

escDevelopWorks™ Participant: Create Account and Sign In

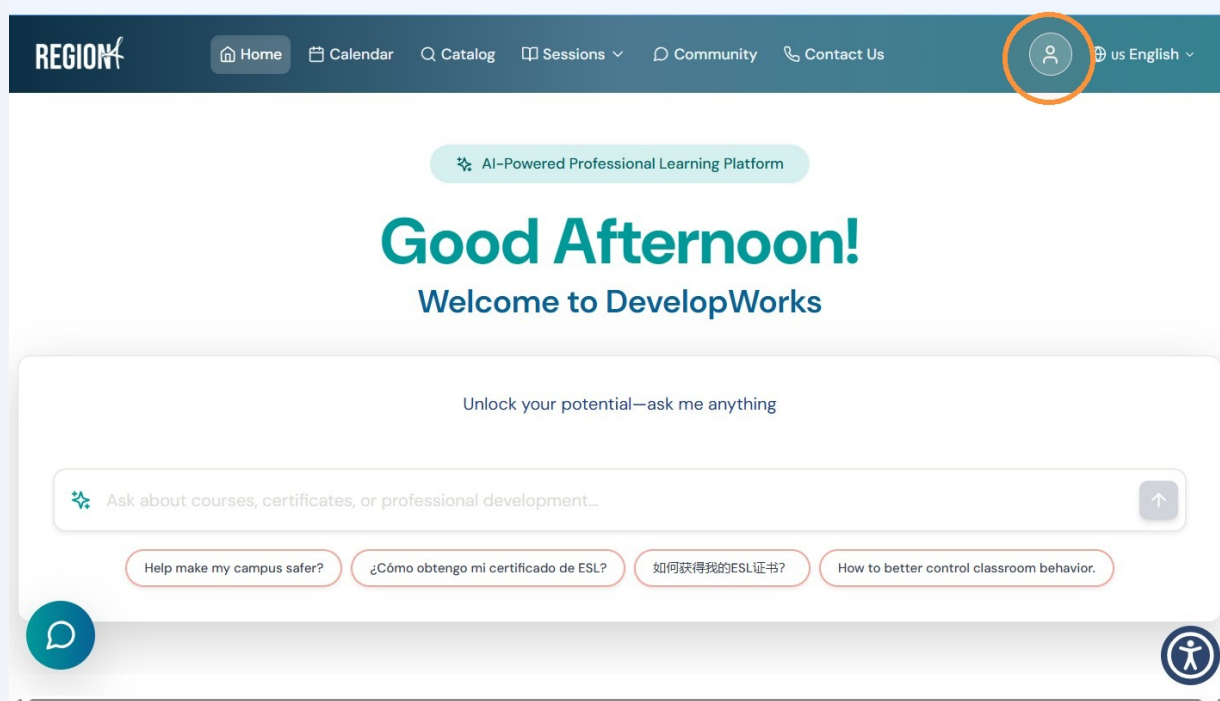
This guide explains how to sign in, including options for new and existing users. Follow it to verify your email and set up or link your escWorks® account so you can access personalized features.

1

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



PLEASE NOTE: If you already have an existing escWorks account, use "Create New Account" button to sign in. Use your current escWorks email address and create a new password.

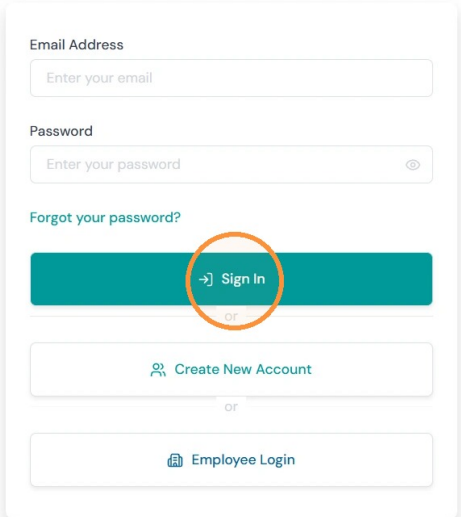


2

If you have already created and verified your escDevelopWorks™ account, enter the email address and password. Then click **Sign In**.

If you have an existing escWorks® account, click **Create New Account** and use your current escWorks® email address. This links your account so you can access your information, including past certificates.

If you do not have an account, click **Create New Account** and complete the required registration information.



Sign in to access your dashboard

Email Address

Enter your email

Password

Enter your password

Forgot your password?

[→ Sign In](#)

or

[Create New Account](#)

or

[Employee Login](#)

By signing in, you agree to our Terms of Service and Privacy Policy

3

Enter your first name, last name, email address, region, district, and campus.

Create Your Account

Join Region 4 for professional development

First Name

Enter your first name

Last Name

Enter your last name

Email Address

Enter your email

Organization details

Please select your organization, district, and campus. All three fields are required.

Organization / Region

Select an organization

District

Select a district

Campus

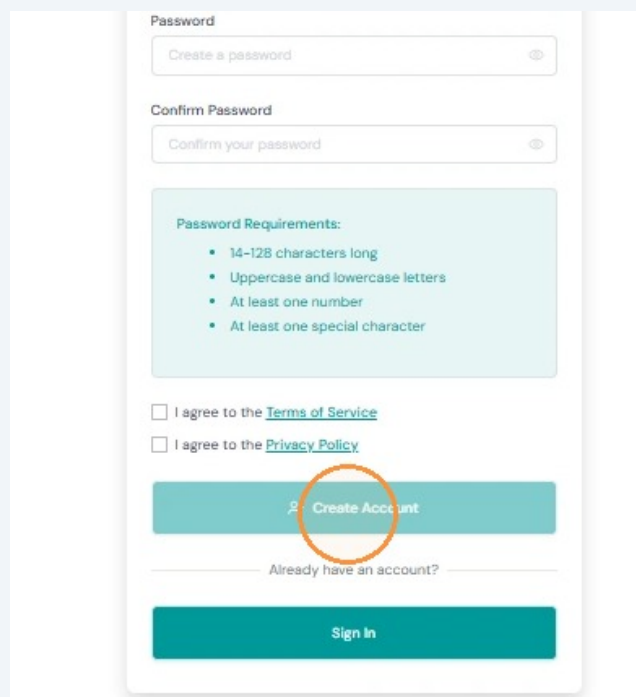
Select a campus

4 Create a password that meets all of the following requirements:

- 14–128 characters long
- Uppercase and lowercase letters
- At least one number
- At least one special character

Enter the same password in **Confirm Password**. Tip: Click the eye icon to view your password. After the account is created, the page will refresh to the home page.

Check the boxes to agree to the **Terms of Service** and **Privacy Policy**, then click **Create Account**.



The image shows a registration form with the following elements:

- Password** field: Labeled "Create a password" with an eye icon.
- Confirm Password** field: Labeled "Confirm your password" with an eye icon.
- Password Requirements** box: A light blue box containing a list of requirements:
 - 14–128 characters long
 - Uppercase and lowercase letters
 - At least one number
 - At least one special character
- Agreements**: Two checkboxes with links:
 - ☐ I agree to the [Terms of Service](#)
 - ☐ I agree to the [Privacy Policy](#)
- Create Account** button: A teal button with a white user icon and the text "Create Account". This button is circled in orange.
- Already have an account?** text: A link to the login page.
- Sign In** button: A teal button.

5

A confirmation message will appear stating that the account has been created successfully, and you will be taken to the Verify Your Email page automatically. Keep this page open and it will refresh automatically to Verify Your Email.



Welcome to Region 4!

Your account has been created
successfully.

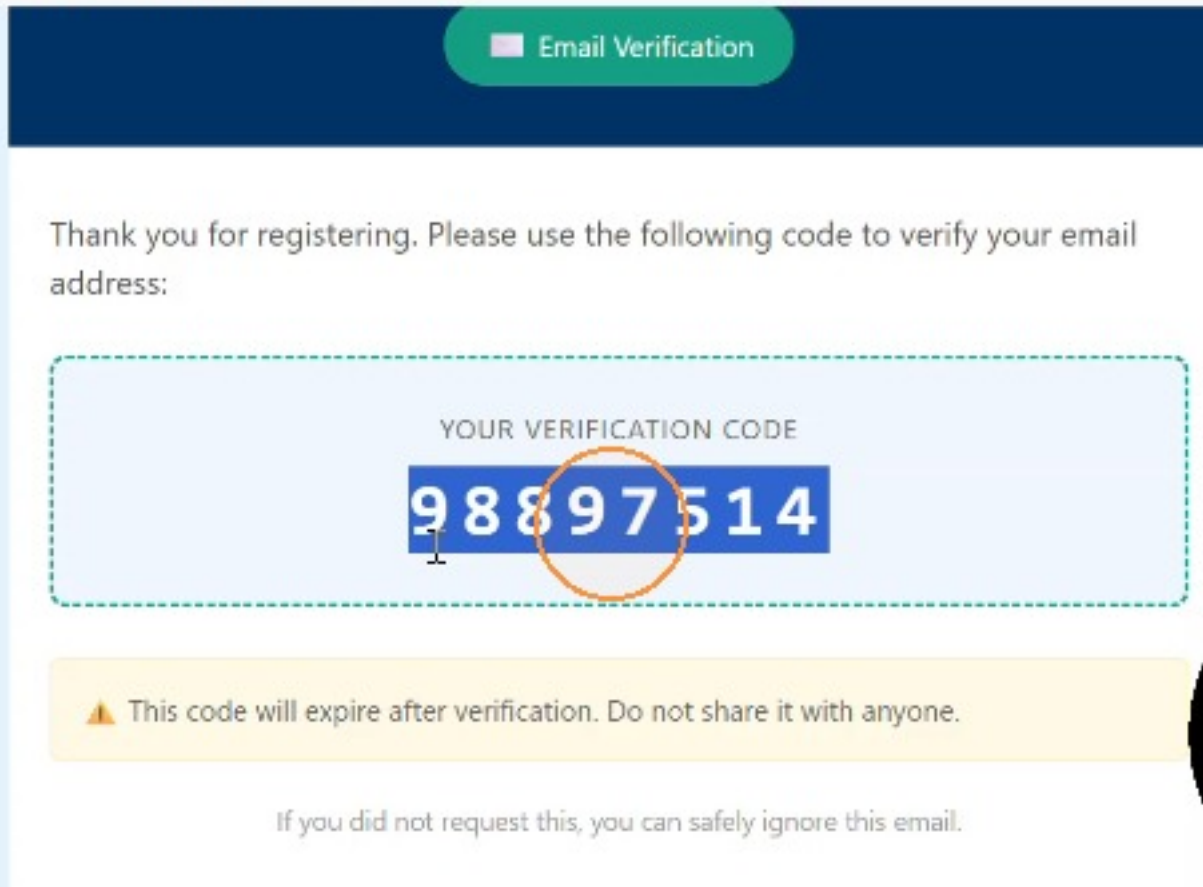


Redirecting to email verification...

6

Go to your email inbox. Check your email for a message titled Email Verification Code from Region 4 Education Service Center. If you don't see it within a few minutes, check your spam or junk folder. **Copy** the code from the email.

Email Verification Code



7

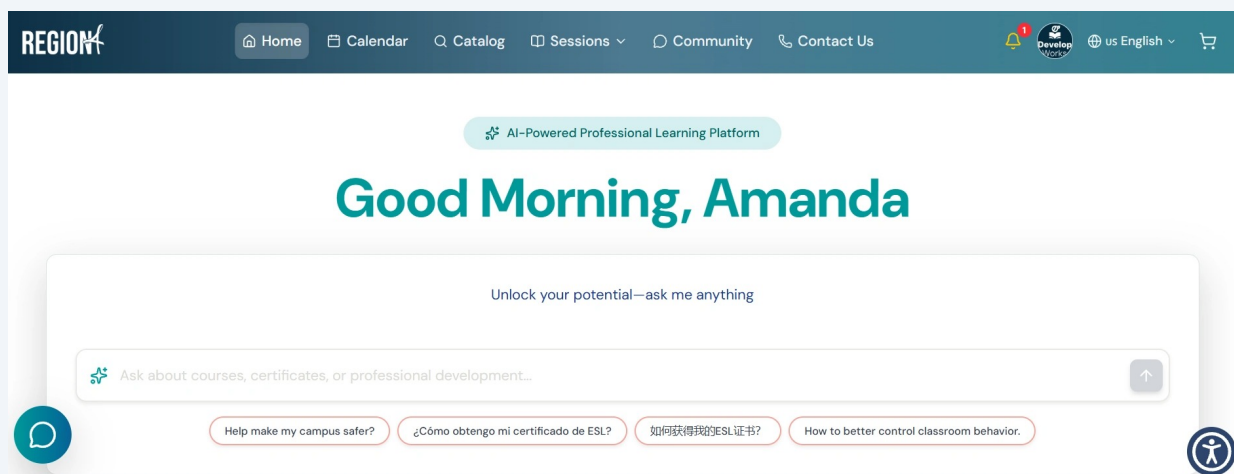
Go back to the Verify Your Email page. Enter or paste the code from the email in the Verification Code field, then click **Verify Email**. If you did not receive a code, click **Resend verification code**. Always use the most recent code you received.

8

After your email is verified, a confirmation message appears. Enter your email address and password, then click **Sign In**.

9

You are now signed in. The page will automatically refresh and bring you back to the home page with a greeting and your name.



10

Troubleshooting Tips:

I see "Email Not Verified" when I sign in.

Your account was created, but your email hasn't been verified yet. Click **Send verification code**, enter the new code from your email, and click **Verify Email**.

I see "Invalid verification code."

Make sure you're using the most recent code. Once a new code is sent, earlier codes no longer work.

I see "User with this email already exists."

You already have an account. Return to the sign-in screen and sign in, or click **Forgot your password?** to reset it.

My password isn't accepted.

Make sure it meets all four requirements and that both password fields match.