

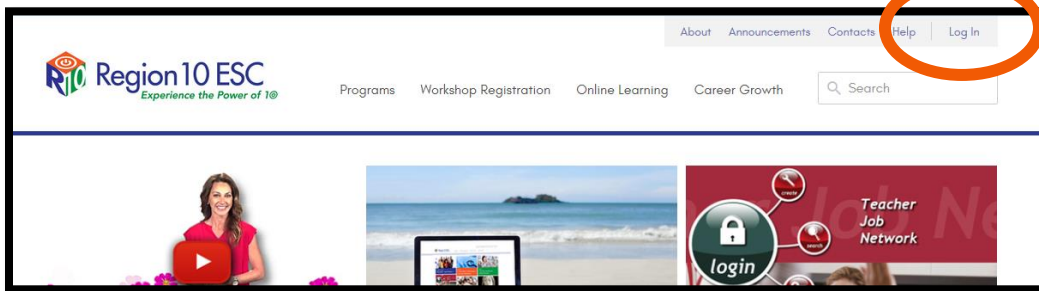


Compliance Training Bundle Access Instructions

Help Desk

If you have any trouble with the logging in to our system OR creating an account after following the directions below, please contact the Help Desk during business hours: 972.348.1234

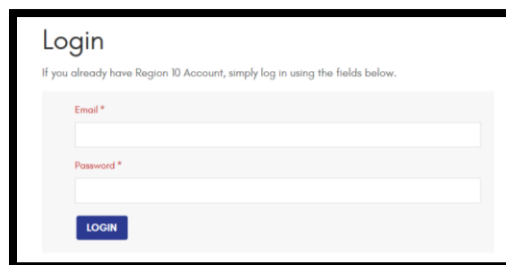
1. Please go to www.region10.org and click the Log In link in the upper right hand corner.



If you are new and do not have a Region 10 ESC Account, please proceed to step 5.

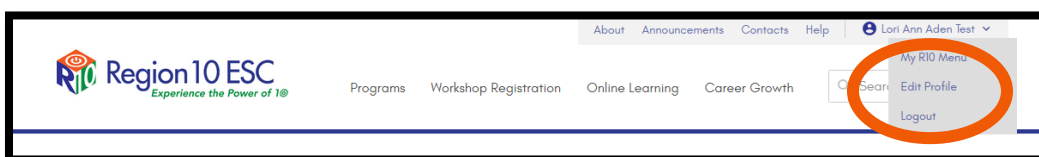
Existing Account

2. If you have an **existing** Region 10 ESC account, login with your email and password.



3. After logging in, please verify that you have the correct district and campus in your Profile. This will ensure that you are able to access the compliance courses if your district has purchased the Compliance Training Bundle.

Click the arrow on your name and choose Edit Profile.



*Note – if you have to change any part of your profile, you will be required to enter a password in again. You can enter the same password that you are currently using.

Registration form fields:

- Password must be at least 8 characters long.
- Password
- Confirm Password
- Confirm Password
- NOTE: If you have problems accessing the district or campus dropdown information in Internet Explorer, please try using a different browser and/or contact our helpdesk at 972-348-1254. Thank you.
- What is your educational affiliation?
 Texas Public Education Private School (Listed in the TEA Directory) Other
- Region
10
- District
A+ ACADEMY
- Campus
A+ ACADEMY
- Role
Teacher
- Security Information for Password Recovery
- Security Question #1
 What was your childhood nickname?
 What is the middle name of your oldest child?

4. Proceed to Step # 8

New Account

5. If you do NOT have a Region 10 ESC account, please click the “Create an account here” link in the middle of the screen.

Registration page content:

- In order to register for trainings you must have a Region 10 account.
- The following link is only for those who do not have a Region 10 account.
- Need a Region 10 Account?**
[Create an account here.](#)
- Forget Password?
If you've forgotten your password, you can easily reset your password with us. To protect your security, we'll never send your password in plain text to you. We will email you a link to bring you straight back into your account so you can reset it yourself.
- Email

6. Fill out the new account form with your information. Be sure to enter all information requested, especially the district and campus. This will determine your access into the courses. (The email address DOES NOT need to be a district email address.)

HOME / ACCOUNT / LOGIN

Create Account

Please complete ALL of the fields below. Our two-step validation process not only enhances the security of your information, but also allows you to self-manage your account information and password.

- Your new password must be at least 8 characters long.
- Only use letters in the 'First Name' and 'Last Name' fields (NO special characters).
- Use your current district and campus information; access to many of our resources and discounts is dependent upon your district.

Upon completion of ALL the fields below, you will be sent a validation email. Your account will not be fully functional until the validation email is processed by you. *(If you do not receive this email, please check your junk/spam folder).*

Account Information (*Required)

Contact Information

Do NOT use special characters in First Name or Last Name fields.

First Name

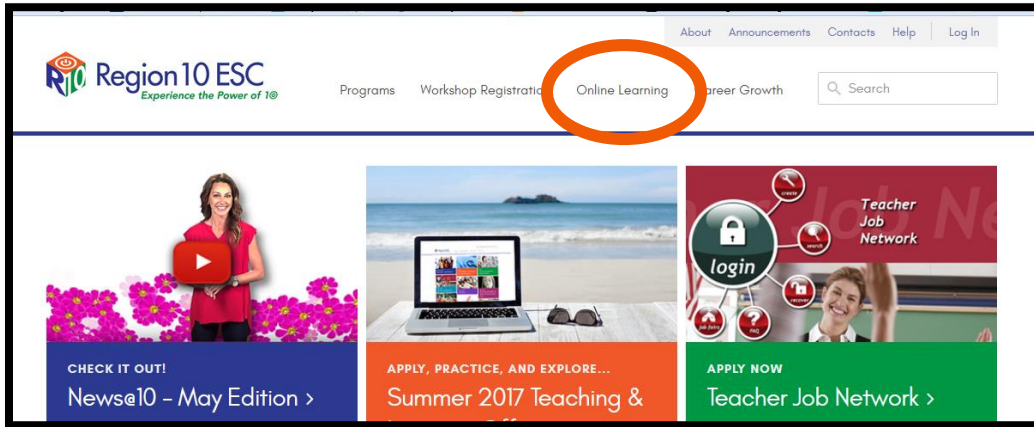
Last Name

7. Upon completion of all the fields in the account form, you will be sent a validation email. Your account will NOT be functional until the validation email is processed by you. (If you do not receive this email within five (5) minutes, please check your junk/spam folder.)

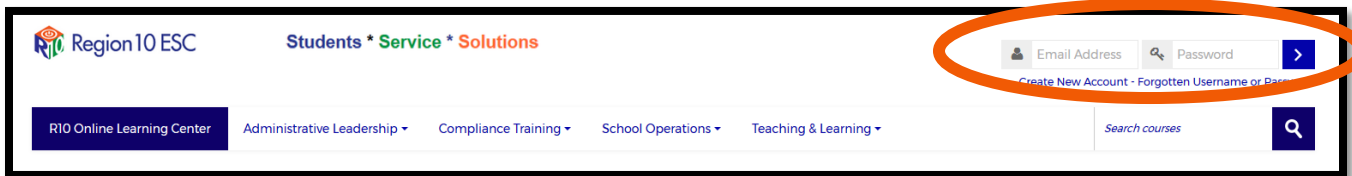


Access the Compliance Training Bundle

8. Go to the Region 10 ESC home page. Click the **Online Learning** link located in the menu bar.

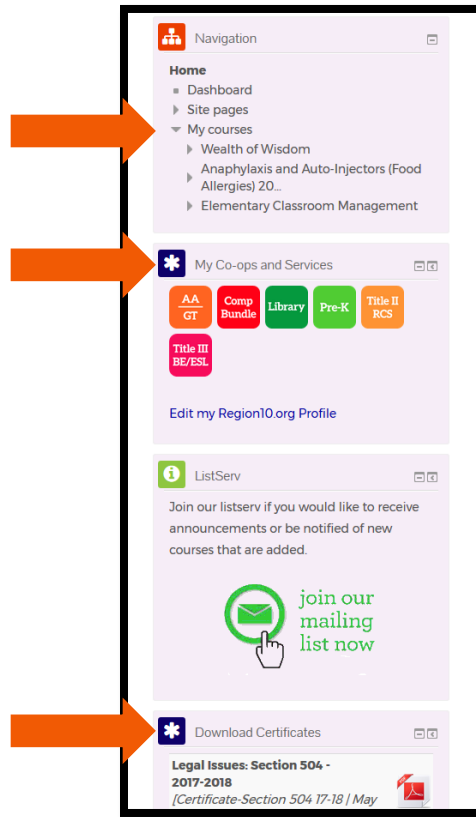


9. Login to the Online Learning Center with your Region 10 account information in the upper right hand corner of the screen.

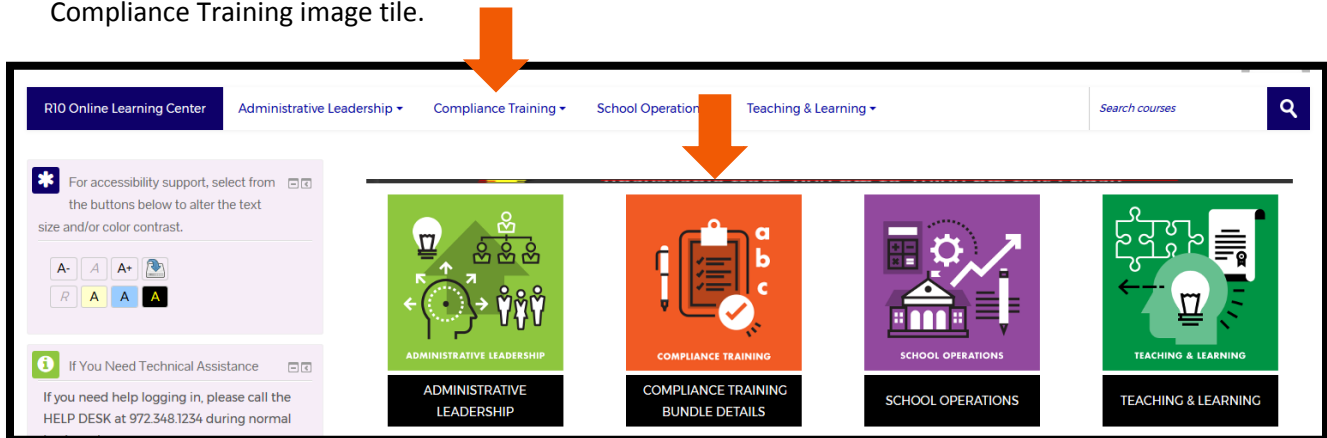


10. Please note a few new features that we have in our Online Learning Center this year:
 - a. Navigation Block contains "My Courses". This is an easy way to navigate to all online courses you are currently enrolled in.
 - b. My Co-ops and Services. This will show the co-ops and services that your district is a member of through Region 10 ESC. The Legend is located at the very bottom of the Online Learning Center home page. If a course is open for free to certain co-ops, you will see that specific icon listed in the course description.
 - c. Download Certificates. This block will hold a link to all certificates that you have earned in the Online Learning Center. We recommend that you download these certificates to your computer or local drive.

See image on next page...



11. To access the Compliance Training Bundle, click the Compliance Training link in the menu bar OR click the orange Compliance Training image tile.



12. Choose “Courses” to see the entire list of compliance courses available to you. Please note: 2016-2017 courses are available through May 31, 2017. The 2017-2018 courses go “live” June 1, 2017.

Your district coordinator will inform you of the courses you specifically need to take.

See last year’s list on the next page for an example of the course listing page.

