

# Course Registration Information Sheet for Clock Hours

If you have set up your account, sign in as follows:

- Log onto the website [www.esd105.org](http://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 and your password**

After signing in, **enter the session number** only in the box that says **“Already know the Session ID? (red circle)”**

After entering the Session ID#, you will be directed to the registration page. Complete the registration through to check-out. You will receive an email confirmation that you have registered.

You will not pay for clock hours until after the session attendance has been validated. At that time you will receive an email message directing you to complete an evaluation. After completing the evaluation, you will receive the link to purchase your clock hours online. **Once you purchase the clock hours, you can print your official transcript using the “Professional Development Record” link in the left margin.**

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 displays the ESD 105 Professional Development Online Registration website. The browser's address bar shows the URL [https://www.esdweb.net/wa\\_esd105/default.aspx](https://www.esdweb.net/wa_esd105/default.aspx). The website header includes the ESD 105 logo and the text "Educational Service District". A navigation menu on the left lists various links, with "sign in" circled in blue. The main content area features a "Welcome to Professional Development Online Registration" banner with a search box for "Already know the Session ID?" circled in red. Below the banner is a "Sign In Help" section with instructions. The right side lists upcoming sessions for 2013. The browser's taskbar at the bottom shows the date and time as 9:46 AM on 3/26/2013.