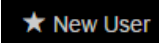




## How To Create a New User Account on Professional Development

To Create a New User Account:

1. Go to [Laredo's Website](#)
2. Click on **"For Employees"** - Select **"Professional Development System"**
3. Click on  **New User** (top right hand side of the page)
4. **New User Account** Profile appears. Complete the profile.



Field	Required	Tips:
First Name	yes	
Date of Birth	yes	Format MM/DD/YYYY or MM-DD-YYYY
Middle Name	no	
Email	yes	It is required to use your district's email address.
Last Name	yes	
Password	yes	Password must be between 6 to 12 characters. (Password will be the same as your district email password)
Identifier Type	yes	Select from Social Security Number (SSN), Driver's License or Texas Unique ID.
Identifier	yes	Provide the identification number that is associated to the "Identifier Type" <b>Social Security Number (SSN)</b> - Only provide numbers <b>Driver's License</b> - Can contain letters and numbers <b>Texas Unique ID</b> - Must be ten (10) digits
Phone	yes	Format XXX-XXX-XXXX
Do you want to receive text messages?	yes	Standard text message & data rates may apply
Texas Unique ID	yes	It is required to use your Texas Unique ID.
PIN	yes	PIN will automatically populate to the last 4 digits of you "Identifier", however can be changed.
Agreements	yes	

[Create Account](#)

A "User Profile" message will display for creating an account with Region One ESC's Professional Development System. Click on Update Profile to complete the Extended Profile \*\* This must be completed before registering for a workshop

5. **Extended Profile** appears. Complete the profile.

Field	Required	Tips:
Business Phone	no	Format XXX-XXX-XXXX
Gender	no	
Do you currently work in a TEA affiliated school?	no	If answered "yes", District, Campus and Job Role are required
Secondary Email	no	
Job Role	no	Select from dropdown
Region	no	Select from dropdown
District	no	Select from dropdown
Campus	no	Select from dropdown
Notification Preferences	no	Select preference for Email and Text notifications
Choose your wireless provider	no	Select from dropdown (If your wireless provider is not in the dropdown click on "Your wireless provider not listed?" Enter the provider and click "Request"
Certifications		Select any applicable Certifications

[Save Profile](#)

The Professional Development account is created, and you can now register for a workshop!  
**Reminder:** To successfully logout, click on "Welcome Name", and Logout.