Signing Up for a Professional Development Workshop with ESU #2

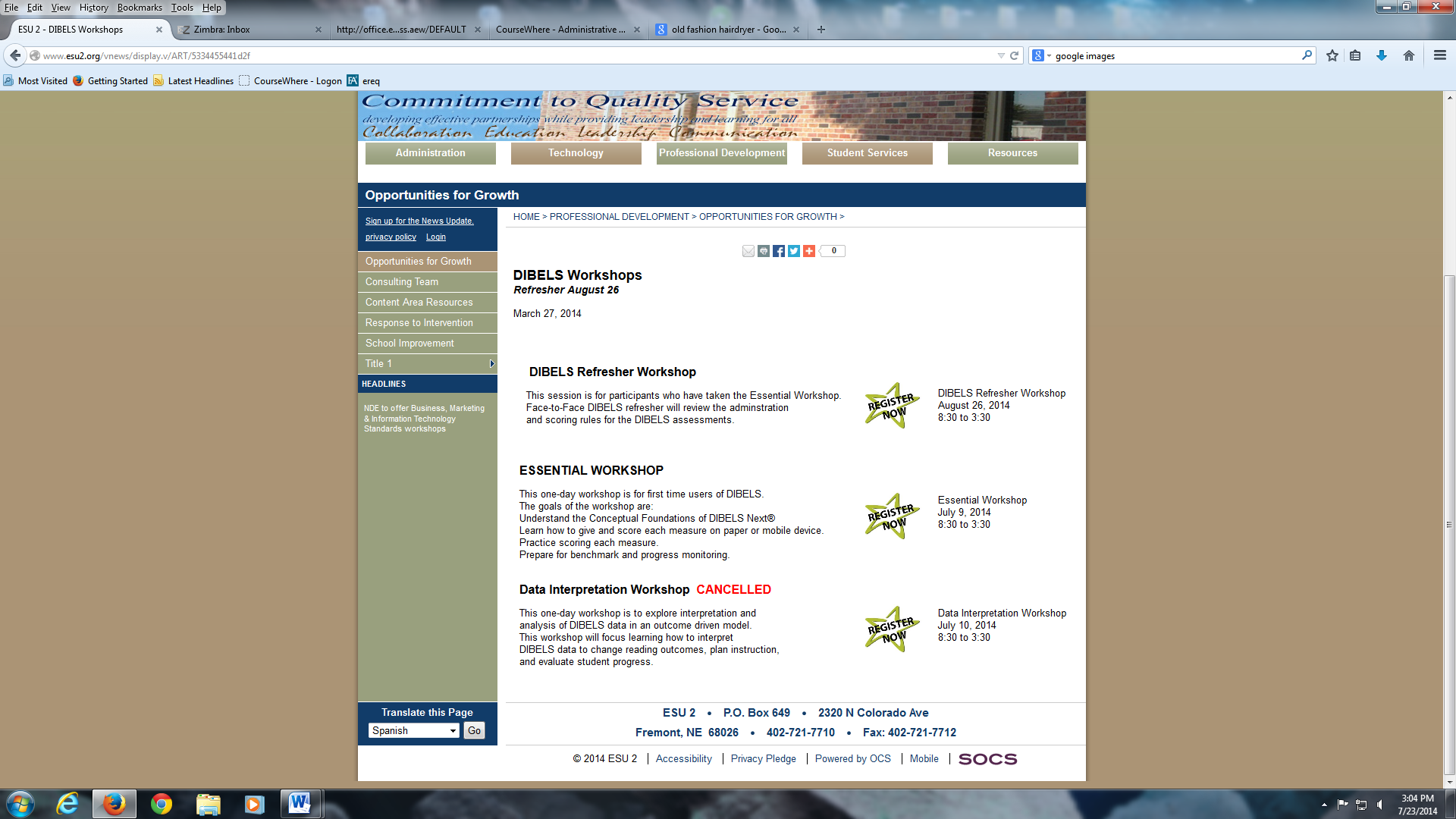
Log on to [www.esu2.org](http://www.esu2.org)

If the workshop you wish to attend is showing on the front page of the ESU 2 website, click on it. If not then go to the “Professional Development” tab and hover over the word. From the drop down box select “Opportunity Knocks”

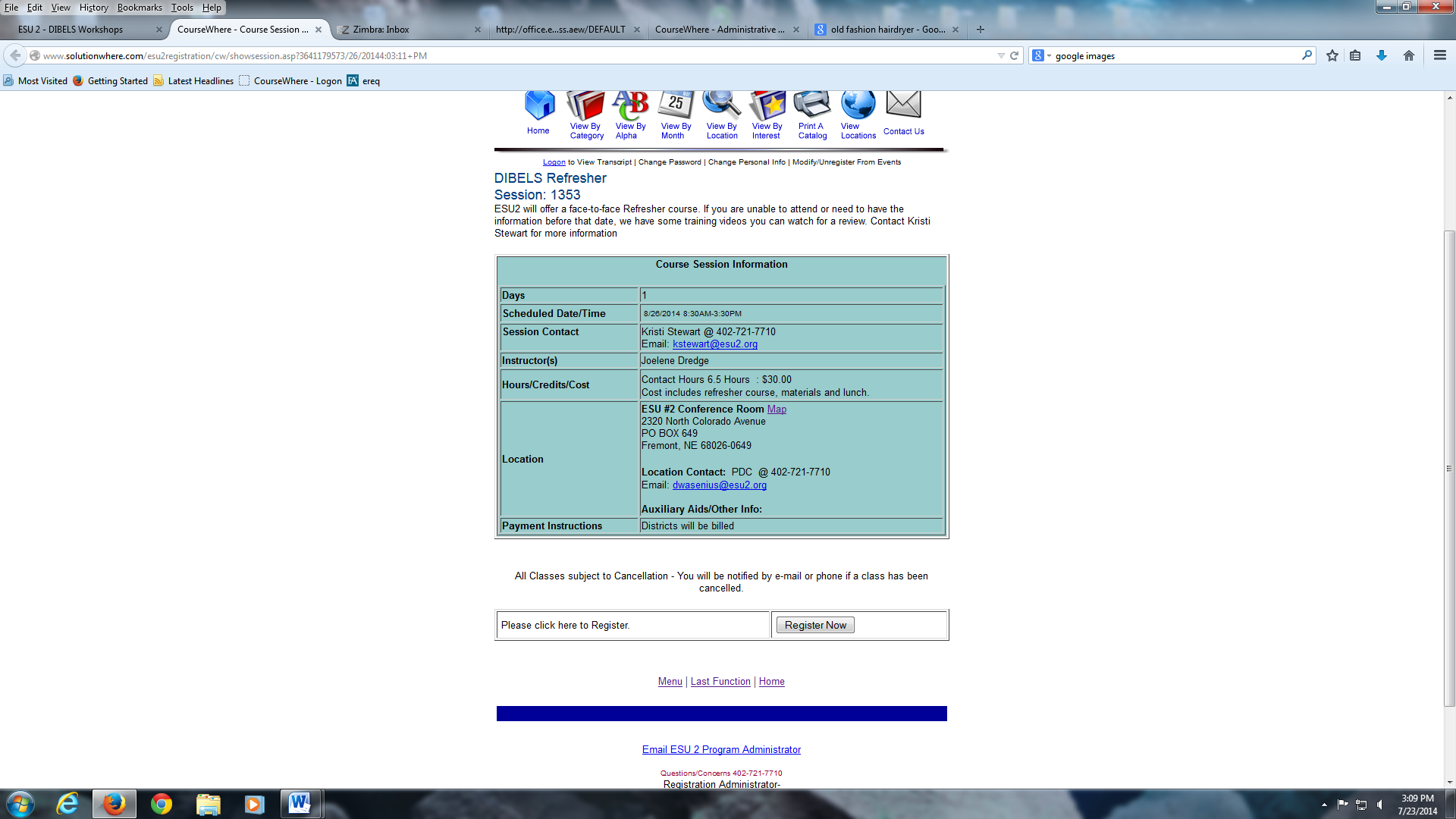


Click on the class you would like to attend

Click on the register now button (it may be a star or rectangle shape)



If there is more than one date for a class you will get a list of dates. Click on the date you wish to register for and then hit register now. If the class you are attending is only available for one date, you will not get a date option and will simply press register now.



Select create an account

Once in, you must create a user name and password. (we recommend the first initial, last name combo)

Fill in the rest of the information as asked

Hit submit ID/Password button

Next page will asked you to complete even more information

Once you have completed and submitted, you will get a message stating that an email has been sent to you with workshop details.

If you have problems, please contact Dee Wasenius at ESU 2 @ 402.721.7710 or [dwasenius@esu2.org](mailto:dwasenius@esu2.org)

Please keep your user ID and password in a safe place because no one at ESU 2 has access to this information.