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Using the Customer Website

Participants must have a user account in order to register for sessions.

To log into the system, go to the escWorks website at http://www.escweb.net/{customerID} and select the button that says Sign-in.
Creating an escWorks Account

Participants must have a user account in order to register for sessions.

To create an account in the system, go to the escWorks website at http://www.escweb.net/ar_esc/default.aspx

and select the yellow button.

The account creation screen opens:

- Enter the data on the account creation screen
- The email address entered in the **Primary Email**: field will be the login for the account
Creating an escWorks Account

Enter all “Required” information.

Email- Your PRIMARY email should be the email you check often and in the summer. All confirmations and cancellations will be sent to the PRIMARY email address.

Click the Save Record button to create the new account.

This information can be viewed and updated at any time by clicking the User Account link in the QuickLinks section.
Signing In to the escWorks System

Participants use their login to access their account information, register for sessions, complete session evaluations and view their registration history.

To log into the system, go to the escWorks website and select the button that says *Sign-in.*

The Account Sign-in page opens:

- Enter the e-mail address associated with your account in the E-mail Address: field
• Enter the account password in the **Password** field
• Click the **Submit** button to sign in to the system
Password and Account Maintenance

Resetting a Password

If a participant has an account in the system, but cannot remember their password, they can use the *Forgot Password* link to reset their password.

The Forgotten password link is located on the Account Sign In page.

- Select “Click here” next to: If you have *forgotten your password*

The Password Management screen opens:

- Enter the email address for the account and click *Get Password*
- An email containing information on resetting the password is sent to the email address provided  
  
  **Note:** this email is sent from *messenger@esclive.net*
Changing a Password

If a participant already has an account in the system, and knows their current their password, they can use the Change your password link to set a new password for their account or the Update your email address link to change the email address associated with their account.

To change a current password:

- Click the Sign In button
- Enter the email address and password in the correct fields
- Once logged in, select the User Account link from the main menu bar

- Click on the Change Password link at the top of the page

The Change Password window opens:

- Enter the email address assigned to the account in the Email Address field
- Enter the current password in the Current Password field
- Enter the new password in the New Password field
- Confirm the new password in the Confirm New Password field
- Click the Change Password button to save the new password
Changing Email Address (Login)

If an email address has changed follow these step to change it on the user’s account:

- Click the *Sign In* button
- Enter the email address and password in the correct fields
- Select the *User Account* link from the main menu bar
- Click on the *Change primary email address* link at top of the User Account page
- The Email Management window opens:

  ![Email Management Window](image)

  - Enter the New email address in the *New Email Address* and *Confirm New Email* fields
  - Click *Submit* to change the email address
  - This is now the email address that is used to log into the system
Professional Development Sessions

There are several different tools in the participant website that may be used to locate the Professional Development Sessions scheduled in the system. The escWorks home page advertises the upcoming sessions on the right hand side of the home screen. The participants may also choose to Search for sessions, or view the Calendar of Events in order to locate a session they would like to register for.

For convenience, a Session ID can be entered directly into the Already know the Session ID? search area to be directed to the registration page for that session.

To search for sessions or to view the Calendar of Events, click on the appropriate link in main menu bar.
Search Sessions

Sessions can be located by using the Search feature to search by session title, session id, dates, audiences, subjects, or keywords.

The Search locates all sessions which include all or part of the search criteria selected. For example: If a search is performed using the word “Student” the results will include any session with “Math” in the title, description, audience, or keyword. You may also search by Instructor name in the Search field.

To search for Sessions:

- Enter all or part of a session title, session id, audiences, subjects, or keywords in the search field
- Use the checkboxes below the search field to narrow down your search results to sessions that are Face to Face, Online, Free or offered on the Weekend. Multiple check boxes may be selected
- Click the Search button to run the search
  Use the search navigation to move from page to page, or use Page Size drop down menu to increase the number of items displayed on the page
- The column titles in the Search window may be used to sort the search results. Click on any column title to change the sort order of the search results. For example, clicking on the Title column will display the search items in alphabetical order by the Session Title.

Calendar of Sessions

The Calendar of Sessions link displays the scheduled sessions in a calendar format. Participants can click on a title to view additional session information and register for the session.

- Click on the More link to see additional sessions scheduled for the day.
• Use the drop down boxes to select a different month or year and click **Go**.

• Use the **Previous** button to go back to the previous month. Use the **Next** button to see the sessions offered in the upcoming months.

**Registering for a Session**

Once the participant locates a session they would like to register for, they may select the **Register** button.
• The Shopping Cart will then be displayed.

![Image of Shopping Cart]

- If this selection was added in error click the **Remove** button to delete it from the shopping cart
- Click the **Checkout** button to continue to the payment screens

**Note:** At this point, the participant will be asked to log into the system if they have not already done so.

In order to keep user accounts as up to date as possible, the user is prompted to confirm their current location, specifying organization, district and campus. The Continue button does not appear until the user checks the box stating “I certify the above information to be accurate”.

If there is a charge for this session, the participant is asked to provide payment information on the payment screen.

![Image of Payment Screen]

- Click **Complete Checkout** to complete the registration

The following screen displays the registration confirmation:
• Click on the Registration History link to go to the Registration History page
• Click on the calendar icon to download the session information to your Outlook calendar
• The participant receives a confirmation email similar to the this, including the outlook calendar item as well:

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**Signing Up for the Session Waitlist**

Once a session has reached the registration limit, participants may place themselves on the Waiting List for that session in the registration section of the system (if the session creator set the option to allow a waiting list). The Register button is no longer displayed, and a Waiting List button appears.
Participants may manage placement on waiting lists in the Registration History area. See section titled "Managing the Waiting List Options".

If space becomes available in the session, the user is notified of the availability via email. If they do not register for the session within the time limit specified on the email, the next person on that session's Waiting List is notified that space is available.

**Sharing a Session**

When viewing the session detail page, the **Share** button can be used to email information about the session to someone else.
• Click on the *Share* button to email a friend the session information

The following window opens:

- Enter the email address of the friend or colleague
- Enter your name and email address
- Enter a message to the friend or colleague in the short message box.
- Click Send

**Note:** Clicking cancel causes the system to not send the email.
The “private” events will display if the session ID is entered in the **Search by Session ID or Keyword** box on the Home page:

It **will not search** if the session ID is entered in the search field under the **Search Options** group:
My Account

Professional Development Record

The escWorks Professional Development Record allows the user to track the amount of credit received from attending professional development events.

In the QuickLinks section, click Professional Development Record under the My Account section of the main menu bar.

If the user is not logged in, they are prompted for username and password to proceed.

Official Professional Development Record

The Official Professional Development Record displays all of the credits received from professional development sessions. This record may not be modified.

- Select the Year of Record desired from the dropdown box and click Go. The File Download window opens.
- Open – opens the pdf file
- Save – allows you to save the file
- Cancel – cancels this action
Personal Professional Development Record

The Personal Record tool is used to track sessions or meetings attended outside of Region 18 ESC. To enter a Session in the Personal Record tool:

- Click the Manage Transcript button.
- Enter the title of the outside meeting/session
- Select the date from the calendar icon
- Select the appropriate credit type from the dropdown
- Enter in a credit name if credit type of other was selected
- Enter the amount of Credit Earned
- Click Add Credit
- The entry displays in the log below:

![Log of personal credits](image)

To delete an entry:

- Click the red X next to the entry you would like to delete.
- Click OK when prompted “Are you sure you want to delete this credit?”
- Date Range – enter a date range and select Go to see only those entries for that date range.
- Print – Click the Print button to print the entries listed.
- Include Official Credits – Check this box to view a list of all of the personal and official credits in one list.

Registration History

Each customer has the ability to view upcoming or past events and change their registration information online as well as print confirmations for any registered event.

- Click the Registration/Certificate link under User Account in the main menu
- By default, the Upcoming Sessions tab is displayed showing sessions for which the user is registered
- Click the Past Sessions tab to display sessions already attended
- Select Waiting List to review status for sessions for which you are on the waiting list
Use the Upcoming Sessions page to:

- View Current Registrations
- **Change** a current registrations
- **Cancel** a session registration
- **Print** another copy of the Confirmation email

To change a registration, click the Change Registration link. If there are any sessions scheduled for the same class, they appear on the right. Select the radio button to choose the session, and click **Change Registration** to be moved out of the current class and into the selected one.

To cancel a registration, click on the **Cancel Registration** link

The cancel registration page opens
This is the registration cancellation page. Please read the message below before continuing.

You are currently registered for:

**Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy**
Common Core Comprehensive Literacy Effective Literacy is a two year professional development designed to provide educators with a solid foundation in a comprehensive literacy program that is aligned to Common Core State Standards, a continuum of literacy learning development, and research-based, data driven, instructional practices that support students as they develop skills to read and write. The focus for this day of training will be using assessments to form Small Groups and Guided Reading for Grades 4-5.

**Session ID:** 205843
**Fee:** $29.00
**Start Date:** 4/30/2014 at 8:30 AM
**Location:** Ozarks Unlimited Resources Administration, Room 7

By clicking on **Cancel Registration** you will be removed from the session listed above. Depending on your payment status and the number of days before the session, you may be eligible for a refund. For more information please contact Registration Services.

- Click **Cancel Registration** to verify the cancellation
- Click **OK** to be removed from this session
- The Cancellation Confirmation displays

You have been successfully removed from:

**Title:** Day 5 Small Groups for Grades 4-5: CCCL/ELF Common Core Effective Literacy
**Session ID:** 205843
**Start Date:** 4/30/2014 at 8:30 AM
**Location:** Ozarks Unlimited Resources Administration, Room 7

- An email notification is sent confirming the session cancellation

**Evaluations**

Once a participant has been marked attended for an event, the **Evaluation** link displays in the Past Sessions section of the Registration History.

- Click on the **Evaluation** link to complete the evaluation.
The Evaluation link displays in the Past Sessions registration history page for 30 days after the session attendance is taken.

**Managing Waiting List**

The Waiting List screen in the Registration History displays the list of sessions for which you have selected to be added to the waiting list.

To view the sessions for which you are currently on the waiting list:

- Click on the Registration\Certificates link under User Account
- Click the Waiting List tab

- Click on the **Remove from Waiting List link** to remove yourself from the waiting list for this session.
Subscriptions

The subscriptions area allows users to select to receive email notifications when sessions that cover their subjects of interest become open for registration.

- Select the Subjects of sessions to receive notifications about from the list by clicking on the subject
- **Note**: Select multiple subjects by holding `<Ctrl>` for each subject selected
- Once the Subjects are selected, click the **Add** button to move them to the Subscription List
- Click **Save Subscriptions**

The participant receives an email when sessions in the subscription list are open for registration.

- To remove a subscription, select the subject from the subscription list and click the **Remove** button
- Click **Save Subscriptions**
- On this screen, the participant also has a choice to receive recommended events by email. When **Yes** is chosen, the participant receives emails about recommended events based on the events they have taken in the past.
Instructor Link

The Instructor Link displays for those accounts identified as an Instructor in escWorks.

The Instructor Link allows for Instructors to access information about their sessions. The Instructor area contains sign in sheets, the ability to email session participants, and sessions enrollment numbers, and give the ability for the instructors to mark attendance for their session.

Instructor Sign-in Sheets

- Print a sign in sheet by clicking the Sign-In Sheet icon for the event
- Select to either open or save the pdf file
- Select File and Print to print the sign in sheet

Instructor Email

- Email the participants by clicking on the Email Manager icon for the event
- The following window opens:
Select the check boxes next to the participant's names that you want to send the email to (or choose the select all link)

- Enter a Subject line
- Enter Comments
- Click Send

Note: The email is sent to the participants from messenger@esclive.net and may be blocked by the participants email manager. Therefore, an alternative option would be to copy and paste the email addresses into your email system. This way the email comes directly from the Instructor and attachments can easily be added.
**District Dashboard**

The District Dashboard was designed to provide the user with a personalized overview of your district’s activities. **This link appears for those users who have been given authority only.**

Select the **District Dashboard** link located on the left hand side of the screen.
The Search tab contains fields to search: Campus specific, date range specific and/or Individual Name specific information.