# My Account

The **User Account Information** section of the Professional Development website is where you track the amount of credit received from Professional Development events, manage your User Account information, view your current and past event registrations and request to receive email notifications when events of interest become open for registration.

## *My Account*

Select the ***My Account*** link to manage the personal information entered when the account was created (name, email address, home address, campus, account password, etc.).

My Account                                                Registration Cart: <u>0 items</u>

**Primary Email:**
j.doe@district1A.edu
<u>Change primary email address...</u>
<u>Change password...</u>
**Secondary Email:**

**Salutation**
Please select a salutation... ▼
**Last Name:**          **First Name:**                          **Middle Name:**
Doe                     Jay

**Home Address:**

**City:**               **State:**                               **Zip:**

**Home Phone:**         **Work Phone:**

**Organization :**
ESC 4                 ▼

**Site :**
ESC 4 Main Office     ▼
**School :**
ESA Staff             ▼
**Position:**
Instructional Technologist     ▼
**Special Needs:**
Seated near front

**Grade Level:**
Please select a grade level... ▼

Save Record

## *Professional Development Record*

Select the *Professional Development Record* link to review the amount of credit(s) received from professional development events. The **Professional Development Record** page is separated into the **Official Record** and the **Personal Record** sections.



## Official Record

The **Official Record** is a review of all of the sessions you *have attended*. The records are grouped by events taken within each school year.

To review an Official Record transcript for a given year:



- Select the desired **Year of Record** from the dropdown box
- Click *Go*
- The File Download window will open

Do you want to open or save **Official Transcript..pdf** from **reports.escworks.net**?    [ Open ]  [ Save ▼ ]    [ Cancel ]    ✕

- Select **Open** to open the PDF file
- Select **Save** to save the file to your computer
- Select **Cancel** to cancel this action.

The Official Professional Development Record will look similar to the example below:

## Region 4 Education Service Center

| Official Professional Development Record | 9/1/06 - 9/1/07 |
|---|---|
| PATRICIA LAMBERTI-SHEAR | REGION 4 ESC, ESC STAFF |
| TECHNICAL SPECIALIST | |

**CLOCK HOURS**

| Date | Event Title | Credit Earned |
|---|---|---|
| 09/11/2006 | AIS PROGRAMMING MEETING | 1.00 |
| 09/11/2006 | BROWN BAG LUNCH SERIES: BLACKBERRY SHORTCUTS | 1.00 |
| 09/18/2006 | AIS PROGRAMMING MEETING | 1.00 |
| 09/25/2006 | AIS PROGRAMMING MEETING | 1.00 |
| 10/30/2006 | AIS PROGRAMMING MEETING | 1.00 |
| 11/03/2006 | AIS PROGRAMMING MEETING | 1.00 |
| 11/06/2006 | AIS DEPARTMENT MEETING | 1.00 |
| 12/07/2006 | ESCWORKS.NET | 2.00 |
| | | **9.00** |

**CPE**

| Date | Event Title | Credit Earned |
|---|---|---|
| 10/30/2006 | ACCOUNTABILITY AND COMPLIANCE SERVICES DEPARTMENT STAFF MEETING | 3.00 |
| | | **3.00** |
| | **Total Credit Earned:** | **12.00** |

Select File and Print to print the official record.

Please contact the system help desk for assistance if there are discrepancies on your record. You may have a duplicate account in the system.

# Personal Record

The **Personal Record** is a tool that can be used to create an unofficial log of events that were attended by you that but were not recorded in the Professional Development website.

To create a **Personal Record** entry:

- Click on the *Manage Transcript* button

**Personal Record**
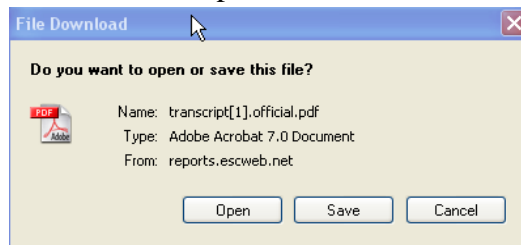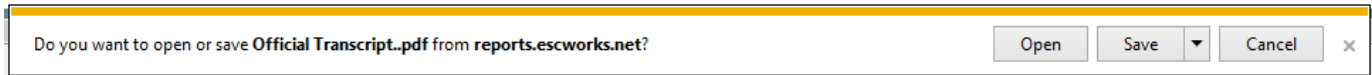A personal record can be altered. It contains a record of sessions that you have attended at Model Service Center as well as events that you have entered. This record is managed online.

Manage Transcript

- Enter the title of the outside meeting/event
- Select the date from the calendar icon
- Select the appropriate credit type from the dropdown menu
- Enter in a credit name if credit type of other was selected
- Enter the amount of Credit Earned
- Click *Add Credit*

Professional Development Record - Personal Records    Registration Cart: 0 items

Title:                               Date:

Credit Type:        ***Credit Name:      Credit Earned:
Credit Type...  ∨
*** When the credit type 'Other' is selected, you have the option of entering a custom credit type.

Add Credit

Once records have been added, they will display in the window underneath the entry screen:



To delete an entry:
- Click the red *X* next to the to the event to be deleted
- Click *OK* on the message:  Are you sure you want to delete this credit?

To edit an entry:
- Click the name of the event
- Make the revisions on the screen
- Click the *Save Credit* button

## Reviewing Professional Development Record Entries

- Use the date range fields to enter a Date range - search for entries that were held within that date range
    - Click *Go* to see only those entries for that date range

- Select the *Print* button to print the entries listed in the screen
- Check the **Include Official Credits** box (if available) to generate a report that includes the Official Credits and the credits entered in the Personal Record.

## *Registration History*

The **Registration History** page allows you to view the upcoming or past events that you have registered for, change your registration information online, and print confirmations for any registered event.

## Viewing Your Events:

Click on the *Registration History/Certificates* link to view the **Registration History**.

Once the **Registration History** page opens, you may choose to view *Past Sessions*, *Upcoming Sessions, Waiting List*, or *Online Sessions*.

- Use the *Next page* link to move to the next page of events

Account: Registration History                                                                                          Re

| | Upcoming Sessions | Past Sessions | WaitingList | Online Sessions | | Start Date |
|---|---|---|---|---|---|---|
| 902162 | Instructional Leadership Development (ILD) Print Confirmation | | | | | 1/19/2013 8:00 AM |
| 946168 | TExES Review Session: Principal Exam Change Registration \| Cancel Registration \| Print Confirmation | | | | | 12/7/2013 8:00 AM |

## Cancelling an Event.

To cancel out of an event that has been registered for:

- Click on the *Registration History/Certificates* link.
- Click on *Cancel Registration* link under the appropriate event



- The following window will open:



- Click *Cancel Registration*.
- A Cancelation Confirmation will be sent to you

Note: A fee may be charged for cancelling registrations.

## *Online Evaluations and Certificates of Completion*

You are encouraged to complete an evaluation for the events that you attended.

Once you have been marked attended for an event, you will receive an email notification thanking you for attending and asking you to visit the Registration History page to complete the evaluation and print the Certificate of Completion for the event.
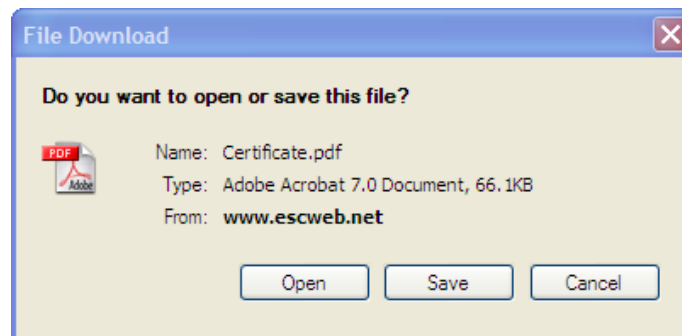
- Click the evaluation link to complete the online evaluation

| Session ID | Title | Start Date |
|---|---|---|
| 27434 | Titles to Watch Coming in June - Evaluation | 5/12/2014 8:00 AM |

- Once the evaluation has been completed, a certificate link will be displayed.

| Session ID | Title | Start Date |
|---|---|---|
| 27434 | Titles to Watch Coming in June - Certificate | 5/12/2014 8:00 AM |

- Click on the Certificate link to open a PDF file version of the Certificate of Completion for the event.



Do you want to open or save **Certificate..pdf** from **reports.escworks.net**?    Open    Save ▼    Cancel    ×

- Select  ***Open*** to open the PDF file
- Select ***Save*** to save the file to your computer
- Select ***Cancel*** to cancel this action.

## *Subscriptions*

The **Subscriptions** area allows registered users of this site to subscribe to receive email notifications about events that will cover topics of interest to them.



- Select subjects from the **Subject List** by clicking on them in the menu. Several subjects may be selected at once by using the shift-click.

- Once the subjects are selected, click the *Add* button to move them to the **Subscription List**.

- Click *Save Subscriptions*.

- You will now receive an email when events in the **Subscription List** become open for registration.

- To remove a subscription, select the topic from the **Subscription List** and click the *Remove* button. Click *Save Subscriptions*.

- On this screen, you also have a choice to receive **Recommended Events** by email. When *Yes* is chosen from the drop down menu, you will receive emails which suggest recommended events based on the past events you have taken.