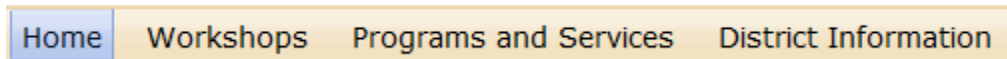


Creating a Region 5 ESC Account

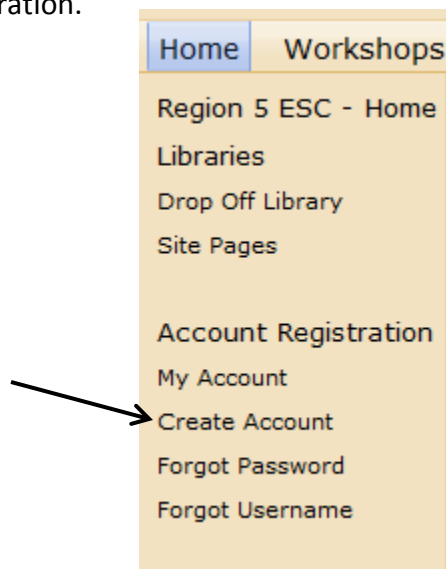
The URL for our website is <http://www.esc5.net>.

To register for a workshop, you must create an account. To do this:

1. Click on the Workshops tab.




2. Over on the left-hand side of the page, you will see **Create Account** underneath Account Registration.



3. Once you click on that link, you will access an information box for entering your name, email address, and choice of two options. The first option is for district employees, the other is for a parent or higher education employee.

My Info: Name and Email Address



To begin the account process, please enter the following information:

First Name

Last Name

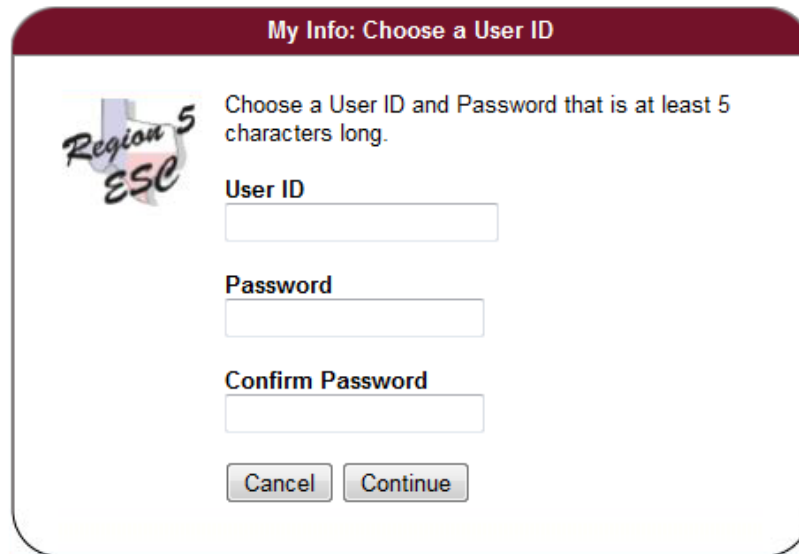
Email Address

Confirm Email Address

Option 1:
If you work within a Texas public school system, use this option to associate your account with that school and/or district.

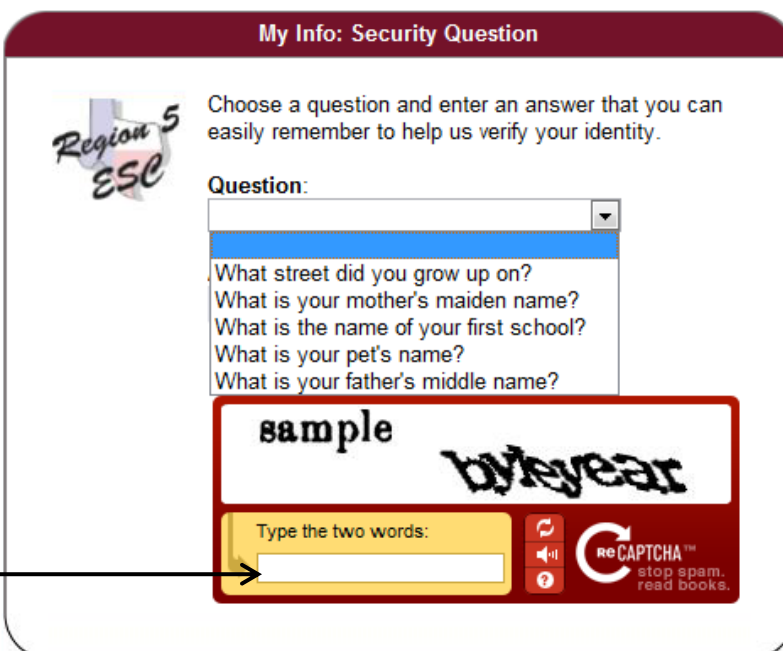
Option 2:
If you do not work in a public school system, but you are a parent or part of a higher education environment, use this option to create your account.

4. After you fill out the information and choose an option, please click **Continue**. You will now need to create an ID and Password for logging into our website. The ID and Password must contain at least 5 characters. Please write this information down for future reference.
Click **Continue**.



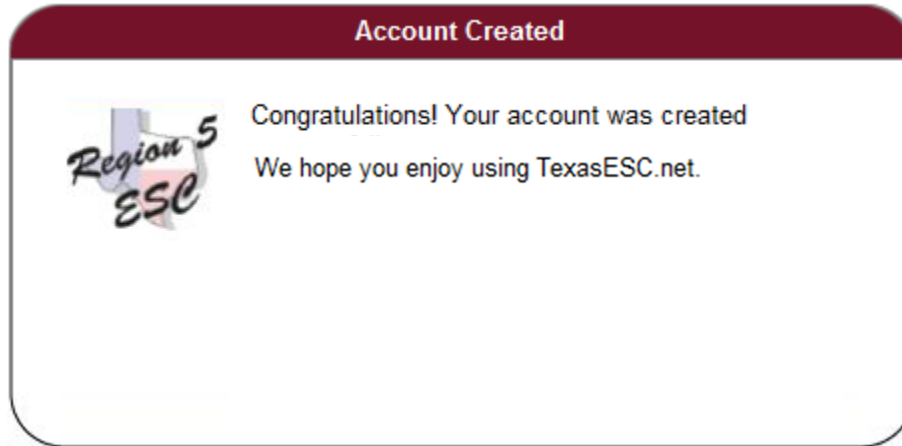
The screenshot shows a form titled "My Info: Choose a User ID". On the left is the "Region 5 ESC" logo. The main text reads: "Choose a User ID and Password that is at least 5 characters long." Below this are three input fields labeled "User ID", "Password", and "Confirm Password". At the bottom are two buttons: "Cancel" and "Continue".

5. You will be prompted to choose a security question and provide an answer. You will also need to enter the CAPTCHA words (two words) that you see in the white box at the bottom of the screen.



The screenshot shows a form titled "My Info: Security Question". On the left is the "Region 5 ESC" logo. The main text reads: "Choose a question and enter an answer that you can easily remember to help us verify your identity." Below this is a "Question:" dropdown menu with a list of options: "What street did you grow up on?", "What is your mother's maiden name?", "What is the name of your first school?", "What is your pet's name?", and "What is your father's middle name?". A red-bordered box is overlaid on the bottom of the form, containing the word "sample" and a distorted CAPTCHA image with the words "bye" and "year". Below the CAPTCHA is a yellow box with the text "Type the two words:" and an input field. To the right of the input field are icons for refresh, volume, and help, along with the reCAPTCHA logo and the text "stop spam. read books." An arrow points from the text "Enter CAPTCHA words here" to the input field.

6. Click on **Create Account**.
7. You should get a message – **Account Created**



8. If you forget your username or password, you can go to the **Workshops** tab and select **Forgot Password** or **Forgot Username**.
9. You will be asked to fill out some user information to help with accessing your account.