



# 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:

terickson@ptisd.org

Password:

Password

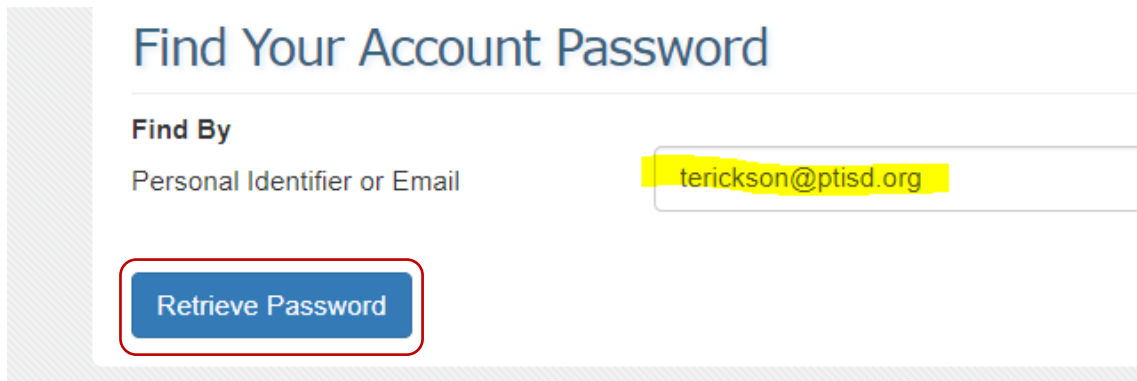
☐ Remember my username

Log In

[Forgot Password?](#)

[Forgot Email?](#)

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



**Find Your Account Password**

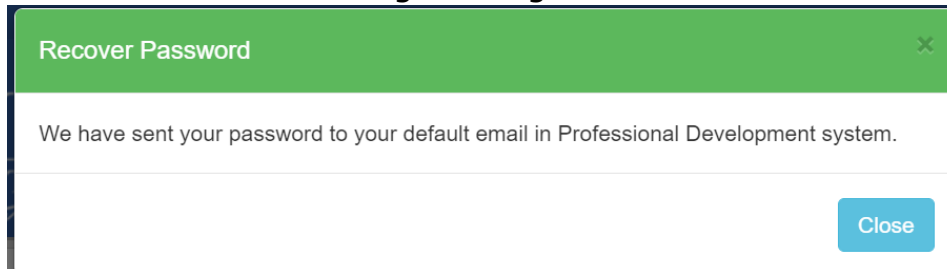
**Find By**

Personal Identifier or Email

terickson@ptisd.org

**Retrieve Password**

You will see the following message:



**Recover Password**

We have sent your password to your default email in Professional Development system.

**Close**

4. Check your email:

□ ☆ > noreply

Region 7 Professional Development Password Retrieval

## Region 7 Professional Development Password Retrieval

noreply@workshop.esc7.net

to me ▼

Dear Toni,

Your Username: [terickson@ptisd.org](mailto:terickson@ptisd.org)

Your password: 001234

## 5. Log in with your password

### Login

Email:

terickson@ptisd.org

Password:

.....

☐ Remember my username

Log In

[Forgot Password?](#)

[Forgot Email?](#)

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

User Profile

You might be missing your Date of Birth, Phone Number or Extended Profile (District/Campus, Job Role). Please fill in the required fields in your profile [Update Profile](#).

Close

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.

**Edit Profile**

**Required**

**Primary Email Address**  
(school email) address

**Click to change your password**

**Do you want to receive text reminders, this phone number must be your cell**

**Change Password**

Type your new password

Confirm your new password

Change Close

**First Name \***  
Toni

**Middle Name**

**Last Name \***  
Erickson

**Date of Birth \***  
12 15 1961

**Email \***  
terickson@ptisd.org

**Password \***  
Click to Change Password

**Texas Unique ID (Optional)**  
2348779714

**Phone \***  
903-263-8953

**PIN (4-digit number) \***  
4287

**Do you want to receive text messages? \***  
☒ Yes ☐ No

**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)

903-988-6956

Gender (Optional)

Female

Do you currently work in a TEA affiliated school?

☒ Yes ☐ No

Secondary Email (Optional)

toni.r.erickson@gmail.com

Required

Region

07

District

Pine Tree ISD

Job Role

Teacher

Campus

Pine Tree H S

District Employee Number (Optional)

000000914

Affiliation (Optional)

Notification Preferences (Optional)

Frequency of email notification for your upcoming workshops.

Email

☒

☒

☒

Text

☒

☒

☒

Day Before

Week Before

Upcoming Workshops

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

Choose your wireless provider (Optional)

Verizon

Your wireless provider

You can receive email, text, or both

You must select your wireless provider if you want texts

### Certifications (Optional)

- ☐ Agricultural Science and Technology 6-12
- ☐ Art EC-12
- ☐ Bilingual Education Supplemental 4-8
- ☐ Bilingual Generalist 4-8
- ☐ Bilingual/ESL(PK-12)
- ☐ Business Education 6-12
- ☐ Computer Science 8-12
- ☐ Dance 8-12
- ☐ Educational Diagnostician

- ☐ Agriculture, Food and Natural Resources 6-12
- ☐ Assistant Principal
- ☐ Bilingual Education Supplemental EC-4
- ☐ Bilingual Generalist EC-4
- ☐ Bilingual/ESL(PK-6)
- ☐ Chemistry 7-12
- ☐ Core Subjects 4-8
- ☐ Deaf and Hard of Hearing
- ☐ Elementary (1-6)

- ☐ American Sign Language (ASL)
- ☐ Bilingual Education Supplemental
- ☐ Bilingual Endorsement
- ☐ Bilingual Generalist EC-6
- ☐ Business and Finance 6-12
- ☐ Chemistry 8-12
- ☐ Core Subjects EC-6
- ☐ Early Childhood Education PK-K
- ☐ Elementary (1-8)

Save Profile

Click to save profile

### User Profile

Successfully updated profile

Close

Log out & Log Back in for Changes to take Effect