

Log on at  
[http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc)  
Click on "Shoebox" to manage:

### User Account

Click on "User Account"

Changes to personal account include:

- school district
- home address/phone
- name (due to divorce, remarriage, etc.)
- password
- email address/password

Changes can take up to 24 hrs. to go into effect. If you do not see changes immediately – wait. If after a couple of hours no change has been effected – contact the AALRC for assistance.

**NOTE:** Some workshops may require prior approval by your Director. Check with the Director of your program.

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### Transcripts

Click on "Transcripts"

Under "Official Record" select the "[Year of Record](#)" ([date line w/a down arrow](#)) and Click on the "Go" button

Print your credit hour report.

Under "Personal Record" to include credit hours received from trainings outside the Cooperative network (any training attended without registering through ESCWeb). Click on "Manage Transcript".

"Event Title" type title then tab

"Date" – click on the little calendar icon next to the empty box and select the date from the calendar – then Tab

"Description" – type in description details and location of where the training took place – Tab

"Credit Type" – click on down arrow and select the credit type received for this training, (CEU, Hours, Graduate Class, Other).

\*\*Credit Name: - **Ignore** this unless credit type is "Other"

"Credit Hours" – type in number of hours earned

"Add Credit" – click

The information inserted will appear at bottom of screen under "Date – Event Title -- Amount"

Right above the "Date -- Event Title -- Amount" there is a power bar w/two calendars a "Go" button, a "Print" button, and a little square box "Include Official Credits".

Select time frame to do a credit hour search using the calendars. Check the little square box which will include official credit hours as well as Personal transcripts. Click on "Go" to see them displayed and click on "Print" to get a print out of all credit hours combined. Official records that are maintained by the Cooperative will be displayed first and Personal credit hours will follow.

Log in at  
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### Registration History

Click on Registration History

View current and past registrations for the present year.

Registrations can be changed and/or cancelled from this screen. No need to call the AALRC every time.

Confirmations can be printed from this screen.

### **Browse for Workshops & Register**

All AALRC workshops are considered private events. You will only be able to search for the events by event id number. Event numbers will be provided for you.

After logging in click on "Catalog" and search by Event Id Number. You will see a box that asks if you already know the session id number. Just insert the number and click go.

If payment is required and method is not selected during registration process, registration is incomplete. Even if a confirmation is received by the registrant, the name **will not** appear on the roster if payment method is not indicated.

Only systems that use Internet Explorer or Windows XP will be able to access and implement ESCWeb

**Adobe Acrobat Reader 7.0** is a must to read and maintain your reports and personal information. For *FREE* download go to:

<http://www.adobe.com/products/acrobat/readstep2.html>

#### LOST CREDIT HOURS OCCUR WHEN –

- Multiple accounts are created – **DO NOT CREATE MULTIPLE ACCOUNTS!** If you forget your password – Call the AALRC
- Changing school districts without changing personal information
- Name variations – whatever name is used to create the account is the name that should be used when attending a workshop
- Forgotten Passwords **cannot** be retrieved. They will have to be changed – **DO NOT CREATE ANOTHER ACCOUNT**

It may take the server from 20 minutes to a couple of hours for a change to take effect. Changes are not always immediate. If after a couple of hours your changes have not appeared please call the AALRC and ask for assistance.

Official credit hours received through the AALRC are maintained by the AALRC.

Credit hours earned **outside** the AALRC can be maintained in the Personal Transcript Record. Documented proof of attendance must be maintained by the attendee (certificate of completion, sign-in sheet, etc). If it cannot be backed up with documentation; **do not** enter it into the system.

## NEW to ESCWeb?

Create a new account at:

[http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc)

Type in your current email address

Select

- No, I am new to this site.

Click on “Continue” (return won’t work here)

Fill in personal information.

Phone number should be continuous. No parenthesis ( ), or dash (-) in the phone number.

Leave employee number blank.

Under Region select:

“Southeast AR Education Service Center”

Under District select:

“Arkansas Adult Learning Resource Center”

Under Campus select:

Any of the choices listed.

Finish providing personal information.

Set your password – type it in both boxes provided to verify

Click “Submit”

You are now ready to browse and/or register for workshops.

## Tips, Tricks, & Hints for Administrators & Teachers

- ❖ Manage your personal account
- ❖ Check your registration history
- ❖ Get your official transcripts
- ❖ Maintain your personal transcripts



### Still lost???

Call the AALRC  
(800) 832-6242  
(501) 907-2490  
and ask for

Shelia Wilkerson

[shelia@aalrc.org](mailto:shelia@aalrc.org)

Arkansas Adult Learning Resource Center  
3905 Cooperative Way, Suite D  
Little Rock, Arkansas 72209  
(800) 832-6242 or (501) 907-2490  
AALRC website <http://www.aalrc.org>  
Log on to ESCWeb [http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc)

# ESCWeb