

The
“How To”
guide to
escWorks

Instructions for setting up an account and registering for workshop through escWorks

Login to: http://www.escweb.net/ar_esc/shoebox/

Click on Sign in. There you will be prompted to create a new account

Fill in all information requested.

1.) Instructions for school district employees

- a. Please enter AR for the state. Do not spell out Arkansas.
- b. You can use the number 1 for your employee id.
- c. You will choose Northwest Education Service Cooperative as your organization. You will then be able to choose your district and school from the drop-down menu.

2.) Instructions for those not associated with a school district.

(You will need to pay for your workshops at the front desk of our office on the morning of your class.)

- a. Select "Other" as your organization
- b. Select "Other" as your district
- c. Select "Other" as your school

Once you have created your account, go back to the "Home" page and select "Calendar of Sessions". Make sure the drop down arrow at the top of the calendar says "Northwest Education Service Cooperative". Follow the calendar and click on the workshop you wish to register for. This page will give you all information concerning your workshop, including a link to print your handouts.

On the top right hand corner, click "Register," then "Check Out." Then complete registration. You will receive an email letting you know that you are registered for the class.

Steps for cancelling a workshop

- 1.) Login to your escWorks
- 2.) Click on Registration/Certificate (this will bring up everything you are registered for)
- 3.) Find the workshop you wish to cancel and click "Cancel my Registration"
- 4.) The system will ask you again if you want to cancel. You will then click "Cancel Registration"
- 5.) You will receive an email from escWorks stating that you have successfully removed yourself from the class. (if you do not get an email, that means the system did not take your cancellation and you will need to repeat the steps)

Important Information

- * Participants may cancel their registration in a workshop up to 3 days before the workshop begins.
- * The cancellation option will not appear in escWorks after the 3 day deadline.
- * After the deadline, you will be coded as a "No Show", and your district will be invoiced for the entire cost of the workshop. If you are not currently employed by a school district, the invoice will be sent to your home address.
- * To avoid any charges, you may send someone to take your place in a workshop
- * If you find someone to take your place in a workshop, you will need to call the Co-op (479-267-7450) so we can manually change the names.

How do I know I'm registered for a class?

- 1.) Login to your escWorks account
- 2.) Click on Registration/Certificate
- 3.) This will show your class registrations

I Need a Certificate

- 1.) Follow steps 1-3 above.
- 2.) Click on "Past Sessions."
- 3.) You will see a link that says evaluation or certificate.
 - a) Take and submit the evaluation.
 - b) Repeat all steps.

You will now see the certificate link

How to Update Your Account Information

If your information has changed (*i.e. Last name changed, moved to a different district, Email address*)

*****DO NOT CREATE A NEW ACCOUNT*****

- 1.) Login to your escWorks account using the email address you used to set your account up.
- 2.) Click on “User Account”
- 3.) Change any incorrect information (*including primary email address if necessary*)
- 4.) Be sure to save your changes at the bottom of the screen.

Payment Vouchers

Please do not use the payment voucher portion of escWorks. If your district requires you to pay for your own professional development, you may pay at the Co-op when you arrive for your class. There will be someone at the front desk to take payments.