

Log on at
http://www.escweb.net/ar_esc

Click on “Shoebox” to manage:

User Account

Click on “User Account”

Changes to personal account include:

school district

home address/phone

name (due to divorce, remarriage, etc.)

password

email address/password

Changes can take up to 24 hrs. to go into effect. If you do not see changes immediately – wait. If after a couple of hours no change has been effected – contact the Cooperative for assistance.

NOTE: Some workshops may require prior approval by your building principal. Check w/the office of your school.

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Click on “Shoebox” to manage:

Transcripts

Click on “Transcripts”

Under “Official Record” select the “Year of Record” (date line w/a down arrow) and Click on the “Go” button

Print your credit hour report.

Under “Personal Record” to include credit hours received from trainings outside the Cooperative network (any training attended without registering through ESCWeb). Click on “Manage Transcript”.

“Event Title” type title then tab

“Date” – click on the little calendar icon next to the empty box and select the date from the calendar – then Tab

“Description” – type in description details and location of where the training took place – Tab

“Credit Type” – click on down arrow and select the credit type received for this training, (CEU, Hours, Graduate Class, Other).

Credit Name: - **Ignore this unless credit type is “Other”

“Credit Hours” – type in number of hours earned

“Add Credit” – click

The information inserted will appear at bottom of screen under “Date – Event Title -- Amount”

Right above the “Date -- Event Title -- Amount” there is a power bar w/two calendars a “Go” button, a “Print” button, and a little square box “Include Official Credits”.

Select time frame to do a credit hour search using the calendars. Check the little square box which will include official credit hours as well as Personal transcripts. Click on “Go” to see them displayed and click on “Print” to get a print out of all credit hours combined. Official records that are maintained by the Cooperative will be displayed first and Personal credit hours will follow.

Log in at
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Click on “Shoebox” to manage:

Registration History

Click on Registration History

View current and past registrations for the present year.

Registrations can be changed and/or cancelled from this screen. No need to call the Cooperative every time.

Confirmations can be printed from this screen.

Browse for Workshops & Register

After logging in click on “Catalog” search by catalog listings, browsing by subject, or through the calendar.

Whether searching by Calendar or Catalog, be certain to indicate Cooperative area:

“Southeast Arkansas Education Service Center”

If payment is required and method is not selected during registration process, registration is incomplete. Even if a confirmation is received by the registrant, the name **will not** appear on the roster if payment method is not indicated. Always choose check or PO (cash is a hassle)

Only systems that use Internet Explorer or Windows XP will be able to access and implement ESCWeb

The most current version of **Adobe Acrobat Reader** is a must to read and maintain your reports and personal information. For *FREE* download go to:

<http://www.adobe.com/products/acrobat/readstep2.html>

LOST CREDIT HOURS OCCUR WHEN –

- Multiple accounts are created – **DO NOT CREATE MULTIPLE ACCOUNTS!** If you forget your password – Call the Co-op
- Changing school districts without changing personal information
- Name variations – whatever name is used to create the account is the name that should be used when attending a workshop
- Forgotten Passwords **cannot** be retrieved. They will have to be changed – **DO NOT CREATE ANOTHER ACCOUNT.** Call the Cooperative to get it changed.

It may take the server from 20 minutes to a couple of hours for a change to take effect. Changes are not always immediate. If after a couple of hours your changes have not appeared please call the Cooperative and ask for assistance.

Official credit hours received through the Cooperative are maintained by the Cooperative.

Credit hours earned **outside** the Co-op can be maintained in the Personal Transcript Record. Documented proof of attendance must be maintained by the attendee (certificate of completion, sign-in sheet, etc). If it cannot be backed up with documentation; **do not** enter it into the system.

NEW to ESCWeb?

Create a new account at:
http://www.escweb.net/ar_esc

Type in your current email address

Select

- No, I am new to this site.

Click on “Continue” (return won’t work here)

Fill in personal information.

Phone number should be continuous. No parenthesis (), or dash (-) in the phone number.

Leave employee number blank.

Under Region select:

“Southeast AR Education Service Center”

Finish providing personal information.

Set your password – type it in both boxes provided to verify

Click “Submit”

You are now ready to browse and/or register for workshops.

ESCWeb

Tips, Tricks, & Hints *for*

Administrators & Teachers

- ❖ Manage your personal account
- ❖ Check your registration history
- ❖ Get your official transcripts
- ❖ Maintain your personal transcripts

Still lost???

Call the Cooperative
(870) 367-6848

and ask for

Christelle Haddox
christelle.haddox@se2.k12.ar.us

Southeast Arkansas Education Service Cooperative
1022 Scogin Drive Monticello AR 71655
(870) 367-6848

Co-op website <http://se.sesc.k12.ar.us>
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