

How do I... register for staff development using an event/session id?

Marion School District events are considered “*Private*” events and require an event# to register. The event# that is provided by your principal or event facilitator is necessary in order to navigate to, and register for MSD events.

1. To quickly navigate to the esc_web site (Shoebox), simply click on the **Technology Tidbits** link located on our district website, then click on the **Shoebox Link** located near the top of the Technology Tidbits web page.



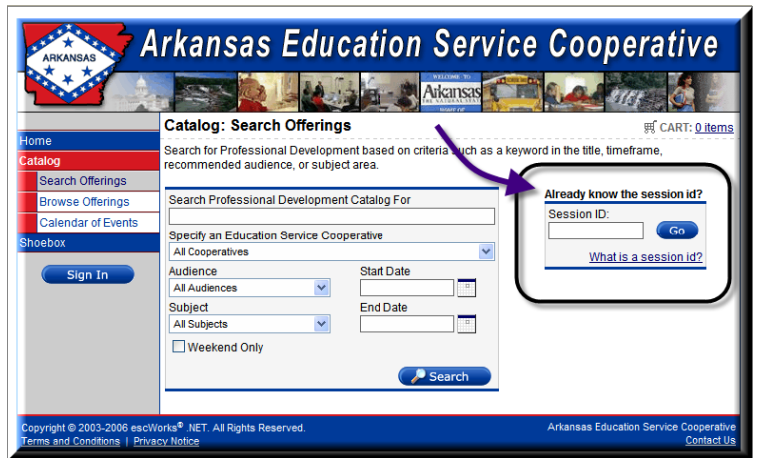
2. **Sign In** on the left side of the esc_web home page.

NOTE: Marion School District events are considered “*Private*” events therefore searching the Shoebox catalog will not reveal any MSD events. The event# that is provided by your principal or event facilitator is necessary in order to navigate to, and register for our events.

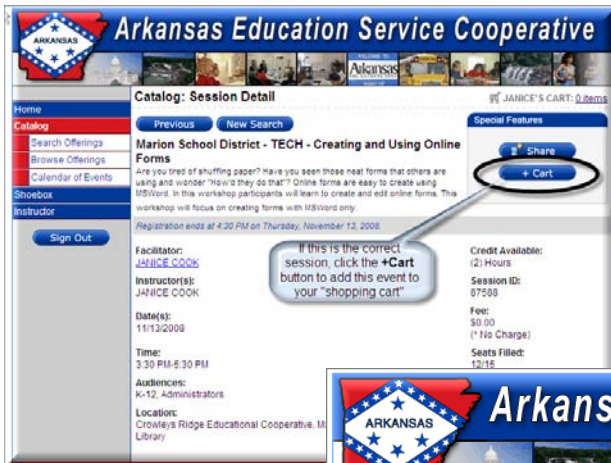
Shoebox Event #'s are now being included on the District Calendar located on your FirstClass Desktop and the district website.



- Once into the esc_works/Shoebox site, go to **Catalog > Search Offerings**. Enter your event#/session ID in the Session ID box and click **Go**.



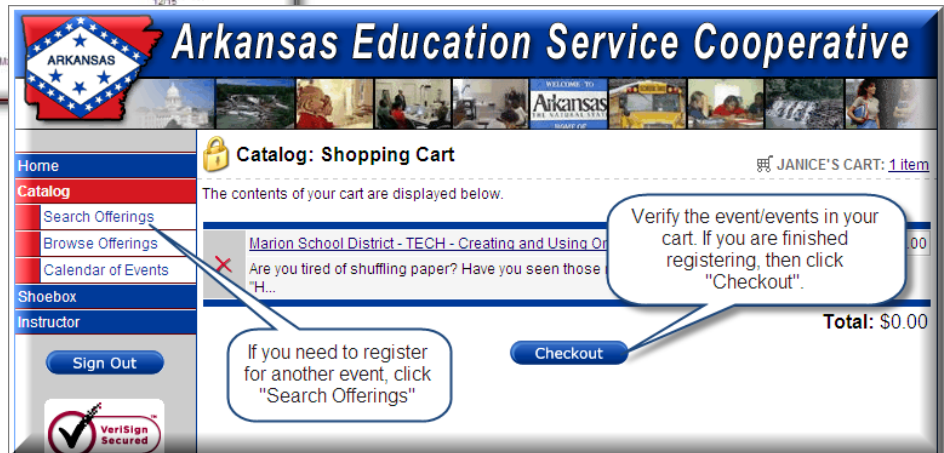
- Check out the event information to make sure it is the correct session. All information concerning an event is included on the session detail page.



- To register for the event, you must click the **+Cart** button.

- The next window will show the contents of your "Cart".

If you are finished registering, click the **Checkout** button. Then see page 3 of these instructions.



If you are not finished registering, click the **Search Offerings** link located on the left of the window. This will take you back to the Catalog: Search Offerings window.

IMPORTANT :

You MUST click **Complete Registration** or you ARE NOT REGISTERED! You will immediately receive an email confirming your registration. If you do not receive the confirmation email, it means you have not completed the registration correctly and are therefore not registered.

The screenshot shows the website header for the Arkansas Education Service Cooperative. The navigation menu includes Home, Catalog, Shoebox, and Instructor. A 'Sign Out' button is visible. A 'VeriSign Secured' logo is present. The main content area is titled 'Catalog: Cart Checkout' and shows a cart with two items. A callout bubble with the text 'You MUST click "Complete Registration"!!!! or you are not registered!' points to the 'Complete Registration' button at the bottom of the page. The 'Cancel Registration' button is also visible.

Another way to verify that you are registered is by checking your **"Registration History"** located in your Shoebox. You may also **unenroll** by clicking the red X beside an event listed in your **"Registration History"**.