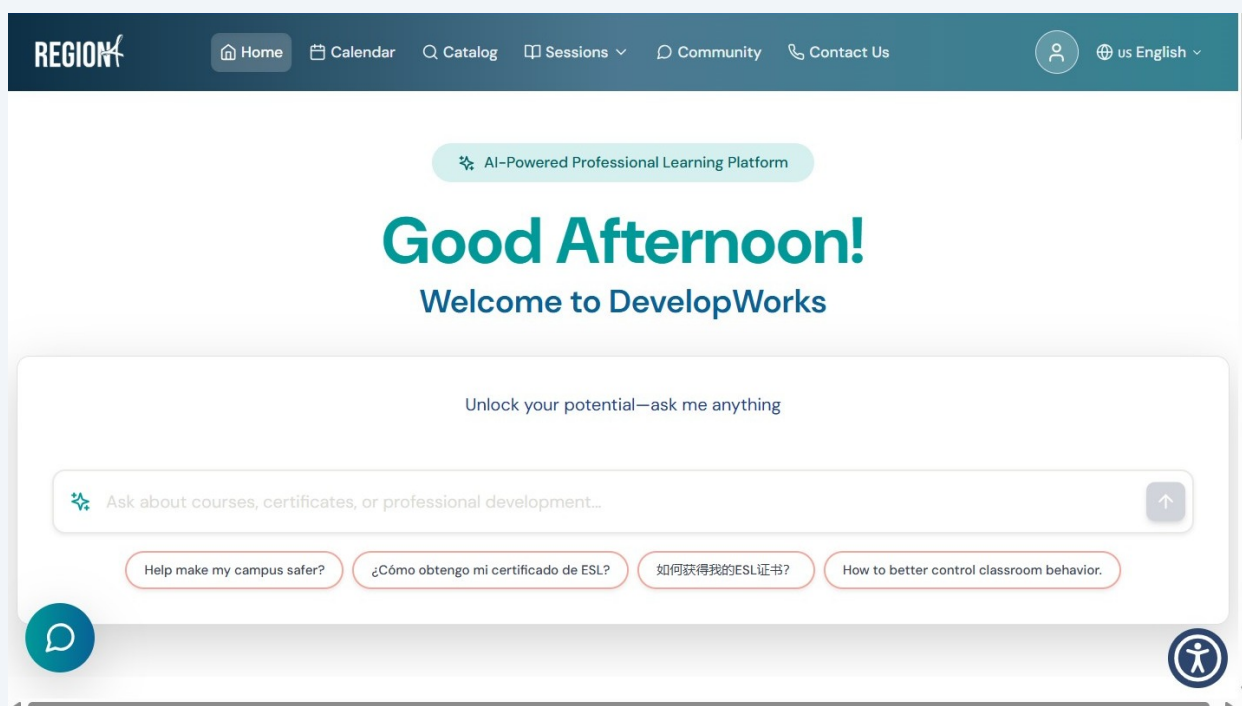


escDevelopWorks™ Participant: User Profile and Registration History

This guide explains how to view your upcoming, past, online, Canvas, and waitlist sessions.

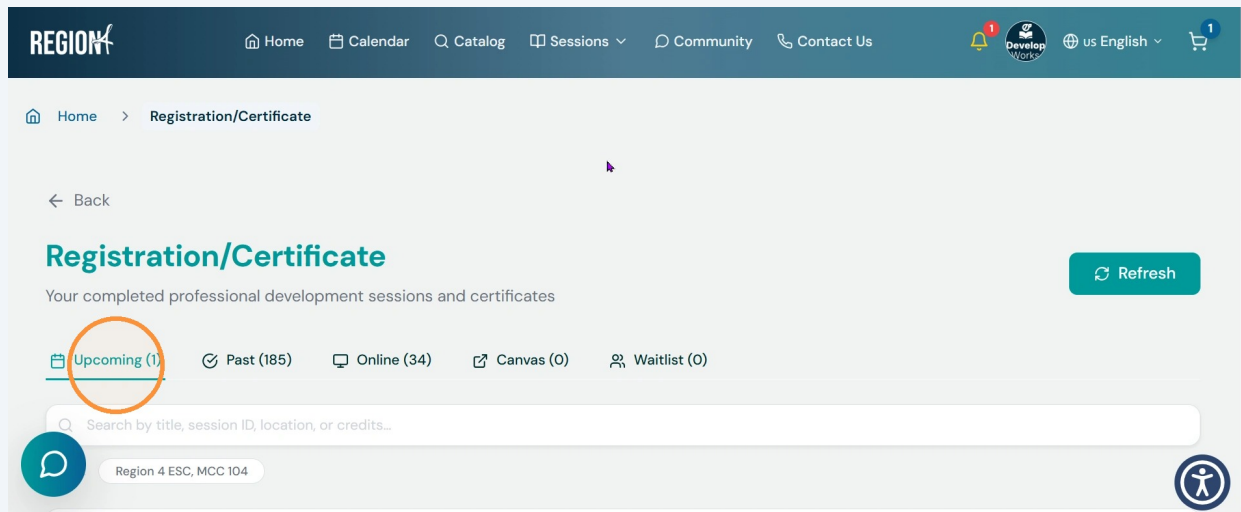
1

Navigate to the escDevelopWorks™ Participant Site. If you already have an existing escWorks® account, click Create New Account to sign in with your escWorks® email address and create a password to verify the account. Note: You do not have to sign in to view certain features of the site, such as the calendar, catalog, and AI-powered search.



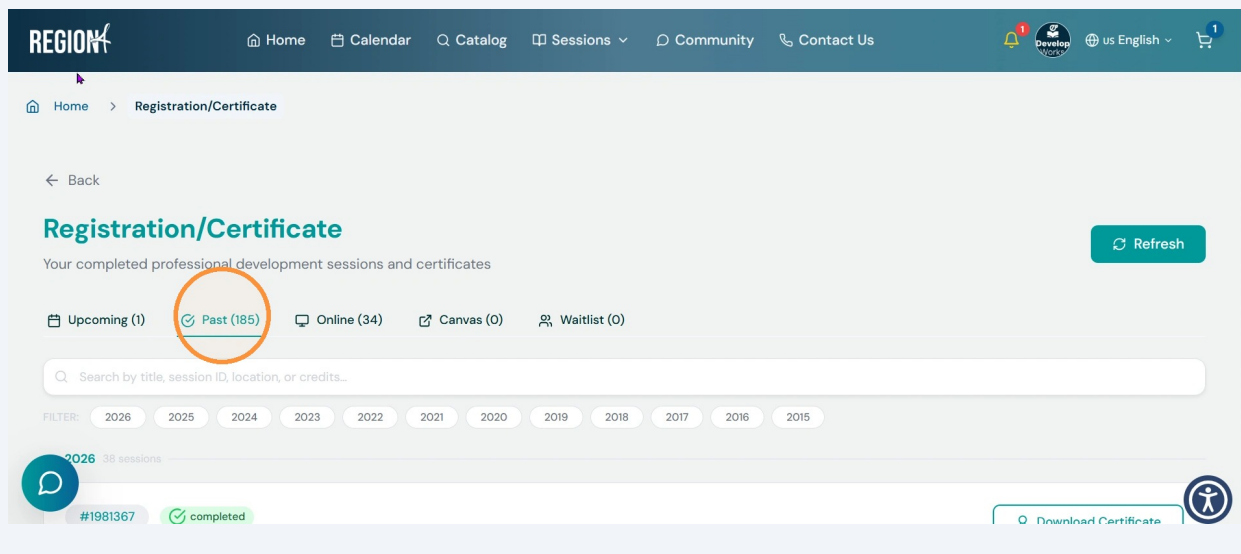
2

Click the user-profile icon and select **Registration/Certificate** from the drop-down menu. Then click **Upcoming** to view your upcoming sessions.



3

From the Registration/Certificate page, click **Past** to view sessions completed in the past. To filter the list by year, click the year displayed below the search bar.



4

From the Registration/Certificate page, click **Online** to view online session certificates or current online sessions that are in progress by the user.

The screenshot shows the 'Registration/Certificate' page. At the top, there is a 'Back' button and a 'Refresh' button. Below the title, it says 'Your completed professional development sessions and certificates'. There are four tabs: 'Upcoming (1)', 'Past (176)', 'Online (34)', and 'Canvas (0)'. The 'Online (34)' tab is circled in orange. Below the tabs is a search bar and a filter section with options: 'In Progress', 'Awaiting Evaluation', 'Completed', and 'Expired'. Under the 'In Progress' filter, there is a session card for '#1810679' with the title 'The Service of Champions: Follow-Through and Actions'. The session date is 'Wednesday, January 17, 2024' from '12:00 PM - 1:00 PM'. The credits are 'Not specified'. At the bottom of the card is a 'Launch Course' button. A user profile icon is visible in the bottom right corner.

5

From the Registration/Certificate page, click **Canvas** to view your online Canvas sessions. Click **Open in Canvas** to begin session.

The screenshot shows the 'Registration/Certificate' page. At the top, there is a 'Back' button and a 'Refresh' button. Below the title, it says 'Your completed professional development sessions and certificates'. There are four tabs: 'Upcoming (4)', 'Past (73)', 'Online (37)', and 'Canvas (5)'. The 'Canvas (5)' tab is circled in orange. Below the tabs is a search bar and a filter section with options: 'Not Started', 'In Progress', and 'Expired'. Under the 'Not Started' filter, there is a session card for '#1955570' with the title 'Dyslexia Intervention Fundamentals with Reading by Design (Virtual)'. The session is a copy of session #1936049. The session date is '7:49 PM'. The location is 'Virtual'. The credits are 'Not specified'. At the bottom of the card is an 'Open in Canvas' button.

6

From the Registration/Certificate page, click **Waitlist** to view the sessions that you are on the waitlist for.

The screenshot shows the REGION4 website interface. The top navigation bar includes links for Home, Calendar, Catalog, Sessions, Community, and Contact Us. The main content area is titled "Registration/Certificate" and displays "Your completed professional development sessions and certificates". Below this, there are tabs for "Upcoming (0)", "Past (156)", "Online (34)", "Canvas (0)", and "Waitlist (1)". The "Waitlist (1)" tab is highlighted with an orange circle. A search bar is present below the tabs, and a filter dropdown is set to "Pending". At the bottom, a session entry is visible with the ID "#1955363" and a "Pending" status.