

Registration Instructions for the TSNAP Third Annual Best Practices Forum or Not So New Academy at Region 4 ESC

Region 4 would like to welcome the TSNAP membership to the Houston area for TSNAP Forum and the Not So New Academy. The following are the instructions for registration process with our ESC.

For participants *with* a Region 4 “My Portfolio” username and password:

1. Go to www.esc4.net
2. Click on “Professional Development” in the right-hand navigation panel
3. Click the blue “Sign In” button located in the left-hand navigation panel
4. Enter your Username and Password
5. Click “Continue”
6. Enter the Session ID in the box located in the center of the screen
September 30, 2010-TSNAP Not So New Academy Session ID: 652865
October 1, 2010- TSNAP Third Annual Best Practices Forum: 442400
7. Click the blue “Go” button
8. Click the blue “Register” button
9. Click the blue “continue shopping” button if you wish to register for another event. If not, Click the blue “Checkout” button
10. Click “Complete Checkout”

For participants *without* a Region 4 “My Portfolio” username and password:

1. Go to www.esc4.net
2. Click “Professional Development” in the right-hand navigation panel
3. Click the blue “Sign In” button located in the left-hand navigation panel
4. Enter your email address in the “Username” box
5. Click the radio button next to “No, I am new to this site.”
6. Click “Continue”
7. Complete the following sections:
 - a. Personal email (optional)
 - b. Tell us a little about yourself.
 - c. Which district do you represent?
8. Click “Continue”
9. “Please select your Campus” using the dropdown menu – choose Dist Ofc if you work at the Administration Building / Central Office.
10. Enter a password in the following areas
 - a. Make My Password
 - b. Confirm Password
11. Click “Finish!”

12. On the "Congratulation!" page click "Click Here"
13. Enter the Session ID in the box located in the center of the screen
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If you experience any trouble registering for either event, please call Registration Services at 713.744.6326, Push Option 6.