



Have you moved to a different school building?

Have you moved to a different school district?

Has your email address changed?

Has your name changed?

If you have answered “yes” to any of these questions, use the following instruction sheet to update your existing account.

Do not create a new account.

Professional Development Participant User Account Editing

Procedure to Change Personal User Account Information

Follow these instructions to update information in an existing account:

- ▶ Log onto the website www.esd105.org
- ▶ Under the quick links menu, select **Professional Development**
- ▶ On the Professional Development webpage, click on the **Sign In** button below QUICK LINKS to the left of the screen
- ▶ Enter your last known **school email address , or if you used a person email address enter it.**
- ▶ Enter your password. If you have forgotten your password click on the link, “If you have **forgotten your password, click here.**” **located just above the submit button.**
- ▶ Click the **Submit** button
- ▶ When the screen refreshes you will notice that above the **Sign In** button it says “Hello (your name) and the button now reads **Sign Out.** You have successfully logged onto the system.

If you get a message that says ***The username and password you provided does not match our records, please check your entry and try again – try one more time***

After you have logged onto the system, you can update your personal account information, change your email address, or change your password by using the **User Account** link in the left column listed under the My Account menu. Update your information and choose the **Save Record** button at the bottom of the screen.

If you need assistance with the above process, please click on the link that says, **“Having trouble? Create a ticket”** so that someone can contact you with assistance.