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Professional Development

Profile Creation

(REVN DT 11/10/2016)

New User Account

First Name Provide your First Name. *This is a required field.*

Date of Birth Provide your Date of Birth. It can be entered in the following formats: MM/DD/YYYY or MM-DD-YYYY. *This is a required field.*

Middle Name Provide your Middle Name. *This is not a required field.*

Email Provide your Email Address. *This is a required field. (*Some districts may require the district email address to be used.)*

Last Name Provide your Last Name. *This is a required field.*

Password Create a Password. Password must be between 6 to 12 characters. *This is a required field.*

Identifier Type Select an Identification type, in case your account needs to be retrieved. Options to select, Social Security Number (SSN), Driver's License Number, or Texas Unique ID. *This is a required field.*

Identifier Provide the Identification number that is associated to the "Identifier Type". *This is a required field.* Please follow the format depending on what type of identification is selected.

SSN – Only provide numbers. Do not include special characters like dashes or spaces.

Driver's License – Can contain letters and numbers.

Texas Unique ID – Must be ten (10) digits.

Phone Provide a phone number. Phone Number must be entered in the following format: XXX-XXX-XXXX. If you wish to receive text messages to recover your password in the future, provide a cellular phone number. **Standard text message & data rates may apply. This is a required field.*

Do you want to receive text messages? Select "Yes" or "No" to receive text message. **Standard text message & data rates may apply. This is a required field.*

Texas Unique ID Provide your State Unique ID. This is currently an optional field. (**Some districts may require the State Unique ID to be used.*)

PIN This will automatically prefill to the last four (4) digits of the "Identifier" provided. However, you can change and select a different four (4) digit code at any time. *This is a required field.*

Agreements Please read the Agreements and select "I Agree" or "I Do Not Agree". *This is a required field.*



Professional Development

Extended Profile

The "Extended Profile" must be completed to register for a workshop.

Business Phone Provide a business phone number. Phone Number must be entered in the following format: XXX-XXX-XXXX.

Please note, this phone number will be displayed if you are listed as a Contact for a Workshop. *This is not a required field.*

Gender Please select "Male" or "Female". *This is not a required field.*

TEA affiliated school Select "Yes" or "No" to correspond to the question "Do you currently work in a TEA affiliated school?" *This is not a required field.*

Secondary Email Provide a Secondary Email. *This is not a required field.*

Job Role Select your Job Role from the drop-down list. *This is not a required field.*

Region Select your Region from the drop-down list. *This is not a required field.*

District Select your District from the drop-down list. *This is not a required field.*

Campus Select your Campus from the drop-down list. *This is not a required field.*

Notification Preferences: Email By default, the "Email Notification Preferences" will be set up to receive all the email notifications. Select how often you would like to receive email notifications about your upcoming workshops.

Notification Preferences: Text By default, the "Text Notification Preferences" will be left blank. Select how often you would like to receive text notifications about your upcoming workshops. If "Text" is selected, **Choose your wireless provider** from the drop-down list. *(If you would like to receive Text Notifications about registered workshops, "Do you want to receive text messages?" must be "Yes")*

Day Before – This option will send the email address provided, an email notification one day before your registered workshop.

Week Before– This option will send the email address provided, an email notification one week before your registered workshop.

Upcoming Workshops– This option will send the email address provided, an email notification about an upcoming workshop at your Campus.

There is not a limit on how many Email Notifications are selected. They can be unchecked and left blank, if desired.

The screenshot shows the 'Extended Profile' form with the following fields: Business Phone (text input with '111-222-3333'), Gender (dropdown menu with 'Please Select'), 'Do you currently work in a TEA affiliated school?' (radio buttons for 'Yes' and 'No'), Secondary Email (text input), Job Role (dropdown menu with 'Select Your Job Role'), Region (dropdown menu with '00'), District (dropdown menu with '- Select District -'), and Campus (dropdown menu with '- Select District -').

If you will be creating Workshop(s), the following fields are required:

- TEA affiliated school
- Job Role
- Region
- District
- Campus

The screenshot shows the 'Notification Preferences' section with a table for selecting notification frequency:

Notification Preferences		
Frequency of notifications for your upcoming workshops.		
Email	Text	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day Before
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Week Before
<input checked="" type="checkbox"/>		Upcoming Workshops

The screenshot shows the question "Do you want to receive text messages?" with radio buttons for "Yes" and "No".



Professional Development

Certifications Select Certification(s) from the list below that have been completed.

Create Account Will create and save your profile.

Log In

Email Type in the email address provided when the Professional Development account profile was created.

Password Type in password

Remember my username Selecting this option will store the email address on the computer being used, and will not need to be entered the next time Professional Development is accessed from the same computer. If the email address changes in the future, or a different user will be signing on from the same computer, simply highlight and delete the stored email address and type in the new email address.

Forgot My Password?

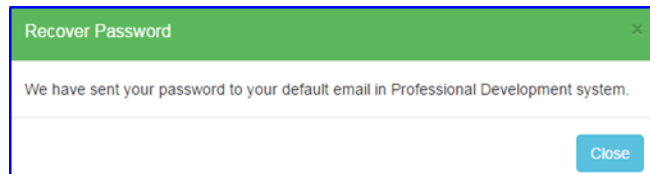
(REVN DT 11/10/2016)



There are two (2) ways to "Find Your Account Password".

Find By:

(1) **Personal Identifier** (either your Social Security Number, Driver's License number or Texas Unique ID) that is associated to your account profile to "Retrieve Password"



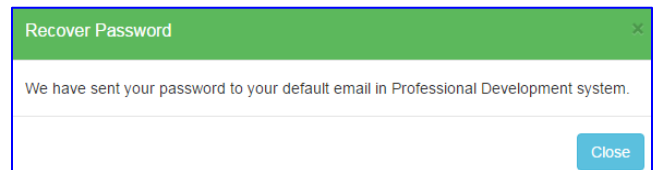
Once this is entered, a message will appear:

- Review you email messages
- Email will be sent from webmaster@esc1.net
- Subject: Region One Professional Development Password Retrieval
(If you do not see the email, please check your SPAM/JUNK folder, or make sure the email you entered is correct.)
- Email will contain your temporary password to Log In
- Once you login, Click on "Welcome "your Name" and "Edit Profile" to change your password.

(2) Email

Once this is entered, a message will appear:

- Review you email messages
- Email will be sent from webmaster@esc1.net
- Subject: Region One Professional Development Password Retrieval
(If you do not see the email, please check your SPAM/JUNK folder, or make sure the email you entered is correct.)
- Email will contain your temporary password to Log In
- Once you login, Click on "Welcome "your Name" and "Edit Profile" to change your password.



If the Personal Identifier or email address "does not exist" In Professional Development, **create a "New User" account.** See "[Profile Creation](#)" for detailed information.



Professional Development

Forgot My Email?

(REVN DT 11/10/2016)

There are two (2) ways to recover your account.

(1) **Identifier** (either your Social Security Number, Driver's License number or Texas Unique ID) that is associated to your account profile to "Recover Account"

- Select which method to receive the recovery code
 - by email address *or* to the phone number on your account.
 - *If the recovery code is sent to the email address, enter the complete email address already on file. (If you do not see the email, please check your SPAM/JUNK folder, or make sure the email you entered is correct.)*
 - *If the recovery code is sent to the phone number, include area code (no dashes)*
 - *Select the Cellular Phone Provider from the dropdown list.*

Send recovery code to the phone listed on your account.

Enter the phone number that ends with "xxx-xxx-x691" including area code
Only enter numbers, the dashes will be automatically added.
Note: Standard text message and data rates may apply.

This is optional but if you know it, please select your phone provider

- Select Provider -

Send Recovery Code

- "Send Recovery Code"
- Recovery code is sent to the email address on the Professional Development system.
 - *The recovery code expires in 1 hour*
- Enter the "Recovery Code" in the "Recover Account" message box.
- Enter and Re-enter your Email. *It can be changed here as well if needed.*
- "Update Email"
- Enter and Re-enter new password
- "Reset Password"

(2) **Name and Date of Birth.**

- Recover Account
- Select which method to receive the recovery code,
 - by email address *or* to the phone number on your account.
 - *If the recovery code is sent to the email address, enter the complete email address already on file. (If you do not see the email, please check your SPAM/JUNK folder, or make sure the email you entered is correct.)*
 - *If the recovery code is sent to the phone number, include area code (no dashes)*
 - *Select the Cellular Phone Provider from the dropdown list.*
- "Send Recovery Code"
- Recovery code is sent to the email address on the Professional Development system.
 - *The recovery code expires in 1 hour*
- Enter the "Recovery Code" in the "Recover Account" message box.
- Enter and Re-enter your Email. *It can be changed here, if desired.*
- "Update Email"
- Enter and Re-enter new password
- "Reset Password"



Professional Development

Home Quick view of the Upcoming Workshops. The search feature allows any information known of the Workshop to be entered. For example, enter the Workshop number, Workshop Name, Date of Workshop, etc. to see results of Workshops that meet the criteria entered.

All View of "All" Upcoming Workshops.

Online Courses View of any courses that will be set up via Online.

Dashboards

(REVN DT 11/10/2016)

Workshops Today displays the total number of Workshops scheduled today.

Registrations Today displays the total number of Participants have registered for a Workshop today.



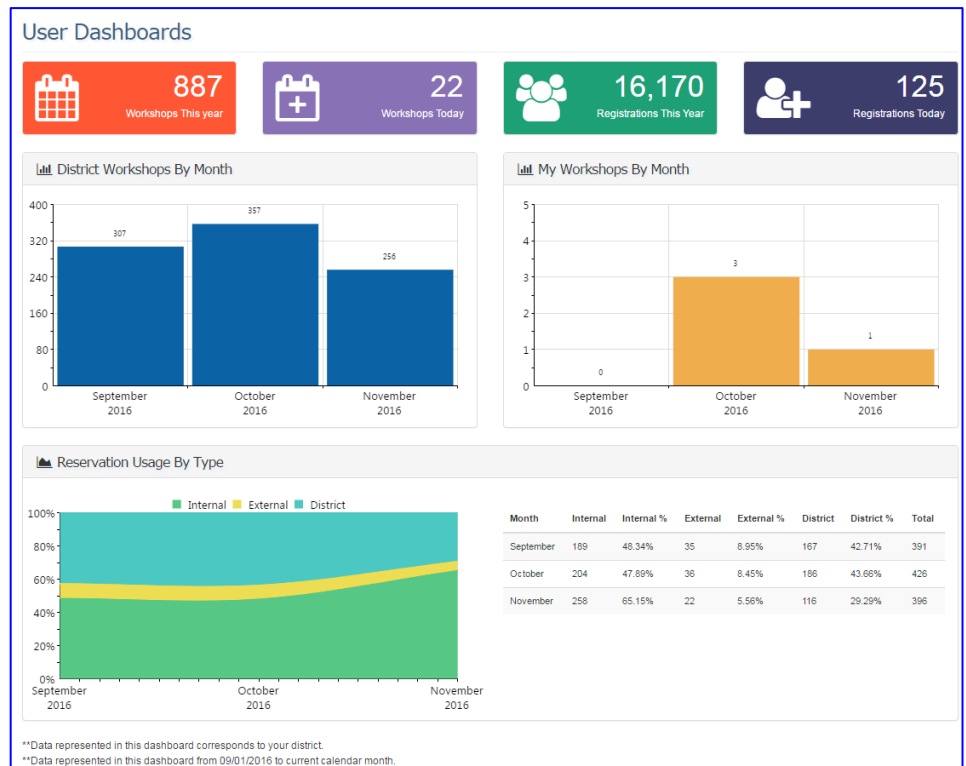
Open Dashboards

Displays summaries and charts of different categories.

***Data represented in this dashboard corresponds to your district.*

***Data represented in this dashboard from 09/01/2016 to current calendar month.*

- Workshops This year
- Workshops Today
- Registrations This Year
- Registrations Today
- District Workshops by Month
- My Workshops by Month
- Reservation Usage by Type





Professional Development

Transcript & Content

(REVN DT 4/05/2017)

My Content

My Professional Development Workshops Displays all “My Upcoming Workshops” and “My Workshop History”.

View/Print Transcript Click [View/Print Transcript](#) for your transcript of all Professional Development Workshops you have completed.

View/Upload Out Of District Certification Click [View/Upload Out Of District Certificates](#) to Upload “Out of District” Certifications/Professional Development.

Out of District Certification

Training Dates Start Date Provide the Start Date of the Training attended. *This is a required field.*

Training Dates End Date Provide the End Date of the Training attended. *This is a required field.*

Certification Name Provide Certification Name or Name of Training. *This is a required field.*

CPE Hours Provide the number of hours this course is worth. *This is a required field.*

Credit Type Select the Subject Area(s) of this certification from the “Available Subjects”. *This is a required field.*

Upload Certification Scan the Certificate to yourself. Save it where desired. Click on “Chose File”. Browse to the location where the Certificate was saved. Click “Open”. *This is a required field.*

Allowed file types: doc, docx, rtf, jpg, jpeg, bmp, png, tiff, tif, pdf, zip, ppt, pptx, xls, xlsx, txt

Signature You must enter your credentials (Email address and password used to login to Professional Development) to digitally sign this certificate. *This is a required field.*

Password Provide the Password used to login to Professional Development. *This is a required field.*

Upload Certification Click here once all information above has been entered.

View Will display an image of the Certificate that was uploaded.

Delete Will allow you to delete the Out of District Certification.

An email is automatically sent to your supervisor. The hours for this Certification will be “Pending” until this has been reviewed and approved by your supervisor.



Professional Development

My Upcoming Workshops Summary of any "Upcoming Workshops" that you are successfully registered for. The Workshop details and Registration Status will display.

To unenroll for a registered workshop, click "*Drop Registration*"

My Workshop History

NOTE: An official "Certificate of Attendance" can only be provided once a participant has done ALL of the following in the order below:

1. Registration status is "Approved".
2. Attendance status has been confirmed via an official "Sign-In".
3. A workshop evaluation has been submitted and confirmed.

Workshop Search

(REVN DT 11/10/2016)

Workshops

Search Workshops The search feature allows any information known of the Workshop to be entered. For example, enter the Workshop number, Workshop Name, Date of Workshop, etc. to see results of Workshops that meet the criteria entered.

All View of "All" Upcoming Workshops.

Online Courses View of any courses that will be set up via Online.

Cancellation/Refund Policy

For additional search criteria see "[Registration](#)".

Registration

(REVN DT 11/10/2016)

Calendar Displays a calendar view of all "Training" and/or "Meeting" scheduled.

Hover over the Workshop to see additional information.

To register for a Workshop, click on the Workshop information from the calendar view and "Register". An email will be sent to the email address that is in your Professional Development account to confirm you have successfully registered for the Workshop.

To search for specific results, use the drop-down selections to narrow the Workshop search.

Current drop-down selections include: "Select a School", "Select a Room", "Select a Subject".

Reset Calendar will remove any selections that had been chosen and display all Training and/or Meeting for the currently month.



Professional Development

Workshop Creation

(REVN DT 02/01/2017)

Create Workshop

Go to “Create Workshop” (through the Administration tab) to create a Workshop. *(This feature may not be available, depending on the access level assigned)*

General Info

Title Provide the Workshop Title

Description Provide the workshop description

Special Instructions Provide any special instructions.

Audience

Minimum Participants Provide the minimum number of participants

Maximum Participants Provide the maximum number of participants

Registration Deadline Date Provide the deadline to register for the workshop.

CPE Hours Provide the number of CPE Hours that will be received for completing the workshop.

Parent/Child Workshops “Does this workshop have a Parent workshop?” If so, select the option and provide the Parent Workshop ID.

Subject Information Select the Subject Area(s) from the “Available Subjects” that is associated to the workshop. At least one Subject is required.

Workshop Materials Any materials that will be used for the workshop can be uploaded during the workshop creation (or after the workshop is created).

Create Workshop

Title *
Please enter workshop title

Description *
Please enter workshop description

Special Instructions (will be appended to registration email) *Will NOT be displayed with workshop description
Please enter any special instructions (will be appended to registration email)

Audience *

Minimum Participants * Min Participants

Maximum Participants * Max Participants

Registration Deadline Date *

CPE Hours * CPE Hours

Parent/Child Workshops
 Does this workshop have a Parent workshop?
Parent Workshop ID

Subject Information
Please Choose Subject Area(s) from the left for this workshop * (At least one subject is required)

Available Subjects

- Accountability Systems
- Administration & Leadership
- Advanced Academics
- Alternative Certification for Educators
- Alternative Certification for Principals
- Applicable Federal and State Laws
- Assessment
- Assistive Technology

Subjects You Have Selected

Workshop Materials
Choose Documents to Upload

No file chosen

Max files to upload: 10 files
Upload file size limit: 10 MB
Allowed file types: doc, docx, rtf, jpg, jpeg, bmp, png, tiff, tif, ppt, zip, pptx, xls, xlsx, txt

Make document(s) public

Allowed file types: doc, docx, rtf, jpg, jpeg, bmp, png, tiff, tif, pdf, zip, ppt, pptx, xls, xlsx, txt

Make document(s) public Select this option, if documents are available to the registered participants.



Professional Development

Options *("Options" vary depending your District/ Role)*

Once the Workshop has been created, select the type and settings of the workshop.

General Info **Options** Contact Info Billing Info Reservations Registrations Reports

Select the campus you want to give access to

Select/Deselect All

<input checked="" type="checkbox"/> Adult Ed	<input checked="" type="checkbox"/> Aiken EI	<input checked="" type="checkbox"/> Alternative Center
<input checked="" type="checkbox"/> Benavides EI	<input checked="" type="checkbox"/> Besteiro MS	<input checked="" type="checkbox"/> BISD/Administration
<input checked="" type="checkbox"/> Brite EI	<input checked="" type="checkbox"/> Brownsville Academic Center	<input checked="" type="checkbox"/> Brownsville Early College HS
<input checked="" type="checkbox"/> Brownsville Learning Acad	<input checked="" type="checkbox"/> Burns EI	<input checked="" type="checkbox"/> Cameron Co J J A E P
<input checked="" type="checkbox"/> Cameron Co Juvenile Detention Ctr	<input checked="" type="checkbox"/> Canales EI	<input checked="" type="checkbox"/> Castaneda EI
<input checked="" type="checkbox"/> Central MS	<input checked="" type="checkbox"/> Champion EI	<input checked="" type="checkbox"/> Clearwater EI
<input checked="" type="checkbox"/> Cromack EI	<input checked="" type="checkbox"/> Cummings MS	<input checked="" type="checkbox"/> Daniel Breeden EI
<input checked="" type="checkbox"/> Del Castillo EI	<input checked="" type="checkbox"/> Edward Manzano Jr Ms	<input checked="" type="checkbox"/> Egly EI
<input checked="" type="checkbox"/> El Jardin EI	<input checked="" type="checkbox"/> Faulk MS	<input checked="" type="checkbox"/> Gallegos EI

Contact Info

Internal Staff

Presenter Name of Internal Presenter(s)

Contact Name of Internal Contact(s) *This is a required field.*

Facilitator Name of Internal Facilitator(s)

External Contact *(Outside Contact must have a valid Professional Development Account)*

Presenter Name of External Presenter(s)

Contact Name of External Contact(s)

Facilitator Name of External Facilitator(s)



Professional Development

Reservations

“Search for Room/ Location” from appropriate tab

Reservation Date

Begin Time

End Time

Max Participants

Select Meeting Rooms to Search

Select Layout Type(s)

Select Asset Type(s)

The results will vary depending on the Room/Location that was selected.

For an Internal Room/Location, the “Room Owners”, will need to approve the room for use, if applicable.

Before a Reservation can be added, the following must be done:

1. Enter “General Information”
2. Select Campus(es) that can Register for Workshop, under “Options”
3. Enter Contact Information
4. Search and Enter “Reservation”

Registrations

Will display Participants that have registered for the workshop.

Email Participants Allows email messages to be sent to Participants from a central location.

Select who the email message is for:

Subject: Subject of email message

Attachment: “Choose File” and select file to attach to email, if needed.

Acceptable File Types: PDF, Word, Excel

Body: Type the message.

Send Message: Will email the message out to the selected Participants.

A confirmation message will display, that the email message(s) were sent.



Professional Development

Reports Select a Report from the drop-down list.

Workshop Attendance Select the “statuses” of the Workshop (Pending, Approved, Dropped) and “Signed In (Signed In, did Not Sign In) Report contains: ID, Last Name, First Name, Registration Date/Time, Sign in Time

Workshop Billing Select the “Billing Status” (Select All, Paid, Unpaid, Free) Report contains: Campus, Name, Email, Reg. Fee, MOP, MOP #, Inv #

Workshop Evaluations Displays Total Registrations, Total signed In, Total Evaluations, Evaluation Scores, and Evaluation Comments.

Workshop Participant Information. Select the “Registration Status” (Select All, Pending, Approved, Dropped) Report contains: Reg Status, ID, Last Name, First Name, Email, Phone

Workshop Roster Registration Status is “Approved” by default. It can be changed by selecting a different status in the drop-down list. Report contains: ID, Email, Name, First Name, Area for Signature, Am Initials, PM Initials, District-Campus

(PIR) Third Party Public Information Request Select the “Registration Status” (Select All, Pending, Approved, Dropped) Report contains: Last Name, First Name, Email

Workshop Roster V2 Registration Status is “Approved” by default. It can be changed by selecting a different status in the drop-down list. Report contains: Name, Area for Signature, Employee ID, Role, Grade Level Assigned, Campus Assignment, and PM Initial

Workshop Attendance Select the “Registration Status” (Select All, Pending, Approved, Dropped) and “Signed In (Signed In, did Not Sign In) Report contains: Name, Employee ID, Role, Grade Level Assigned, Campus/Department, Sign in Time

Academy Reimbursement Detail of Reimbursement, if any. Report contains: Batch #, Date of Submittal, LEA Name, County District Number, Campus Name, Campus District County Number, Teacher First Name, Teacher Middle Name, Teacher Last Name, Unique Staff ID #, Grade Level Assigned, Stipend Verification Form on File, Stipend Amount, ESC, Academy, Service Date, ESC or District Training, Email

Global Reports

(REVN DT 11/10/2016)

Go to “Global Reports” (through the Administration tab) to view different reports. *(This feature may not be available, depending on the access level assigned)*

Select a Report from the drop-down list.

Daily Internal Workshops Only workshops for internal meeting rooms will display on this report. By default, the report will display the next day’s workshops. The date range can be changed, if needed. Click "View Report" to view new workshops.

Daily Internal Workshops (Operations) Only workshops for internal meeting rooms that have fees will display on this report. By default, the report will display the next day’s workshops. The date range can be changed, if needed. Click "View Report" to view new workshops.

Daily External Workshops Only workshops for external locations will display on this report. By default, the report will display the next day’s workshops. The date range can be changed, if needed. Click "View Report" to view new workshops.

Reservation Cancellations Only workshops that had the reservation cancellation will display on this report. Select "Meeting Rooms" from the drop-down list. Click "View Report" to view the cancellations.

Reservation Invoices Select "Meeting Rooms" from the drop-down list. Click "View Report" to view the reservation invoices.

Reservation PO Numbers (enter Begin Date and End Time)

Past Due Workshops Fee Workshops which already occurred and remain in an "Open" status.

Room Usage Summary of how many hours each room is used (also listed by Percentage and Revenue).



Professional Development

Registration Sign-in count Summary of Workshops between the selected date range. This report includes the number of participants that are registered, number of participants signed in and number of participants not signed in.

Administration

(REVN DT 11/10/2016)

(These features may not be available, depending on the access level assigned)

<u>My Workshops</u>	See Transcript & Content
<u>Create Workshop</u>	See Workshop Creation
<u>Create Meeting</u>	
<u>Global Reports</u>	See Global Reports
<u>Room Calendars</u>	
<u>Reservation Approval</u>	
<u>Check In</u>	
<u>Workshops To Invoice</u>	
<u>Edit Users</u>	
<u>Room Management</u>	
<u>Dashboards</u>	See Dashboards
<u>External Location Management</u>	

Frequently Asked Questions

(REVN DT 11/10/2016)

1. I am not able to Log In to register for a Workshop, what do I do?

There are two solutions to recover your account to register for a Workshop.

Do you need your password?

Follow the instructions from the [“Forgot My Password?”](#) link. To find your account password, type in your Personal Identifier or email address that is associated to your account profile.

Do you need your email address?

Follow the instructions from the [“Forgot My Email?”](#) link. There are two (2) ways to recover your account.

(1) Enter your Identifier (either your Social Security Number, Driver's License number or Texas Unique ID) that is associated to your account profile. **Or**

(2) Enter your Name **and** Date of Birth.



Professional Development

2. How do I create an account to register for a Workshop?

To create a Professional Development account to register for Workshop(s), complete the "New User" profile.

See "[Profile Creation](#)" for detailed information.

3. I no longer have access to the email address I used when my Workshop account was created, how can I Log In now?

If you have your password, you can Log In with the email address that is in your Professional Development account. Even if you no longer have access to the email address. Once you Log In, "Edit Profile" (under the Welcome message) and update the email address and any other information that may be needed. Click "Save Profile" to save the changes. The next time you login, sign in with the updated email address.

If the password entered is not correct, you can retrieve your password.

Follow the instructions from the "[Forgot My Password?](#)" link. To find your account password.

4. I no longer work at the school district and do not have access to the email address, how can I Log In now?

If you have your password, you can Log In with the email address that is in your Professional Development account. Once you Log In, "Edit Profile" (under the Welcome message) and update the email address and any other information that may be needed. Click "Save Profile" to save the changes. The next time you login, sign in with the updated email address.

If the password entered is not correct, you can retrieve your password.

Follow the instructions from the "[Forgot My Password?](#)" link. To find your account password

5. I do not remember my email address used to create my Workshop account, how can I reset it?

Follow the instructions from the "[Forgot My Email?](#)" link. There are two (2) ways to recover your account.

(1) Enter your Identifier (either your Social Security Number, Driver's License number or Texas Unique ID) that is associated to your account profile. **Or**

(2) Enter your Name **and** Date of Birth.



Professional Development

6. How can I change Notification Preferences that I am receiving?

Once you Log In, "Edit Profile" (under the "Welcome" message) and update the Notification Preferences. Click "Save Profile" to save the changes.

Notifications can be changed at any time.

Day Before – This option will send the email address provided, an email notification one day before your registered workshop.

Week Before– This option will send the email address provided, an email notification one week before your registered workshop.

Upcoming Workshops– This option will send the email address provided, an email notification about an upcoming workshop at your Campus.

Notification Preferences

Frequency of notifications for your upcoming workshops.

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

There is not a limit on how many Notifications for "Email" or "Text" are selected. They can be unchecked and left blank, if desired.

If "Text" is selected, **Choose your wireless provider** from the drop-down list. (*"Do you want to receive text messages?" must be "Yes" if you would like to receive Text Notifications about registered workshops*)

Do you want to receive text messages?

Yes No

7. How do I register for a Workshop?

Once you Log In to Professional Development, go to **Calendar**. This displays a calendar view of all "Training" and/or "Meeting" scheduled.

Hover over the Workshop to see additional information.

To register for a Workshop, click on the Workshop information from the calendar view. Then click on **Register**.

You will receive an email once you have successfully registered for the Workshop.