



**SEEC**

South East Education Cooperative

# CREATING A USER ACCOUNT

[http://www.escweb.net/nd\\_seec/](http://www.escweb.net/nd_seec/)

**Click the link under the yellow “Sign In” box to create an account.**  
Please use Google Chrome or Mozilla Firefox as your browser.

SUPPLY THE FOLLOWING REQUIRED INFORMATION TO SET UP YOUR ACCOUNT:

**Primary Email**

**Salutation**

**Last Name, First Name**

**Home Address**

**City, State (2 letter abbr.), Zip**

**Work Phone**

**REA/Organization:** Choose the Regional Education Association (REA) you belong to. If you are not part of an REA, select South East Education Cooperative.

**District/Site:** Choose your school district. If you are not part of a district, choose Afterschool.

**School:** Choose your school. If you’ve indicated your district as Afterschool, you’ll be required to choose Afterschool from this list as well.

**Licensed Teacher (Yes or No)** - if yes, add license number or use link to look it up

**Primary Position** Choose from drop-down menu (Click Afterschool Program Staff if position not listed)

**Secondary Position** If applicable, choose all that apply from drop-down menu (Click “Add” after each)  
- (double click position from your list to delete position)

**Grade Level Taught** Choose all that apply from drop-down menu OR click N/A, Click “Add”

**Create a Password, Confirm Password**

--- Click SAVE RECORD ---

**SUBSCRIPTIONS PAGE** - Click as many as you’d like, then click “Save Subscriptions”

Here you can subscribe to subjects of interest so you are notified through email of upcoming professional learning opportunities related to a specific subject area.

## YOU HAVE SUCCESSFULLY CREATED AN ACCOUNT!

NOW, click “Calendar of Session” or “Conferences” to see current professional learning opportunities.

Select the event you’d like to register for, click preferred breakouts, etc. (if applicable), then click “Add to Cart.”

\*Some sessions within an event may be required.

**Review events in your Cart and “Check Out” to officially register.**

**Account Information Page:** review and change anything, if necessary. Check the box verifying information is correct. Click Continue.

**Select method of payment.** If you are using a Purchase Order, please supply the number.

**Review Cancellation Policy.**

**Click Complete Checkout.**

You will receive a follow-up email confirming your successful event registration.