



TO: Adult Education and Literacy Council Directors

FROM: Dr. Shelia Wilkerson, Professional Development Coordinator

DATE: October 3, 2023

SUBJECT: Professional Development/Training Opportunity

The Arkansas Adult Learning Resource Center (AALRC) is pleased to announce the following workshop:

**Effectively Navigating Your escWeb Shoebox
October 24, 2023 ■ Session ID: 509014 (Zoom)**

The workshop is scheduled for Tuesday, October 24, 2023 from 9:00 a.m. – 10:00 a.m. Rob Pollan, AALRC IT Analyst, will present.

This workshop will provide a hands-on refresher training on how to effectively manage your *escWeb* Shoebox account. Demonstrations on how to register for training sessions, how to retrieve a record of trainings attended, how to locate relevant training information (i.e., description, trainers, and zoom link), how to consolidate accounts, and how to update your *escWeb* Shoebox account settings, will be included.

When registering, please ensure that your correct **work** email address is entered in your Shoebox account. All registrants will receive an email confirmation, generated through *escWeb*, that will provide the zoom login information. **Please read the entire email and save the zoom information into your calendar for easy access on the day of the training.**

You may register using this link: http://www.escweb.net/ar_esc. **Registration is open!**

The Arkansas Adult Learning Resource Center ensures equitable access and participation in federally funded Title II programs and meets the requirements of Section 427 of the General Education Provisions Act (GEPA). Participants should contact the AALRC at 1-800-832-6242 or info@aalrc.org regarding any special needs required during training, such as accessibility needs, special equipment needs, learning needs and dietary restrictions. In addition, The AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.