

Region 10 Education Service Center
Special Education Professional Development
*On-line Searching & Registering for Special Ed. Sessions –
Easy as 1-2-3*

Note: *You must have an account and password to register for events!*

- *If you are having difficulty setting up an account and password, please call the helpdesk at 972-348-1158 for assistance.*
- *If you are having difficulty registering for a special education event, please call Linda Alsbrooks at 972-348-1578.*

Easy Step #1. The Search

1. Go to the Region 10 ESC Home Page at www.ednet10.net.
2. On the Home Page, click on **Special Populations**, <http://www2.ednet10.net/specialpopulations/>.
3. Next, click on **Special Education**. This is the Special Ed. Home page where you can find information about the staff and programs as well as Professional Development.
4. Click on **Professional Development** and a search screen appears.
5. To find events in a Special Education strand, click on the appropriate **Content Classification** area, scroll down and click on **Find Events**. This is an ideal way to search because it provides you with a page to print out, copy and pass to your staff and parents as appropriate.
6. **Alternate ways to search include:** by the **Date, Title or Description, Presenter or Contact or Location**. When searching with these categories, apply the “more is less” concept. For example, it is not necessary to type in the entire workshop title. Engineering the Classroom: Technology Pre-Recs for Early Literacy can simply be entered as Engineering.

7. If you're looking for workshops on a particular subject or for a particular audience, click on that **subject area** or the **audience**. Do not choose both. Again less is more.
8. To review the event details, click on the **title of the event**. You may now proceed to registration.

Easy Step #2. The Registration

YOU MUST BE LOGGED IN TO REGISTER!

1. Once you find the event you're looking for, click on its title. Additional details will appear. At this point, scroll down till Register Now appears.
2. Click on **Register Now**.
3. Your personal information and the event data should appear.
4. Complete all information requested. The system will not let you proceed unless all required information has been entered. Note: Please enter your phone numbers and e-mail address accurately. This is how information about the event is communicated to you.
5. Click on **Continue** Button.
6. Review event information and click on **Submit Registration Request**.

Easy Step #3. The Confirmation

Congratulations! You have successfully searched and registered for a Special Education event. You should receive confirmation via e-mail. Please note that if the event is full, you will receive a notice!