



# HOW DO I LOG IN?

1. Click the Login link in the upper right-hand corner.



2. Type in your **email address** associated with your Region 7 account. Then click "Forgot Password?".

Login

**Email:**

**Password:**

Remember my username

**Forgot Password?**

[Forgot Email?](#)

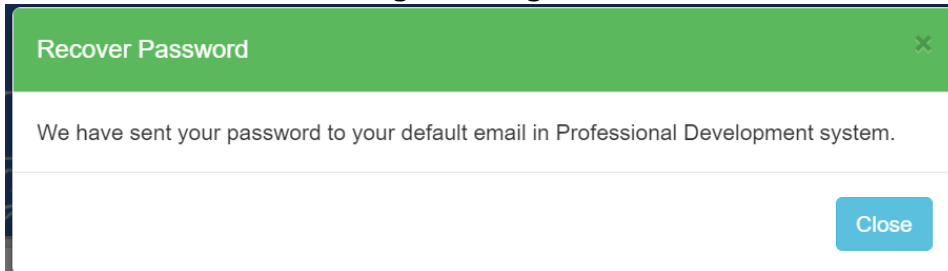
3. You will type your email address into the box and click "Retrieve Password".

Find Your Account Password

**Find By**

Personal Identifier or Email

You will see the following message:



4. Check your email:

noreply

Region 7 : Professional Development Password Retrieval - Dear BLAIR, Y

## Region 7 : Professional Development Password Retrieval

noreply@workshop.esc7.net

to me ▾

Dear BLAIR,

Your Username: [borren@hisd.com](mailto:borren@hisd.com)

Your password: 004141

5. Log in with your password

### Login

Email:

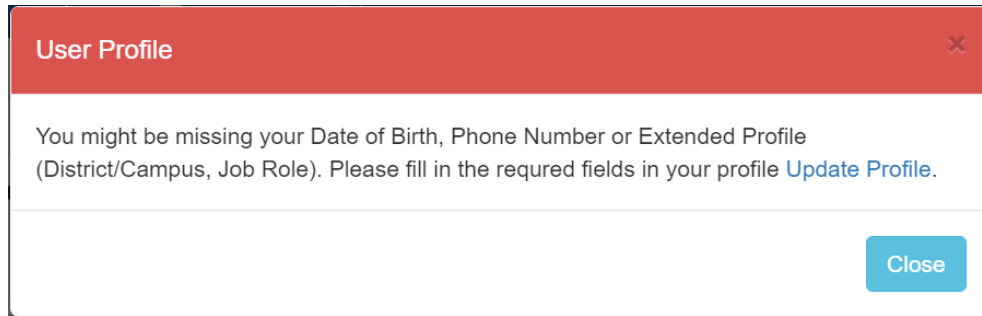
Password:

Remember my username

[Forgot Password?](#)

[Forgot Email?](#)

6. You will see the following pop-up box that will tell you to update your profile.



When you click "Close", the screen will take you to your "Edit Profile" page. Everything in the top section highlighted pink is a required field.

The "Edit Profile" form is annotated with several callouts:

- Required:** A box pointing to the top section of the form, which includes First Name, Middle Name, Last Name, Date of Birth, Email, Password, and Phone. These fields are highlighted in pink.
- Primary Email Address (typically school email):** A box pointing to the Email field.
- Click to change your password:** A box pointing to the Password field, which contains a "Click to Change Password" link.
- Do you want to receive text reminders, this phone number must be your cell:** A box pointing to the "Do you want to receive text messages?" field, which has radio buttons for "Yes" and "No".
- Change Password:** A separate pop-up box with fields for "Type your new password" and "Confirm your new password", and "Change" and "Close" buttons.

**Texas Unique ID:** If you work for a school district and you do not know it, go to the Home page, and click on



Another way would through DMAC if you have a DMAC account.

**PIN:** This is the number you use to electronically sign in when you come to a workshop. You can keep this number or change it to any 4-digit number.

7. Extended Profile – When you scroll down to the extended profile, fill out the following fields:

**Extended Profile**

**Business Phone** (Optional)  **Gender** (Optional)

Do you currently work in a TEA affiliated school?  
 Yes  No

**Secondary Email** (Optional)

**Region**  **District**  **Job Role**  **Campus**

**District Employee Number** (Optional)  **Affiliation** (Optional)

**Notification Preferences** (Optional)  
Frequency of email notification for your upcoming workshops.

| Email                               | Text                     |                    |
|-------------------------------------|--------------------------|--------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Day Before         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Week Before        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Upcoming Workshops |

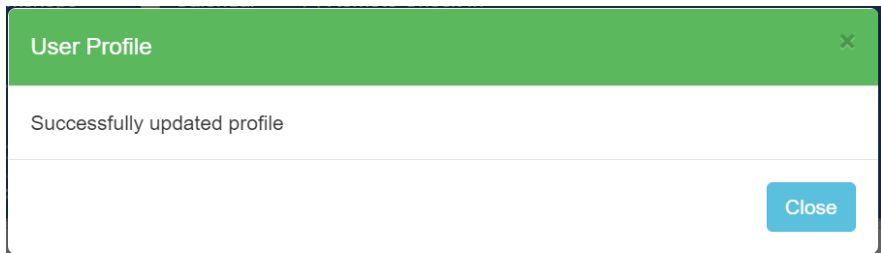
**Choose your wireless provider** (Optional)

**Certifications** (Optional)

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Agricultural Science and Technology 6-12 | <input type="checkbox"/> Agriculture, Food and Natural Resources 6–12 | <input type="checkbox"/> American Sign Language (ASL)     |
| <input type="checkbox"/> Art EC-12                                | <input type="checkbox"/> Assistant Principal                          | <input type="checkbox"/> Bilingual Education Supplemental |
| <input type="checkbox"/> Bilingual Education Supplemental 4-8     | <input type="checkbox"/> Bilingual Education Supplemental EC-4        | <input type="checkbox"/> Bilingual Endorsement            |
| <input type="checkbox"/> Bilingual Generalist 4-8                 | <input type="checkbox"/> Bilingual Generalist EC-4                    | <input type="checkbox"/> Bilingual Generalist EC-6        |
| <input type="checkbox"/> Bilingual/ESL(PK-12)                     | <input type="checkbox"/> Bilingual/ESL(PK-6)                          | <input type="checkbox"/> Business and Finance 6-12        |
| <input type="checkbox"/> Business Education 6-12                  | <input type="checkbox"/> Chemistry 7-12                               | <input type="checkbox"/> Chemistry 8-12                   |
| <input type="checkbox"/> Computer Science 8-12                    | <input type="checkbox"/> Core Subjects 4-8                            | <input type="checkbox"/> Core Subjects EC-6               |
| <input type="checkbox"/> Dance 8-12                               | <input type="checkbox"/> Deaf and Hard of Hearing                     | <input type="checkbox"/> Early Childhood Education PK-K   |
| <input type="checkbox"/> Educational Diagnostician                | <input type="checkbox"/> Elementary (1-6)                             | <input type="checkbox"/> Elementary (1-8)                 |

You can receive email, text, or both

This is how often you want to receive notifications for your upcoming workshops



# Log out & Log Back in for Changes to take Effect