

escWorks Professional Development

Participants Website Users Guide

Last Updated: 3-21-2011

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Using the Customer Website

Participants have been set up with a user account. You must enter the website using **Internet Explorer**.

To log into the system, go to the Barbers Hill Independent School District website at http://www.escweb.net/tx_bhisd and select the button that says *Sign-in*.

Home Registration Cart: [0 items](#)

Sign-in

VERIFY+

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[Trainings](#)
[Search Sessions](#)
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My Account
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[User Account](#)
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[Contact Us](#)

Welcome to escWorks

Educators in the Energized for Barbers Hill ISD service area have the ability to register for and track professional development sessions online using the escWorks.NET™ system. [Sign up for a free account today](#) to start enjoying these benefits!

[Trainings](#)
You can search, browse or view the calendar of professional development sessions currently offered at Energized for Barbers Hill ISD.

[My Account](#)
Use *My Account* to maintain a history of the courses taken at Energized for Barbers Hill ISD. Included is a personal record feature which allows you to track credit earned from other organizations.

[Contact Us](#)
Contact us if you have questions regarding upcoming sessions or questions about this website.

Already know the Session ID?
Session ID:
Search

Upcoming Sessions
Tuesday 11/9/2010
[Having Fun with Words](#)
Barbers Hill High School, Library
[more sessions...](#)

Signing In

Participants will use this login in order to access their account information, register for sessions, complete session evaluations and view their registration history.

To log into the system, go to the Barbers Hill Independent School District website at http://www.escweb.net/tx_bhisd and select the button that says *Sign-in*.

Home Registration Cart: [0 items](#)

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[Contact Us](#)
Contact us if you have questions regarding upcoming sessions or questions about this website.

Already know the Session ID?
Session ID:

- The Account Sign-in page will open:

Security: Sign In Registration Cart: [0 items](#)

Account Sign-in

E-mail Address:

Password:

[Click here to create a new account](#)
If you have *forgotten your password*, [click here](#).

- Enter your username in **Username** field. The username for the account is **your email address**.
- Enter the password in the text field. **Your password will be 1111 until you reset it.**
- Click **Submit** to sign in to the system.

Resetting Your Password

If a participant has an account in the system, but cannot remember their password, they can use the *Forgot Password* link to reset their password.

The Forgotten password link is located on the Account Sign In page.

Security: Sign In Registration Cart: [0 items](#)

[Sign-in](#)

 **VeriSign Secured**
VERIFY

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[Trainings](#)

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[Contact Us](#)

Account Sign-in

E-mail Address:

Password:

[Click here to create a new account](#)

If you have *forgotten your password*, [click here](#).

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To retrieve a password:

- Select “*Click here*” next to: If you have *forgotten your password*.

The following window will open:

My Account: User Account - Password Management Registration Cart: [0 items](#)

In order to retrieve a lost password, you must supply your email address and click 'Get Password'.

You will be emailed a *change code* that will enable you to change your password.

Email Address:

Account F.A.Q.s

Q:How can I change my password?
A:*Use the password changing system located [here](#).*

Q:What do I do now that my email address has changed?
A:*If you know your previous email address, [click here](#) to update your account.*

- Enter your email address and click **Get Password**.
- An email will be sent to the email address provided with instructions on how to reset the account password.
- Here is an example of the email that will be sent out.
Note: this email is sent from messenger@escweb.net and may be sent to your junk folder if this email address is not recognized by your email system.

Someone has requested your password from Region 4 ESC. If you did not request your password, do not be alarmed, you are the only person receiving this email and nothing has been changed with your account.

If you have requested your password the change code generated for you password retrieval is:
9031

Follow this link to change your password now:
http://www.escweb.net/tx_esc_04/shoebox/account/password.aspx?mode=change&code=9031&email=plshear@hotmail.com

- Once the email with the change code is received, click on the link provided in the email. The following screen will appear:

Portfolio: User Account - Password Management

To change your password, you need to provide the information below. Once you have e required, click on the 'Change Password' button located at the bottom of this page.

Email Address:

plshear@hotmail.com

Please provide ONE of the following.

Current Password:

Use this option if you already know your password.

Change Code:

9031

Use this option if you were emailed a change code. If you do not know your password, and have not requested a change code, [click here](#) to request one.

What should your new password be?

New Password:

Choose your new password carefully. We recommend using a password that has at least 5 characters that are alpha-numeric.

Confirm New Password:

The password entered must match!

Change Password

- Enter your new password in the **New Password** and **Confirm New Password** fields.
- Click **Change Password**. A message will appear stating that the password has now been changed.

Portfolio: User Account - Password Management

Your password has been been changed!

Changing Your Password

If a participant already has an account in the system, and knows their current password, they can use the *Change Password* link to set a new password for their account.

To change a current password:

- Click the *Sign In* button
- Enter the email address and password in the correct fields
- Select the *User Account* Link from the main menu bar

My Account: User Account Registration Cart: [0 Items](#)

Primary Email:
awegner@esc4.net
[Change primary email address...](#)
[Change password...](#)
Secondary Email:

Salutation
Ms.

Last Name: Account2 **First Name:** Support **Middle Name:**

Home Address:

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

Home Phone: **Work Phone:**

Organization :
Please select a region...

Site :
Please select a district...

School :
Please select a school...

Position:
Teacher

Grade Level:
Please select a grade level...

[Save Record](#)

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- Click on the *Change Password* link at the top of the User Account page

- The following window will open:

BH Barbers Hill ISD
A Tradition of Excellence

My Account: User Account - Password Management Registration Cart: [0 items](#)

[Sign-out](#)

VERIFY

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[Registration History](#)
[Subscriptions](#)
[Instructor](#)
[Contact Us](#)
[Evaluation Manager](#)

To change your password, you need to provide the information below. Once you have entered the data required, click on the 'Change Password' button located at the bottom of this page.

Email Address:

Please provide ONE of the following.

Current Password: Use this option if you already know your password.

Change Code: Use this option if you were emailed a change code. If you do not know your password, and have not requested a change code, [click here](#) to request one.

What should your new password be?

New Password: Choose your new password carefully. We recommend using a password that has at least 5 characters that are alpha-numeric.

Confirm New Password:

[Change Password](#)

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escWorks

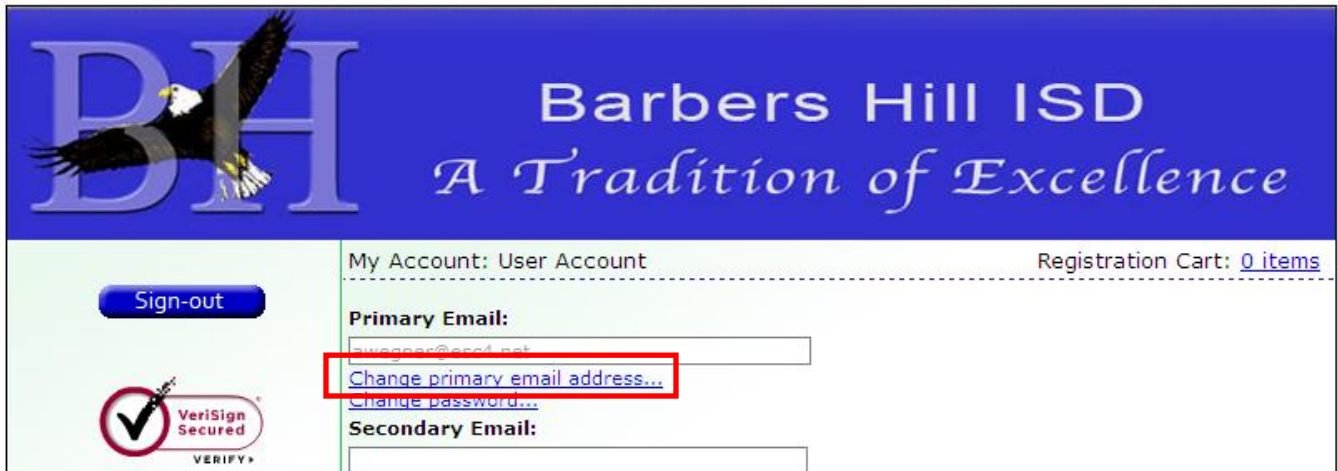
©Barbers Hill ISD | 9600 Eagle Drive | POB 1108 | Mont Belvieu, TX 77580 | Phone 281-576-2221

- Enter the login email address in the **Email Address** field
- Enter the existing password in the **Current Password** field
- Enter the new password in the **New Password** field
- Confirm the new password in the **Confirm New Password** field
- Click the **Change Password** button

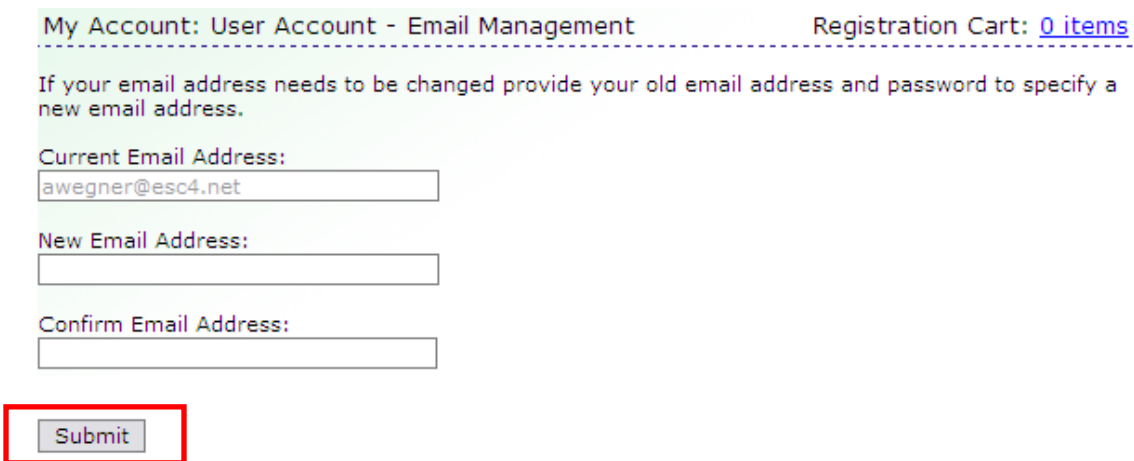
Changing Your Email Address (login)

If your email address has changed since the last time you logged into the system:

- Click the **Sign In** button
- Enter the email address and password in the correct fields
- Select the **User Account** Link from the main menu bar



- Click on the **Change Primary Email Address** link at the top of the User Account page
- The following window will open:



- Enter the New email address in the **New Email Address** and **Confirm New Email** fields.
- Click **Submit** to change the email address.

Locating Professional Development Sessions

There are several different tools in the customer website that can be used to locate the Professional Development Sessions offered. The *escWorks* home page advertises the upcoming sessions on the right hand side of the screen. The participants may also choose to Search for sessions, Browse the listing of sessions, or view the Calendar of Sessions in order to locate a session they would like to register for.

BH Barbers Hill ISD
A Tradition of Excellence

Home Registration Cart: [0 items](#)

[Sign-out](#)

VeriSign Secured
VERIFY

Home

Trainings

- [Search Sessions](#)
- [Browse Sessions](#)
- [Calendar of Sessions](#)

My Account

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Instructor

- [Contact Us](#)
- [Evaluation Manager](#)

Welcome to escWorks

Educators in the Energized for Barbers Hill ISD service area have the ability to register for and track professional development sessions online using the escWorks.NET™ system. [Sign up for a free account today](#) to start enjoying these benefits!

[Trainings](#)
You can search, browse or view the calendar of professional development sessions currently offered at Energized for Barbers Hill ISD.

Already know the Session ID?
Session ID:

[Search](#)

Upcoming Sessions

Tuesday 11/9/2010
[Having Fun with Words](#)
Barbers Hill High School, Library
[more sessions...](#)

Searching Offerings

Professional Development sessions can be located by using the Search feature to search for sessions by title, session id, dates, audiences, and subjects.

Trainings: Search Offerings

Registration Cart: [0 items](#)

Search Professional Development Catalog For:

Audience Start Date
Select Audience...

Subject End Date
Select Subject...

Already know the Session ID?
Session ID:

- The **Search** will locate all sessions which include all or part of the search criteria selected. For example: If a search is performed using the word “Student” the results will include any session with “Student” in the title
- To search for sessions by Audience, choose the appropriate Audience from the dropdown menu and click on the **Search** button. The search results will contain any session that is currently open for registration that is intended for this Audience
- To search for sessions by Subject, choose the appropriate Subject from the dropdown menu and click on the **Search** button. The search results will contain any session that is currently open for registration that covers this Subject
- Adding a date range to any of the above example will narrow the search result further by only including those sessions that start during that date range
- If the customer already knows the Session ID for a Session, they may enter that Session ID in the **Already know the Session ID** search area and they will be directed to the session detail page for that Session

Note: This feature may be used even if a session is marked Do Not Display Online. The other Search features do not include sessions marked as “**Do Not Display Online**” in the search results.

Browse Offerings

Trainings: Browse Offerings

Please choose the method you would like to use to browse our offerings.

I would like to browse by:

Audience sort in ascending order

Only display audiences with sessions

- The participant selects to browse by audience or subject and then choose the preferred sort by ascending order or descending order. When choosing audience, to see all audiences regardless of a session or sessions offered, uncheck the box – Only display audiences with sessions. Click Continue to see the sessions offered. Below is an example of audience sorted in ascending order with the checked box.

Catalog: Browse Offerings PAT'S CART: 0 item

Browsing catalog offerings by: AUDIENCE sorted in ascending order.

Displaying 1 - 10 of 98 audiences.

<u>3rd-5th Grade Teachers</u> <i>2 Events</i>	<u>Administrator</u> <i>19 Events</i>
<u>Advisory Committee Members</u> <i>6 Events</i>	<u>AP Teachers</u> <i>2 Events</i>
<u>Braillists</u> <i>1 Event</i>	<u>Bus Drivers</u> <i>2 Events</i>

- Scroll through the audiences by using the next and previous buttons. When you find the audience, click on the audience link which will bring up all the sessions offered. See below, 2 sessions are offered for Bus Drivers.

Catalog: Browse Offerings PAT'S CART: 0 item

Browsing catalog offerings by: AUDIENCE sorted in ascending order.

Displaying 1 - 2 of 2 events.

- 1. Child Passenger Safety Training for Transporters**
Examine characteristics of the pre-school age population. Explore occupant protection systems used in school buses to transport infant and preschool-age children. Gain experience in using proper securement techniques, identifying equipment maintena...
- 2. Transportation Crisis Team Response Training**
Develop driver awareness of security issues. Identify current security vulnerabilities in district operations. Explore concrete, tangible steps for creating an emergency response team including roles and responsibilities, a crisis debriefing process,...

- Click on the session link to register for the session.

[Previous](#)

Special Features

[Share](#)

Child Passenger Safety Training for Transporters

Examine characteristics of the pre-school age population. Explore occupant protection systems used in school buses to transport infant and preschool-age children. Gain experience in using proper securement techniques, identifying equipment maintenance, disposal, and storage issues. This definitive one-day clinic is based on the National Highway Traffic Safety Administration curriculum. Session and materials costs are partially funded through state or federal grants.

Sessions scheduled for this event:

Session Id: 206205	Session Id: 206209	Register
<i>Registration for this session has ended.</i>	<i>Registration ends at 12:00 AM on Tuesday, June 5, 2007.</i>	
Region 4 ESC	Region 4 ESC	
Rm 101	Rm 101	
Dec 13, 2006	May 23, 2007	
8:00 AM-5:00 PM	8:00 AM-5:00 PM	
Registration Fee: \$20.00	Registration Fee: \$20.00	

Notice one session's registration has already ended. However, the participant can register for session id 206209.

Calendar of Sessions

The calendar of sessions link displays the listing of sessions in a calendar format. Participants can click on a session title to view additional information about the session and register for it.

- Click on the More link to see additional sessions/sessions for the day.

Trainings: Calendar of Events Registration Cart: [0 items](#)

November 2010

November 2010 [<< Previous](#) | [Next >>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 25645- Having Fun with Words	9 25651- Having Fun with Words	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 25643- Online training 25646- Having Fun with Words 25647- Having Fun with Words more...	30				

- Use the drop down boxes to select a different month or year and click Go.
- Use the Previous button to go back to the previous month. Use the Next button to see the sessions offered in the upcoming months.

Registering for a Session

Once the participant locates a session they would like to register for they may select the **Register** button.

Trainings: Session Detail Registration Cart: [0 items](#)

[Previous](#) [New Search](#) [Register](#)
[Share](#)

**Read to Learn
EveryDay**

Read to learn everyday!

Important Session Information:

Web comments

Registration ends at 12:00 AM on Thursday, November 18, 2010

Session ID: 25652	Credits Available: (6) CPE
Seats Filled: 0 / 2	Instructor(s): Support Account2

Date	Time	Location
11/29/2010	1:00 PM - 5:00 PM	Library

- The shopping Cart will display.

Trainings: Shopping Cart Registration Cart: [1 items](#)

Description
25652-Read to Learn Read to learn everyday!

[Remove](#)

[Check out](#)

- If this session was added by mistake, Click the Remove button to delete it from the shopping cart.
- If this is the only session that will be registered for, click the Checkout button.

Note: The participant will now be asked to log into the system if they have not already done so

Trainings: Cart Checkout

Registration Cart: [1 items](#)

Click the 'Complete Checkout' button to register for the sessions displayed below.

Description

[25652-Read to Learn](#)

Read to learn everyday!

[Complete Checkout](#)


- Click *Complete Checkout*

Trainings: Checkout Complete

Registration Cart: [0 items](#)

Thank you for your registration

You have been registered for:

	Title	Session ID	Start Date	Location
	Read to Learn	25652	11/29/2010 1:00 PM	Barbers Hill High School, Library

You may visit your [Registration History](#) to print a confirmation page for each session for which you are registered.

- Clicking on the calendar icon immediately downloads this session to the participant's Outlook calendar.
- The participant can click on the *Registration History* link to print a confirmation page.

- The participant will receive a confirmation email similar to the one below:

Thank you for your registration

Thank you for your registration. This page contains confirmation information that can be used to verify your enrollment in a session

Confirmation Number: 25540-25652-50623

This confirmation page verifies that **Support Account2** was registered for session **25652** on **Friday, November 05, 2010**

Read to Learn

Read to learn everyday!

Session id: 25652

Location: Barbers Hill High School, Library

First Date/Time: 11/29/2010 from 1:00 PM to 5:00 PM

All Dates: Nov 29 2010

Confirmation Comments:

confirmation comments

Share

When viewing a session's details, a link is available allowing the participant to email someone information about the session and a link to register.

Trainings: Session Detail Registration Cart: [0 items](#)

[Previous](#) [New Search](#) [Share](#)

Having Fun with Words
Session 2/2


Have fun with words in the training.
Important Session Information:

This is Session 2 for the Conference
You are currently registered for this session

Session ID: 25646	Credits Available: (1) CPE
Seats Filled: 3 / 10	Instructor(s): Support Account2

Date	Time	Location
11/29/2010	8:00 AM - 1:00 PM	Conference Room 2
11/30/2010	8:00 AM - 1:00 PM	Conference Room

- Click on the Share button to email a friend the session information.

 **Collaboration: Share a page**
Share a resource with a colleague or friend.

Your are sharing the following resource:
[Trainings: Session Detail](#)

Friend or Colleagues Email:

Your name:

Your E-mail:

Short Message:

- Enter the email address of your friend or colleague.
- Enter Your Name
- Enter Your E-mail address
- Enter a message to your friend or colleague in the short message box.
- Click **Send**.

Note: Clicking cancel will cause the system to not send the email.

Subscriptions

The subscriptions area allows registered users to select to receive email notifications about sessions that cover their topics of interest.

My Account: Subscriptions Registration Cart: [0 items](#)

Use the subscriptions area to request email notifications when new sessions of interest are made available.

Subjects	Subscription List
Other Math Language Arts Kindergarten Instructional Technology History Health Foreign Language English Educational Technology	Arts Classroom Management Preschool Reading Science Social Studies Special Education Technology Application Writing

(Hold <Ctrl> for multiple selections.)

You currently have 9 subscriptions.

Subscription status:

Would you like to receive Recommended Events by email?

(Recommended Events are based upon your prior participation.)

- The participant selects the topics from the list by clicking on the topic.
Note: Select several topics by using the shift click.
- Once the topics are selected, click the **add** button to move them to the subscription list.
- Click **Save Subscriptions**.

The participant will now receive an email when sessions in the subscription list are scheduled.

- To remove a subscription, select the topic from the subscription list and click the **Remove** button.
- Click **Save Subscriptions**.
- On this screen, the participant also has a choice to receive recommended sessions by email. When **Yes** is chosen, the participant will receive recommended sessions based by the past sessions they have taken.

Professional Development Transcripts

The Transcripts allow the users to track the amount of credit received from professional development sessions taken from Barbers Hill ISD. You may view official and/or personal transcript information. Keep a complete transcript with the ability to track professional development sessions taken outside of the district.

On the website, click the *Transcripts* link.

Sign-out

VeriSign Secured
VERIFY

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My Account: Transcripts

Registration Cart: [0 items](#)

Transcripts allow you to track the amount of credit you have received from professional development sessions at Energized for Barbers Hill ISD. All of this data is aggregated into a printable format that can be used as proof of credit.

Official Record
An official transcript cannot be altered. It contains a record of the sessions that you have attended at Energized for Barbers Hill ISD.

Year of Record:
9/1/2010 - 8/31/2011 Go

Personal Record
A personal transcript can be altered. It contains a record of sessions that you have attended at Energized for Barbers Hill ISD as well as events that you have entered. This transcript is managed online.

Manage Transcript

Official Record

- Select the Year of Record desired from the dropdown box and click **Go**.

Official Record
An official transcript cannot be altered. It contains a record of the sessions that you have attended at Energized for Barbers Hill ISD.

Year of Record:
9/1/2010 - 8/31/2011 Go

File Download

Do you want to open or save this file?

Name: OfficialTranscript.pdf
Type: Adobe Acrobat Document, 35.3KB
From: www.escweb.net

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

- Open – opens the pdf file.
Save – allows you to save the file.
Cancel – cancels this action.

Personal Record

The Personal Record tool is used to track sessions or meetings attended outside of Barbers Hill ISD. To enter a Session in the Personal Record tool:

- Click **Manage Transcript**.

My Account: Transcripts - Personal Records Registration Cart: [0 items](#)

Title: <input type="text"/>	Date: <input type="text"/>	
Credit Type: <input type="text" value="Credit Type..."/>	***Credit Name: <input type="text"/>	Credit Earned: <input type="text"/>
<small>*** When the credit type 'Other' is selected, you have the option of entering a custom credit type.</small>		
<input type="button" value="Add Credit"/>		

- Enter the title of the outside meeting/session.
- Select the date from the calendar icon.
- Select the appropriate credit type from the dropdown.
- Enter in a credit name if credit type of other was selected.
- Enter the amount of Credit Earned.
- Click Add Credit.
- The entry will display in the log below:

<input type="text" value="9/1/2010"/>	-	<input type="text" value="8/31/2011"/>	<input type="button" value="Go"/>	<input type="button" value="Print"/>	<input type="checkbox"/> Include Official Credits
Date	Title	Credit Type	Credit Amount		
<input checked="" type="checkbox"/> 10/26/2010	National Conference	CEU	12		
<input checked="" type="checkbox"/> 11/1/2010	escWorks Demo	CPE	6		

To delete an entry:

- Click the red **X** next to the entry you would like to delete.
- Click **OK** when prompted “Are you sure you want to delete this credit?”

Viewing Transcript Entries

Date Range – enter a date range and select **Go** to see only those entries for that date range.

Print – Click the **Print** button to print the entries listed.

Include Official Credits – Check this box to add all of the official credits to the list.

Registration History


Each customer has the ability to view upcoming or past sessions and change their registration information online as well as print confirmations for any registered session.

Canceling a session.

- Click on the Registration History link.

My Account: Registration History Registration Cart: [0 items](#)

Past Sessions
 Upcoming Sessions

Session ID	Title	Start Date
25652 	Read to Learn Change Registration Cancel Registration Print Confirmation	11/29/2010

- Click on Cancel Registration.

My Account: Registration History - Cancel Registration Registration Cart: [0 items](#)

This is the registration cancellation page. Please read the message below before continuing.
You are currently registered for:

Read to Learn
Read to learn everyday!
Session ID: 25652
Fee: \$0.00
Start Date: 11/29/2010 at 1:00 PM
Location: Barbers Hill High School, Library

By clicking on 'Cancel Registration', you will be removed from the session listed above. Depending on your payment status and the number of days before this session, you maybe eligible for a refund. For more information please contact Registration Services.

- Click Cancel Registration.
- Click OK to remove this session listed.

You have been successfully removed from:

Title: Read to Learn

Session ID: 25652

Start Date: 11/29/2010 at 1:00 PM

Location: Barbers Hill High School, Library

Next






Online Evaluations and Certificates

A participant is encouraged to complete an evaluation for an attended session. Once the online evaluation is completed, the Evaluation link will be replaced by a Certificate link and the attendee may then print a certificate for the session.

The Evaluation Link will display in the Past registration history page until it has been completed.

Past Sessions

Upcoming Sessions

Session ID	Title	Start Date
25543 	Read to Learn Print Confirmation	10/12/2010
25642 	Online training Print Confirmation	10/21/2010
25641 	Online training Print Confirmation Certificate	10/22/2010
25621 	Read to Learn Print Confirmation	10/25/2010
25650 	Online training Print Confirmation Evaluation	10/29/2010

Note: An online evaluation must be selected when the session was created.