

SHOEBOX ACCOUNT

Please create a Shoebox account or update your existing account as soon as possible so I can start posting your Professional Development hours.

We use escworks Shoebox to keep up with your Professional development hours.

1. Go to the our website at www.osd1.org
2. Click the “Staff Only” tab
3. Click the Shoebox icon
4. To create an account – click “Click here to create a new account” then follow steps 5-14 below
To update your account – log in and click “User Account” and follow steps 5-13 below

The screenshot shows the top navigation bar with the Arkansas Education Service Cooperatives logo and several icons. Below the navigation bar is a sidebar with 'QuickLinks' including 'sign in', 'Home', 'Search Options', 'Calendar of Sessions', 'Conferences', 'My Account', and 'Contact Us'. The main content area is titled 'Account Sign-in' and contains a 'Security: Sign In' header, a 'Registration Cart: 0 Items' link, and a sign-in form with fields for 'E-mail Address' and 'Password'. A red arrow points to a blue link that says 'Click here to create a new account'. Below the form is a 'Submit' button.

5. Complete all information

The screenshot shows the 'Shoebox: User Account - Sign Up' page. The form is filled with sample information: Primary Email: , Secondary Email: , First Name: , Last Name: , Middle Name: , Home Address: , City: , State: , Zip: , Home Phone: , Work Phone: , Employee No.: , Organizations: , Site: , School: , Position: , Password: , Confirm Password: . A 'Save Record' button is at the bottom.

(over)

6. Enter your school email address. (You will be contacted via this email address for event cancellations, time/location changes, or any other pertinent information)
7. In the ***Region*** field, please choose Crowley’s Ridge Education Cooperative
8. In the ***District*** field, choose Osceola School District
9. In the ***Position*** field, please choose the one that best suits your job position
10. Choose your ***Campus***
11. create a password (Note: **passwords can ONLY be lower case letters and/or numbers—do NOT use any capital letters in your password or the system will not allow you to log in**)
12. Retype that password in ***Confirm Password*** field
13. Click ***Save Record*** (you should receive a message saying, “*Congratulations! You have successfully created a new user account*”)
14. You may now ***Sign In*** and begin registering for our PD events.

To register for PD Sessions

1. Click Calendar of Sessions.
2. In the top search box, select CRESC.
3. In the next search box select Osceola School District.
4. Click on a session you are required to attend and follow the registration process.
5. Repeat these steps for each session.