



ARKANSAS ADULT LEARNING
ResourceCenter

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TO: Adult Education and Literacy Council Directors
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator
DATE: September 27, 2024
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 17, 2024 ■ Session ID: 533910 (Zoom)**

The workshop is scheduled for Thursday, October 17, 2024 from 9:00 a.m. – 10:00 a.m. Rob Pollan, AALRC IT Analyst, is the presenter.

This workshop is designed for new employees who have no knowledge of how to use their Shoebox (escWorks) or just for those who may need a refresher on how to cancel a registration or how to consolidate Shoebox accounts from past employers. Learn why it is important to modify an existing Shoebox account, rather than create a new one and why Shoebox accounts should ALWAYS list your work email as the primary email. Information on these topics, as well as hands-on demonstrations on how to register for training sessions, how and when to cancel a registration, how to retrieve a record of trainings attended, how to locate relevant training information (i.e., description, trainers, and zoom link), and how to update your escWeb Shoebox account settings, will also be included.

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 to 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.