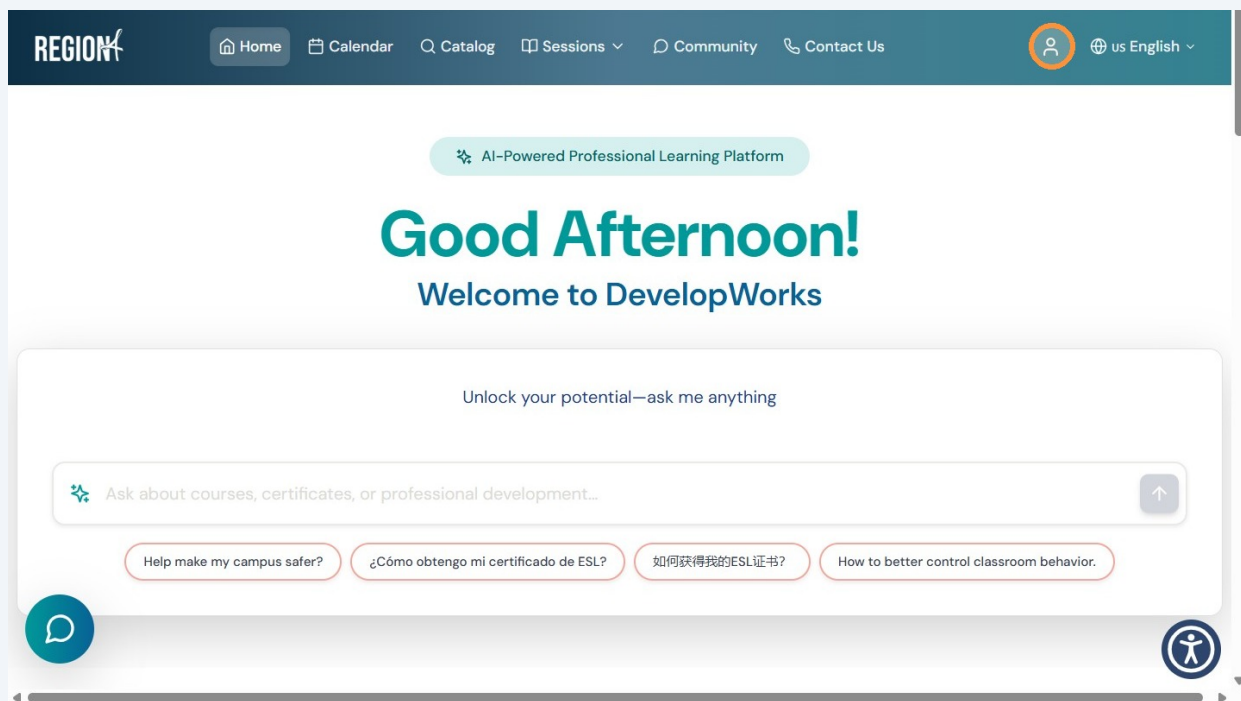


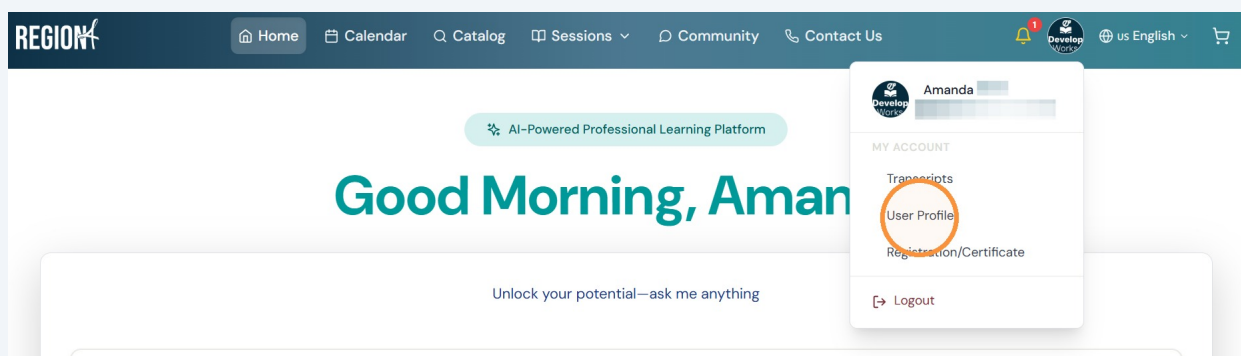
escDevelopWorks™ Participant: User Profile

This guide shows how to set up and customize your user profile, including professional and contact info, your photo, and any special accommodations. It also explains how to enable personalized session recommendations, manage shipping and professional addresses, and view achievements.

- 1 Navigate to the escDevelopWorks™ Participant Site and click on **User Profile** icon and sign in to the new platform.



- 2 Click on the the user-profile icon at the top right-hand corner of the page and select on **User Profile** from the drop-down menu.



3

Click **Personal** to upload a photo and enter the required information. Then click **Save Changes**.

The screenshot shows the 'Your Profile' page with the 'Personal' tab selected. The 'Profile Picture' section has a camera icon and text: 'Upload your photo. Click the camera icon to upload a new profile picture. JPG, PNG or GIF. Max size 5MB.' The 'Personal Information' section contains four input fields: 'First Name *' (filled with 'Amanda'), 'Last Name *', 'Middle Name', and 'Username'. At the bottom left is a 'Change Password' button, and at the bottom right is a 'Save Changes' button. The 'Personal' tab in the navigation bar is circled in orange.

4

Click **Professional** to update your professional information. Then click **Save Changes**. The page also displays user-specific roles and profile status.

The screenshot shows the 'Your Profile' page with the 'Professional' tab selected. The 'Professional Information' section includes three dropdown menus: 'Region' (Region 4 ESC), 'District' (Region 4 ESC), and 'Campus' (ESC Staff). Below these is a 'Position' field filled with 'Technical Business Analyst'. The 'Roles & Status' section shows 'Roles' with 'Administrator' selected. The 'Status' section shows 'Active' with a green indicator. At the bottom right is a 'Save Changes' button. The 'Professional' tab in the navigation bar is circled in orange.

5

Click **Contact** to enter or edit your contact information. New feature - enter your shipping address if it is different from your professional address. Scroll to the bottom of the page and click **Save Changes**.

Personal Professional **Contact** Preferences Achievements

Contact Information

Secondary Email Work Phone

Home Phone

Admin Access
[Admin Management Suite](#)

Shipping Address

Street Address

City State

ZIP Code

Professional Address

Street Address

Save Changes

6

Click **Preferences**. Then use the toggle button to enable or disable the personalized AI-recommended sessions on the home page. Select any special needs from the drop-down menu and enter comments in the box below. Then click **Save Changes**.

Personal Professional Contact **Preferences** Achievements

Preferences

Enable Recommendations
 Show personalized session recommendations on your dashboard ☒

Special Needs

Special Needs
 Select a special need... **Add**

Special Needs Comments
 Enter any special needs or accommodations...

Save Changes

DevelopWorks
 Your trusted platform for professional learning.

Platform
 Browse Events
 Certificates

Resources
 Help Center
 Community

Company
 About Us
 Contact

7

Click **Achievements**. In the **Community Forum Display** section, select up to three earned badges to display under your avatar in the Community Forum, then click **Save**. Scroll down to view completed achievement pathways in the **Unlocked Achievements** section and progress toward additional achievements in the **In Progress** section.

Your Profile

Manage your account information and preferences

Personal

Professional

Contact

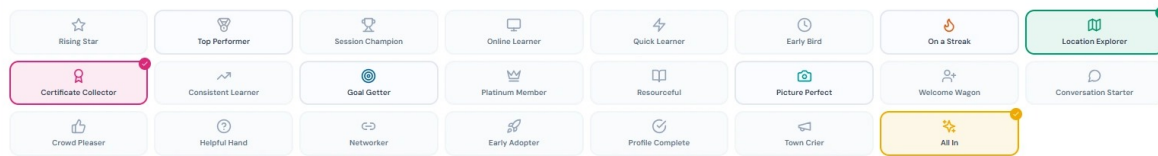
Preferences

Achievements

Community Forum Display

Choose up to 3 earned badges to show under your avatar in the forum. 7 earned

Save



Unlocked Achievements

6 of 18



8

Scroll down to view earned activity badges in the **Community Challenges** section. These badges are earned through participation in the Community Forum, such as posting, reacting, and connecting with other members. The **Unlocked Achievements** section displays completed achievement pathways, while the **In Progress** section displays achievement pathways that have not yet been completed.

Community Challenges NEW

1 / 9 earned

Earn these badges through activity in the community forum — posting, reacting, and connecting with other members.

Welcome Wagon SPECIAL

Post your first message in the community forum

Conversation Starter SPECIAL

Have a post receive 5+ reactions from other members

Crowd Pleaser GOLD

Have a post receive 10+ reactions from other members

Helpful Hand SPECIAL

Reply to 5+ different forum posts

Networker SPECIAL

Engage with 5+ different community members

Early Adopter GOLD

Be one of the first to join the community forum

Profile Complete SPECIAL

Fill out all of your profile fields
Go to Personal Tab →

Town Crier GOLD

Post 10+ community announcements

All In PLATINUM

Earn every other badge in the collection

In Progress

12 remaining

Online Learner SPECIAL

Complete 5 online sessions in 2026
Progress 1/5 sessions

Conference Hero GOLD

Attend 3 conferences in 2026
Progress 0/3 conferences

Well Rounded SILVER

Try 4 different session types in 2026
Progress 3/4 types

Early Bird SPECIAL

Register for 5+ sessions 2+ weeks in advance

Full Calendar SILVER

Have 5+ upcoming registrations

Year Round PLATINUM

Attend sessions in all 4 quarters

Made with Scribe - <https://scribehow.com>

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