

# Region 5 ESC

Providing Instructional Resources for Educators

## Registering a New User on TEXASESC.NET

Curriculum Leadership Cooperative



Exchange Managed Email Services



Texas Comprehensive Educator Planning Tool



Workshop and Professional Development Registration



# Important Information (Existing Users)

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The TEXASESC system is one complete system. Depending on your individual licenses or the licenses provided by a service center and/or district you will have **only one account**. If and when you move from one district to another you should **keep your account**. When you move **your data stays** with you based on your account. This includes: Professional Development Workshop history, Lesson Plans, Personal Curriculum Resources and /or Email. When changing districts, licenses keys provided by your original district will be **revoked**. However, your data will **remain intact**. If the new district provides licenses your access will be **restored and your data stays** the same. If you elect to purchase licenses, individually, you may do so and regain access. Currently individual licenses are only available for TCEPT Lesson Planning.

Not only can you **change districts** but you can **\*change your email** as well. It is important that you keep this very important information so you **do not lose** any data!

(\*) If email is provided by Region 5, through an agreement with the Region 5 service center, you may not change your email address. If you move from a district with email to one without TEXASESC email services your **mailbox will remain** but you will **no longer receive email**.

## Follow these Instructions



The Green means to **“Click Here”**



The Red means you must fill in a **“Required Field”**



The grey means the field is **“Optional”**



The note means you may see a **“Warning”**




# Registration (New User)

Welcome to TexasESC.net: Sign-in - Windows Internet Explorer

https://www.texasesc.net/v2/

Welcome to TexasESC.net: Sign-in





### Register here

 Join the thousands of people who are already a part of the TexasESC family. Don't worry, we have room for one more. Register as a TexasESC Member and enjoy privileges including

- **Browse, buy and find** distance learning professional development and on-site workshops opportunities provided by the Region 5 Service Center in Beaumont.
- **Author, align and share** lesson plans with the \*Texas Comprehensive Educator Planning Tool (TCEPT).
- **Connect, deploy and manage** district curriculum with the \*\*Curriculum Leadership Cooperative curriculum management system (CLC).

[Register](#)

### Returning Users

-  [Email](#)  
Outlook Web Access
-  [TCEPT](#)  
Lesson Planning
-  [Workshops](#)  
Professional Development
-  [CLC](#)  
Curriculum Management

### My Account

Back for more fun? Sign in now and manage your account.

- [Forgot password](#) Retrieve your password.
- [Forgot username](#) Find your username.
- [Get help](#) if you are having problems signing in.

[Manage](#)

1. Click “Register”



# My Info (Name and Email Address)

My Info: Name and Email Address

To begin the account process, please enter the following information:

**First Name**  
John

**Last Name**  
Doe

**Email Address**  
lad@hotmail.com

**Confirm Email Address**  
lad@hotmail.com

**Option 1:**  
If you work within a Texas public school system, use this option to associate your account with that school and/or district.

Continue

**Option 2:**  
If you do not work in a public school system, but you are a parent or part of a higher education environment, use this option to create your account.

Continue

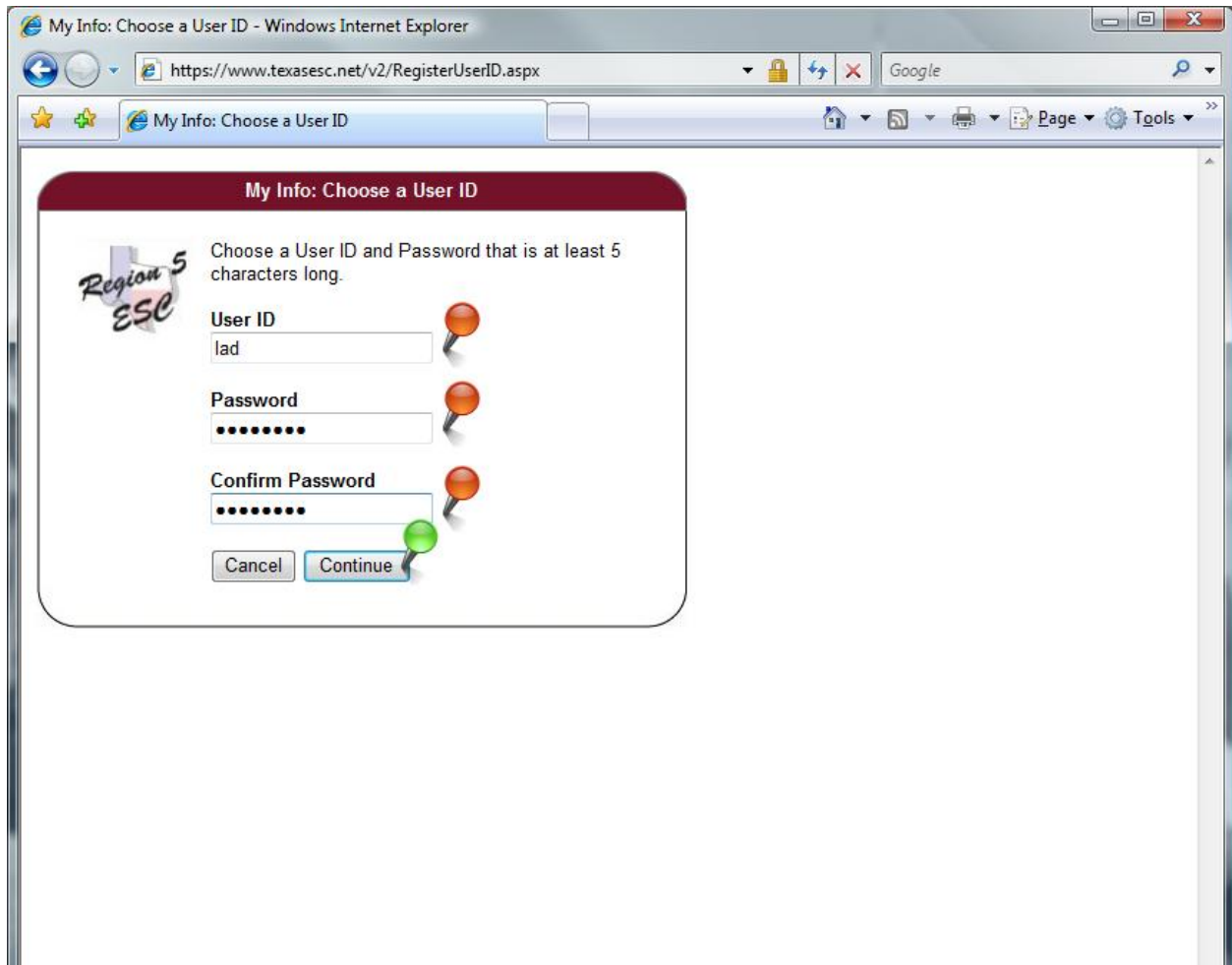
1. Enter your **“First Name”**
2. Enter your **“Last Name”**
3. Enter your district **“Email Address”**
4. Enter the same email address again to **“Confirm”**
5. Click **“Continue”**



If your email address is detected to already be in the system you will receive a **red** error message. If this happens you already have an account and may need to retrieve your user information or password from the homepage.



# My Info (Choose a User ID)



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://www.texasesc.net/v2/RegisterUserID.aspx>. The page title is "My Info: Choose a User ID". The form itself has a red header with the text "My Info: Choose a User ID". Below the header, there is a logo for "Region 5 ESC" and a instruction: "Choose a User ID and Password that is at least 5 characters long." The form contains three input fields: "User ID" with the text "lad", "Password" with masked characters "\*\*\*\*\*", and "Confirm Password" with masked characters "\*\*\*\*\*". To the right of each input field is a colored pin icon (orange, red, and green respectively). At the bottom of the form are two buttons: "Cancel" and "Continue".

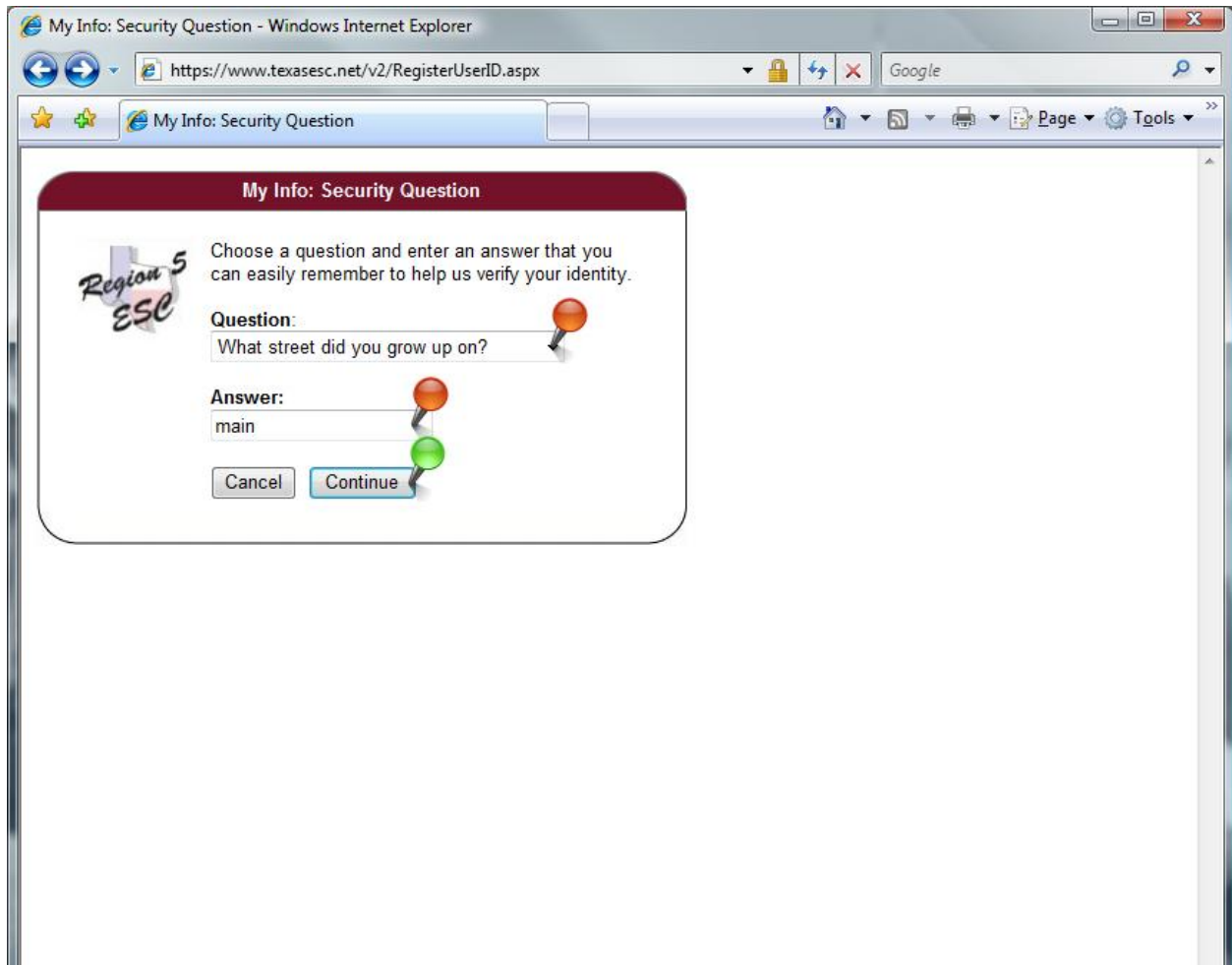
1. Enter a (one-word) **“User ID”** like your *nickname*
2. Enter a 5-20 character **“Password”** *anything goes*
3. Type the same password again to **“Confirm”**
4. Click **“Continue”**



If the User ID you try is already taken, try something different. You can add numbers or symbols like an underscore, tilde, or period.



# My Info (Security Question)



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://www.texasesc.net/v2/RegisterUserID.aspx>. The page title is "My Info: Security Question". The main content area features a maroon header with the text "My Info: Security Question". Below the header is a logo for "Region 5 ESC" and a message: "Choose a question and enter an answer that you can easily remember to help us verify your identity." The form includes a "Question:" field with the text "What street did you grow up on?", an "Answer:" field with the text "main", and two buttons: "Cancel" and "Continue".

1. Choose a **“Security Question”** for us to ask, if needed
2. Type in your **“Answer”** that you can remember if we ask
3. Click **“Continue”**



# My Info (Associate District)

My Info: Associate District

Select your District's region from the drop down or in the image to the left. Then, select your school district from the list of districts in that region.

**Region:**  
Region 4

**District:**  
FORT BEND ISD

Enter your primary campus' name so we can use it in your lesson planning and/or curriculum management.

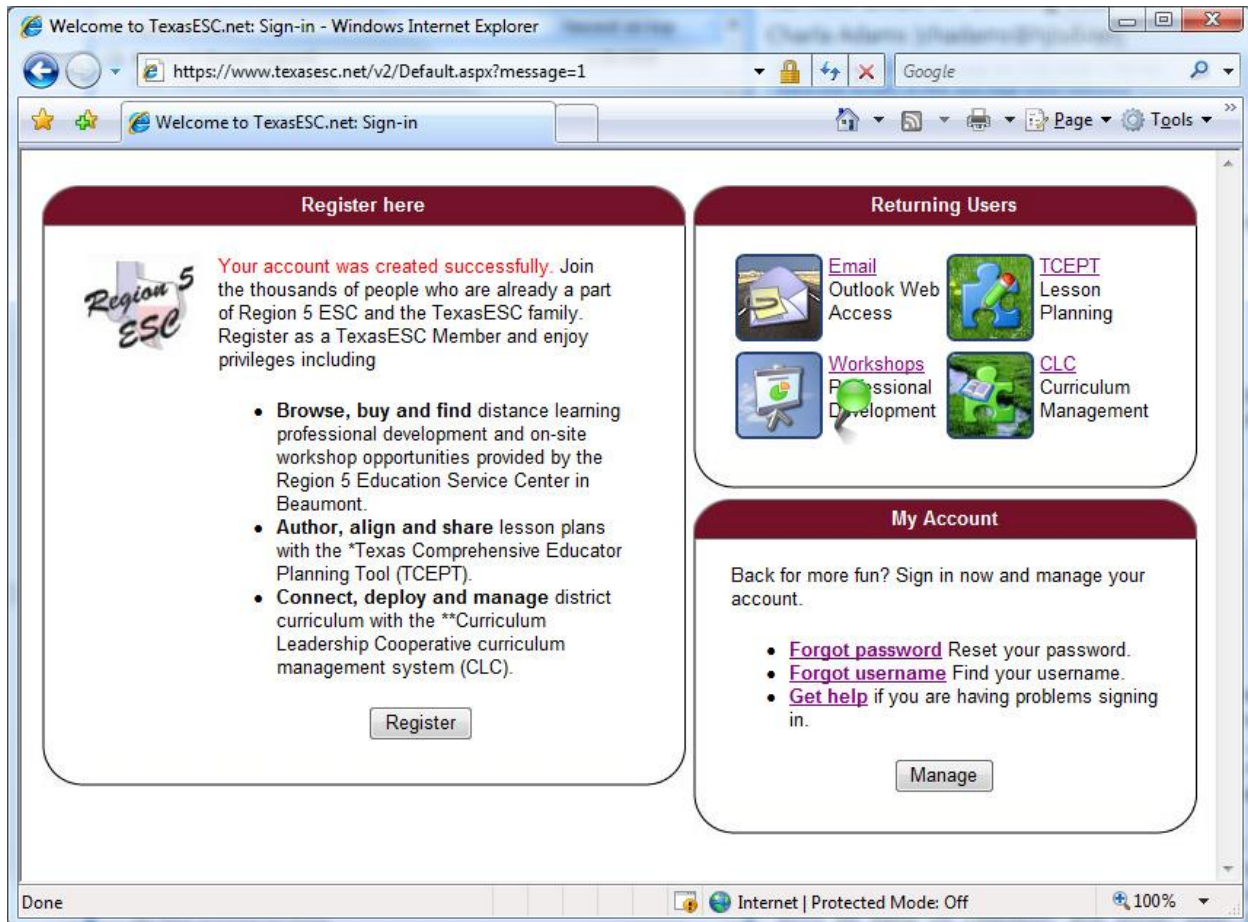
**Campus Name**  
CLEMENTS HIGH

Cancel Create Account

1. Choose your **“Region”** *you can click the map too!*
2. Choose your place of work **“District”**
3. Type your home **“Campus Name”** *this is optional*
4. Click **“Login Now”**



# Launch Workshops



1. Click the **“Workshops”** icon.
2. Enter the **“User Name”** *the user id you created earlier*
3. Type the same **“Password”** *that you confirmed earlier*
4. Click **“OK”**

