

## Registration Services Phone Call Categories for Automation

Thank you for calling Region IV Education Service Center. Due to the volume of calls, we are no longer able to accept telephone registration. You may register online, by fax, or by mail. Please listen carefully to the following menu options. If at any time you wish to repeat the options press the \* key. To end your call, simply hang up.

- 1) For information concerning online registration services, press 1.

### *Information to caller*

You may register online if you are registering for a no fee workshop or paying by credit card. To register online visit [www.esc4.net](http://www.esc4.net) (note the 4 is numeric). Again, the web site is [www.esc4.net](http://www.esc4.net). From the homepage select e-catalog. You may also print a blank registration form from this site. To register with purchase order or check payment please mail or fax in your registration form. Further information can be found on the registration form. To repeat these instructions, press 9. To repeat the main menu of options, press the \* key. To end your call simply hang up.

- 2) If you would like a faxed registration form, press “2”.

- 3) For verbal directions to the service center **including our mailing address**, press “3”.

### *Information to caller*

The Region IV Education Service Center is located off of Highway 290 at 7145 West Tidwell.

**The zip code is 77092.**

From Interstate Loop 610, take 290 West toward Austin.

From Highway 290, exit at West Tidwell **and** Hollister. At the second intersection, turn right on West Tidwell. Take West Tidwell for approximately 3 quarters of a mile. The service Center is located on the right hand side, 7145 West Tidwell.

From Beltway 8, take Highway 290 East toward Downtown Houston. From Highway 290, exit at West Tidwell **and** Hollister. At the first intersection, turn left on West Tidwell for approximately 3 quarters of a mile. The service Center is located on the right hand side, 7145 West Tidwell.

Our mailing address is:

Region IV Education Service Center

7145 West Tidwell Road

Houston, Texas 77092-2096

To repeat these instructions, press 9. To repeat the main menu of options, press the \* key. To end your call simply hang up.

- 4) For faxed directions to the service center, press “4”.

- 5) For a faxed payment receipt of your registration, press “5”.

### *Instructions to caller*

Send an e-mail request to [register@esc4.net](mailto:register@esc4.net), include your name, workshop title or event number, date of workshop and your fax number.

To repeat these instructions, press 9. To repeat the main menu of options, press the \* key. To end your call simply hang up.

- 6) If you need assistance with your user name and/or password, press “6”.

### *Instructions to caller*

Send an email request to [register@esc4.net](mailto:register@esc4.net). To receive a return e-mail with information, please include your name and social security number in your request.

To repeat these instructions, press 9. To repeat the main menu of options, press the \* key. To end your call simply hang up.

- 7) For online registration problems other than username and password, press “7”.

### *Instructions to caller*

Send an email request to [register@esc4.net](mailto:register@esc4.net) with a description of the problem. While the problem is being checked registration can be expedited by faxing the registration form and applicable payment information to 713-744-2723

To repeat these instructions, press 9. To repeat the main menu of options, press the \* key. To end your call simply hang up.

- 8) For questions about the specific content of a particular workshop or event, press “8”.

### *Instructions to caller*

For specific content details about a workshop, please call the Region IV ESC contact person for that event. If you do not have the phone number of the contact person, please call the main switchboard at 713-462-7708.

To repeat these instructions, press 9. To repeat the main menu of options, press the \* key. To end your call simply hang up.

- 9) To check space availability in a workshop or confirm your registration, press “9” to leave a message for a registration services representative.

### *Instructions to caller*

Please leave a detailed message at the tone including your name and phone number and someone will return your call as soon as possible. Thank you for calling.