

## How to create an escWorks Account

Participants must have a user account in order to register for workshops.

To create an account in the system, go to the *escWorks* website at [http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc) and select the link that says *Signup for a FREE account today*.

The screenshot shows the homepage of the Arkansas Education Service Cooperative. At the top, there is a blue banner with the text "Arkansas Education Service Cooperative" and a logo on the left featuring the Arkansas state flag. Below the banner is a navigation menu with links for "Home", "Catalog", and "Shoebox". A "Sign In" button is also visible. The main content area features a large "Sign up Today!" graphic with the text "Secure, Easy, Reliable." and a message: "Educators in the State of Arkansas now have the ability to sign up and track professional development events on-line using the escWorks® system! [Signup for a free account today](#) to start enjoying the benefits!" Below this, there are three sections: "escWorks® Shoebox Service" (describing a personal transcript feature), "Support Services" (offering on-line support), and "Around The State" (listing upcoming events for Monday, April 23, 2012, including DSC ELLA Year 2 Day 13, AFESC-Mathematics and CCSS Teacher Day Grade 5, ARESC-Paraprofessional Training/Special Health Care Needs for Registered Nurses Only, and DSC Parapro Training Special Health Care Needs Train the Trainer CIV). The footer contains copyright information and links for "Terms and Conditions" and "Privacy Notice".

The account creation screen will open:

- Enter the data on the account creation screen
- The email address entered in the **My email address is:** field will be the login for the account

[Sign In](#)

 **Shoebbox: User Account - Sign Up**

 CART: [0 items](#)

My email address is:

*Tell us a little about yourself.*

First Name  Last Name

Home Phone  Employee No. (optional)

Street Address

City  State  Zip code

*Which district do you represent?*

Region  
Choose your service coop./school group.

District

Please select your Campus

Position  
Choose your position/title.

*Please provide a password for your account.*

Your **free** account entitles you to a **Shoebbox**, as well as **on-line registration** that is as easy as *signing up*.

Note: District LEA Number is tied to the district selected.

- Click the **Submit** button to create the new account