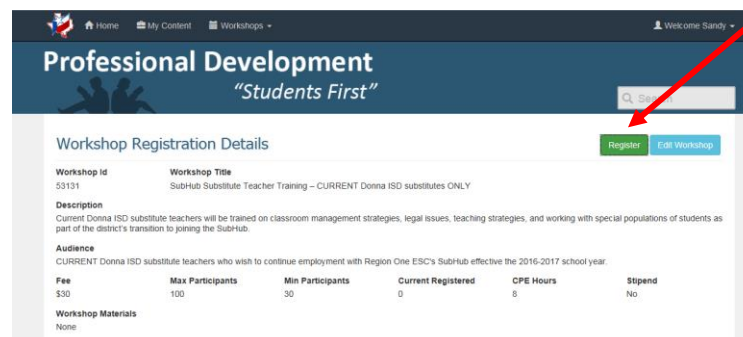
D. Once completed, the screen will return to the Home Page. You will know if you are “logged in” as your name will appear on the top right hand corner. You may then enter the workshop # in the Search bar and hit Enter.



E. 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).



F. Click on Register (green button)





REGISTERING FOR A WORKSHOP

RETURNING USER

G. Once you register you will receive the window below. The registration status will be PENDING.

