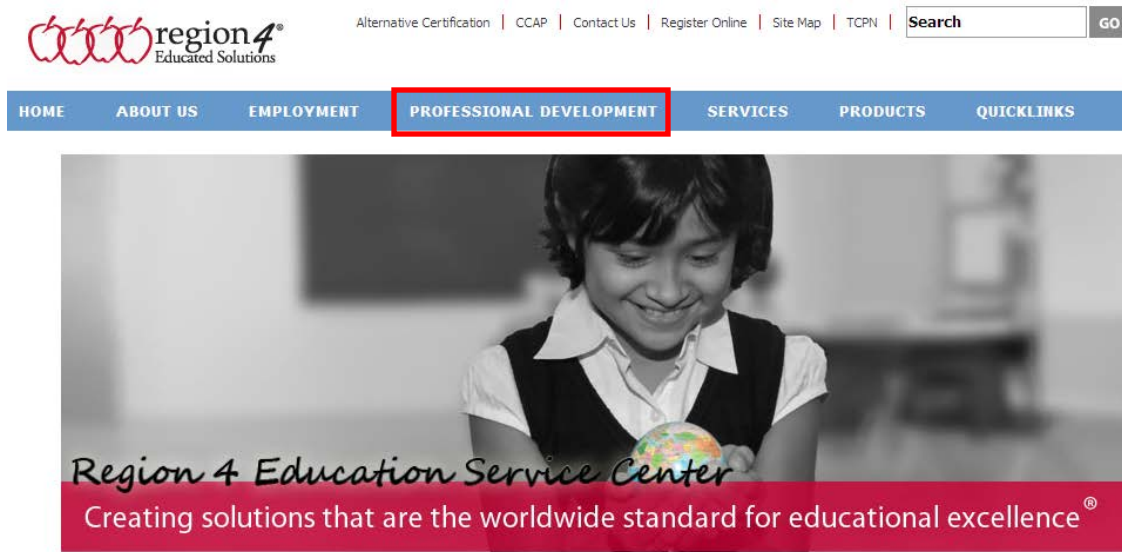


Creating an Account

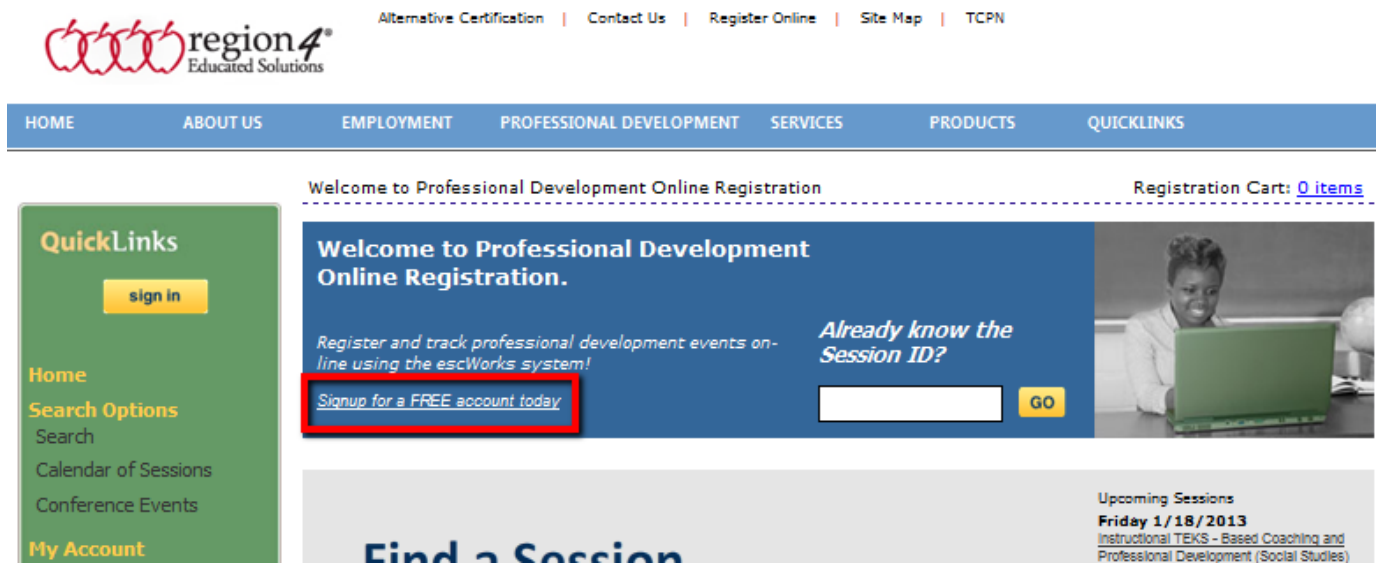
In order to register for a Region 4 event, you must create a user account.

You can easily set up a user account and begin using My Account to track all of your Professional Development activities. The user account information is stored in the My Account\User Account section of the Professional Development website. It can only be accessed via a secure connection and all of the data is protected by industry standard security features.

To create a new account, go to the Region 4 website at <http://www.esc4.net> and click on the Professional Development link.



From the Professional Development page, select the link that says: *Signup for a FREE account today.*



Creating a New Account

Clicking on the Sign-up Link will open the User Account –Sign Up page where you will enter your personal information to create a new account.

Account: User Account - Sign Up Registr

QuickLinks
sign in

Home
Search Options
Search
Calendar of Sessions
Conference Events
My Account
Transcripts
User Account
Registration/Certificate
Subscriptions
Help & How-To

PDF Downloads
[Cancel a Registration](#)
[Registration Form](#)

Primary Email:

Secondary Email:

Salutation
Please select a salutation... ▼

Last Name: **First Name:** **Middle Name:**

Home Address:

City: **State:** **Zip:**

Home Phone: **Work Phone:**

Region:
Please select a region... ▼

District:
Please select a district... ▼

Campus:
Please select a school... ▼

Position:
Please select a position... ▼

Grade Level:
Please select a grade level... ▼

Password: **Confirm Password:**

Save Record

- Enter the information by typing in the boxes or by choosing the appropriate information from the drop down menus
- Click the *Save Record* button to create the account
- Once the record has been created you will be logged in and taken back to the home page

Note: Remember the username (email address) and password used to create this account. This information is how you will access all of your Professional Development records. Keep your account information up to date so all the sessions/events you take will appear correctly.