



NESC

Northeast Education Services Cooperative

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Devils Lake, ND 58301
701.662.7650
nesc@nescnd.org
<http://www.nesc.k12.nd.us>

NEW REGISTRATION WEBSITE → https://www.escweb.net/nd_nesc/ HOW TO CREATE A USER ACCOUNT

Click the link under the yellow 'Sign In' box to create an account.

Please use Google Chrome or Mozilla Firefox as your browser.

SUPPLY THE FOLLOWING TO SET UP YOUR ACCOUNT:

Primary E-mail
Salutation
Last Name, First Name
Home Address
City, State (2 Letter Abbreviations), Zip
Work Phone

REA/ORGANIZATION: Choose Northeast Education Services Cooperative

DISTRICT/SITE: Choose your school district. (If your district/site is not there, e-mail karen.plummer@nescnd.org and she'll add it.

SCHOOL:

LICENSED TEACHER: (Yes or No) – if yes, add license number or use the blue 'Lookup License Number' link to look it up

PRIMARY POSITION: Select from the drop down menu

SECONDARY POSITION: Select from the drop down menu, then click Add. You may add all that apply by selecting and clicking the Add button. Double click on the row to delete, if needing to delete one.

GRADE LEVEL TAUGHT: Select from the drop down menu, then click Add.

PASSWORD, CONFIRM PASSWORD

-----Click 'Save Record'-----

SUBSCRIPTIONS PAGE: Click as many as you'd like, then click 'Save Subscriptions'. Here you can subscribe to subjects of interest so you are notified through email of upcoming NESC professional development related to this subject area.

-----YOU HAVE SUCCESSFULLY CREATED AN ACCOUNT -----

NOW, click "Calendar of Session" or "Conferences" to see current professional development opportunities. Select the event you'd like to register for, click preferred breakouts, etc. (if applicable), then click "Add to Cart." *Some sessions within an event may be required.

Review events in your Cart and "Check Out" to officially register.

ACCOUNT INFORMATION PAGE: Review and change anything, if necessary. Check the box verifying information is correct. Click Continue.

Review Cancellation Policy.

Click Complete Checkout.

You will receive a follow-up email confirming your successful event registration.