



CREATING A USER ACCOUNT

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 (the REA you belong to, or South East Education Cooperative if you aren't a part of an REA)

District/Site: Choose your school district or organization type

- If your district/site is not there, email sandy.zahn@k12.nd.us to have it added

School

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

Primary Position from drop-down menu

Secondary Position from drop-down menu (Click Add after each - may choose all that apply)

- (double click position from your list to delete position)

Grade Level Taught (Click Add)

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 development related to this subject area.

YOU HAVE SUCCESSFULLY CREATED AN ACCOUNT!

NOW, click "Calendar of Session" or "Conferences" to see current professional development 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.