

Clock Hour Participant Account Setup

Clock hours for courses are offered through ESD 105. In order to receive clock hours for completed courses you need to have an active account on the ESD 105 Professional Development system. Follow these instructions to verify an existing account or to create a new 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 (**blue circle**) below QUICK LINKS to the left of the screen
- Enter your last known **school email address**
- Use the default password: **education**, if you have not logged onto the ESD system after April 9, 2012
- Click the **Submit** button
- When the screen refreshes you will notice the **Sign In** button turns to **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**

If you still do not get signed in, click on the link right below this text to **create a new account**. Complete the user profile information requested and click **Save Record**.

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.

If you need assistance with the above process, please click on the link that says, “Having trouble? **Create a ticket**” link to submit a request on the Professional Development website.

The screenshot shows a web browser window displaying the ESD 105 Professional Development website. The browser's address bar shows the URL <https://www.esd105.org>. The website header features the ESD 105 logo and the text "Educational Service District". Below the header, there is a navigation menu with a "QUICK LINKS" section where the "sign in" button is circled in blue. The main content area includes a "Welcome to Professional Development Online Registration" section with a "GO" button and a search box. Below this is a "Sign In Help" section with instructions for users who have registered before 4/9/12. To the right, there is a "Upcoming Sessions" section listing events for Wednesday 3/27/2013, Thursday 3/28/2013, and Friday 3/29/2013. The browser's taskbar at the bottom shows the system clock as 9:46 AM on 3/26/2013.