

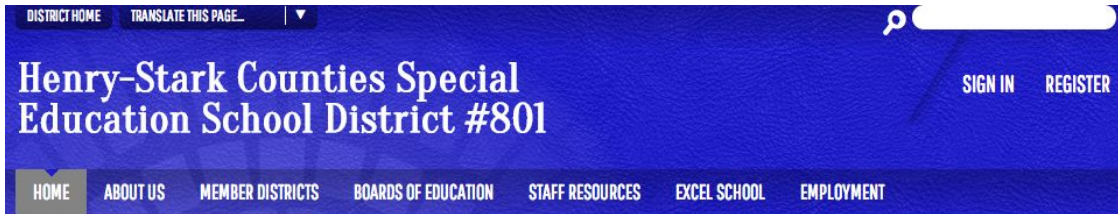
1- How to register a new account on the Henry-Stark Website

2- How to register for a professional development event

1. Navigate to www.hscsed.org

2. Click on **REGISTER** in the upper right hand corner of the page

***If you previously made an account select SIGN IN. If you don't remember your username, email Kelly Miller kmiller@hscsed.org and ask for your username and password reset if you have forgotten that as well.**



3. Enter your birth date, click on Submit

We want this site to be compliant with federal law under the Children's Online Privacy Protection Act (COPPA). Please enter your birth date so we can confirm that you are at least 13 years old. Your birth date information is collected only to validate your age and is not stored.

Enter your birth date and click submit.

/ / Example: 04/05/1975

Submit

4. Fill in all required boxes * -Highly recommended that you use your district **work email address for your email and username.**

Email Address:

User Name:

Password: ?

The strongest passwords contain a mixture of upper and lower case letters, numbers and special characters.

Confirm Password:

I HAVE READ AND AGREE TO THE [SCHOOLWIRES TERMS OF USE](#).

Submit

5. Check the "I have read and agree to the Schoolwires terms of use." and click Submit

Success!

You have registered for this site. You can now [sign in](#). Click My Account to edit your account settings and subscriptions.

How to register for a professional development event

1. **Sign in**- With the account information you just created.

***If you don't remember your username, email Kelly Miller kmiller@hscsed.org and ask for your username and password reset if you have forgotten that as well.**

2. On the front page of our website hscsed.org click calendar



3. Find the date and click on the event you want to register for located on the Calendar

3. Below the map of the location near the bottom of the page click **Register**

Registration

You can register to this event

Seat Availability

15 / 16 seats available

Last Day to Register

Jan. 15, 2020


Register

4. Confirming this is the event you want to register for, click **Register** again

Registration

Confirm your details and register for this event

Event

 New CPI Training (All Day)
Not registered
Nov. 14, 2019

Registration details

Name
Kelly Miller

Email
kmiller@hscsed.org

5. You are now registered for this event. If done correctly you will receive a registration confirmation email immediately confirming event title, date, location and time.

6. If for any reason you need to cancel your class or switch classes. Please log back into your account, find the date you previously registered for, and select Cancel. Choose new class time to register again.

-Please Contact Kelly Miller (Technologist) kmiller@hscsed.org with any issues registering, signing in, or canceling classes. Thank You!