

# Setting Up Shoebox Accounts to Record Staff Development

Anyone (teachers, administrators, para-professionals, etc.) wishing to maintain a record of staff development hours may do so via the *Shoebox* accounts provided through the co-op. By simply creating your account and then adding staff development information as it is completed, you will have a log of your staff development hours. This log may then be printed and turned in to principals at the end of the year (much better than making copies of certificates, etc). *It is still necessary to maintain a personal file of certificates, handouts etc. as proof of attendance.*

These instructions for setting up an account have been developed by MHS business instructor Beth Harper and Chris Goodin.

To begin setting up your account go to the internet / District Home Page > click on the Technology Tidbits link > click "Shoebox Link" located near the top center of the page. Follow the steps below.

In the first window click the **Shoebox** link on the left side of the screen.

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escWorks Shoebox Service

Support Services

Around The State

Click Shoebox

Then click the **Sign In** button also on the left side of the screen.

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Your Shoebox is a fully functional record tracking system that enables teachers and administrators to track their professional growth on-line. The Shoebox component is free to users of the escWorks system.

Transcripts

User Account

Registration History

Subscriptions

Sign In

Click Sign In

In the next window provide your email address. Then select **No, I am new to this site** and click **Continue**.

(Note: You will only do this once. In the future you will log in using your e-mail address and password. You will create your password shortly.)

Complete this form.

In the **Region** box, you must choose **Crowley's Ridge Educational Cooperative** before you can choose your school district.

Verify that your email address, name and school district are correct. Then, choose your school in the **Please select your Campus** box.

Make and confirm your password by typing in the password boxes. Passwords must be at least four characters or numbers. Please record your password so that you will not forget it.

Click **Finish**.

Your account set up is complete. An email verifying your account will be sent to the e-mail address you provided.

Click on the **Click Here** link.

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**Shoebox: User Account - Sign Up** CART: 0 Items

**Congratulations!**

You have successfully created a new user account! An email has been sent to the email address provided. It contains a copy of your password. Make sure to keep it in a safe place. You can then reference that email if you forget your password.

To proceed to the page you were previously attempting to view [Click Here](#) ← **Click Here**

Sign In

Secure Site

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Click **Sign Out** to end your session.

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**Shoebox** CHRIS' CART: 0 Items

Your **Shoebox** is a fully functional record tracking system that enables teachers and administrators to track their professional growth on-line. The Shoebox component is free to users of the **escWorks** system.

**Transcripts**  
The Shoebox transcripts allow you to track the amount of credit you have received from professional development events. All of this data is aggregated into a printable format that can be used as proof of credit.

**User Account**  
Your user account information is stored in this section of your Shoebox. It can only be accessed via a secure connection, and all of the data is protected by industry standard security features.

**Registration History**  
The registration history allows you to view and modify upcoming events that you have registered for.

**Subscriptions**  
Subscriptions allow you to keep up-to-date with the latest professional development offerings based on your preferences.

Let Shoebox free you from the hassles of paper-based record keeping.

**Sign Out**

Sign Out

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You can now return to our district home page > Technology Tidbits and sign in, using your e-mail address and password, to register for staff development and/or track your staff development credit.