# Lago Vista ISD
Steps to Register for and Complete Mandatory Compliance Videos

1. Go to the Region 13 eCampus website at https://ecampus.esc13.net/ and sign in. If you do not have an account, you will need to create one.

2. Once logged in, enter the Mandatory Compliance Training Video Workshop ID in either the upper right-hand corner, or under the words "Find a Workshop or Event" and click "Search". You will need to register for each compliance video workshop individually. The codes are:

All new instructional staff must complete the following 7 hours of training modules by August 31, 2017:

Understanding Basic 504 Procedures and Services (FA1224572)
Child Abuse & Neglect: Identification, Prevention & the Duty to Report (FA1533442)*
The Essentials of Sexual Harassment in Public Schools (FA1533441)*
Understanding FERPA (FA1533440)*
Using Copyrighted Works & Protecting Confidentiality of Student Information (FA1533438)
The Critical Role of Schools in the Prevention of Youth Suicide (TBA)
Bullying: Legal Issues and Practical Strategies (TBA)

3. When the results of your search come up, you will find the name of the video. **The price is listed at $10.00, but do not pay attention to that.** You will enter a promotional code later. Click "Register Now".

4. On the next page, you will confirm the workshop you are registering for. **Ignore the "Amount Due".** You will enter a promotional code on Step 3. Click "Next".

5. On the next page, you will verify your personal data. If this is correct, click "Next".

6. On the next page, you will be asked to enter a promotional code.
   Enter the code lagovista16-17. Click "Next".

Step 3: Enter Promotional Codes

If you have received a promotional code, please enter it at this

Promotional Code   lagovista15-16

Total Cost $10.00

<< Back   Next >>

7. On the next page, you will be asked to confirm payment. The "Amount Due" will be $0.00.
   Click "Finalize".
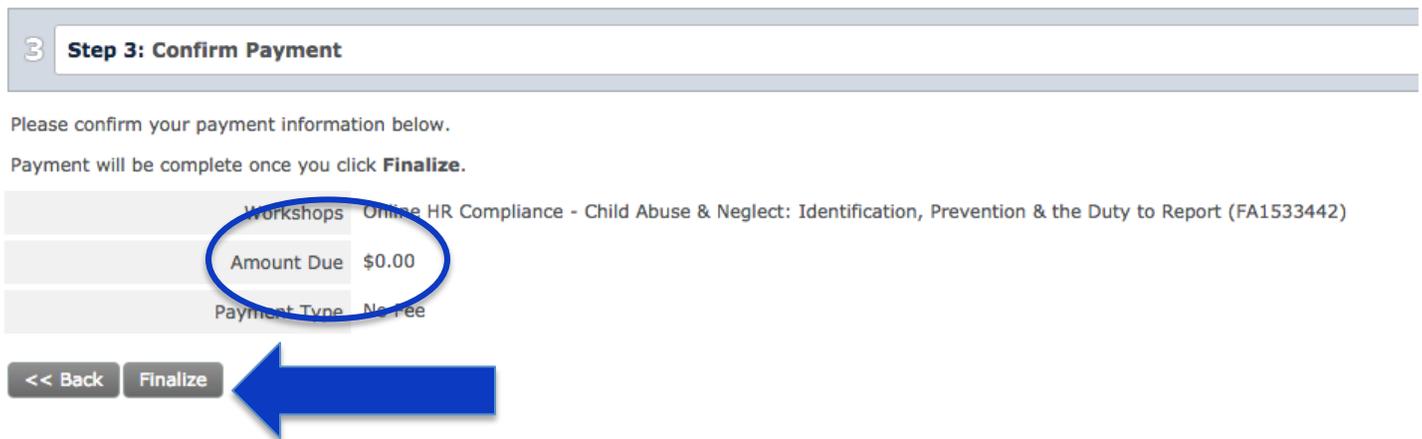
Step 3: Confirm Payment

Please confirm your payment information below.

Payment will be complete once you click **Finalize.**

Workshops   Online HR Compliance - Child Abuse & Neglect: Identification, Prevention & the Duty to Report (FA1533442)

Amount Due $0.00

Payment Type   No Fee

<< Back   Finalize

8. The next page will confirm your registration. Congratulations! You're registered!

Registration Complete

You have been enrolled in: Online HR Compliance - Child Abuse & Neglect: Identification, Prevention & the Duty to Report (FA1533442)

Be sure to check your welcome screen and portfolio page prior to your learning event.

Changes to schedules and any event cancellations will be noted in the event details on your portfolio page.

If you have just registered for an **online course**, return to the My Learning Portfolio section and choose Current Workshop List to launch your course.

For any questions regarding your visit to Region 13 or other Region 13 events, please don't hesitate to contact our staff development office at 512-919-5456 or via email at questions@esc13.net.

Thank you,

ESC Region 13

5701 Springdale Road
Austin, TX 78723

You may wish to print this page for your records.

9. At this point, to begin the course, you will need to go to the menu in the upper left corner and click "Current Workshop List". You may do this at any time, so if you log out and wish to complete the trainings later, simply log back in and go to this same menu. Click "Current Workshop List".

Welcome, Suzy Lofton

My Learning Portfolio

Current Workshop List
My Transcript
My Profile
My Calendar
iCal Subscriptions

Course Catalog
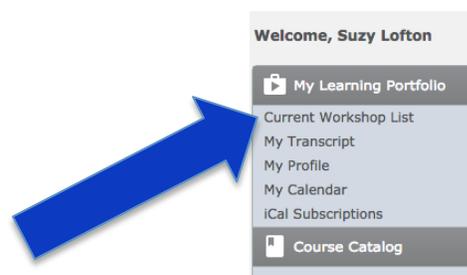
10. Your current workshop list will have the courses that you registered for. You will need to register for each video. When you see the video you'd like to complete, click "Launch".

Current Workshop List

12 workshops in search result.

Type	Workshop ID	Workshop Name	Contact	Price	First Mtg.	Status	Actions
ILT	FA067926	CACC - Capital Area Curriculum Consortium - Social Studies	Tina Melcher	Free	9/11/2006	Registered	
ILT	SP1426072	Curriculum Council - June 5, 2014 - Face to Face	Tomishia Williams	Free	6/5/2014	Registered	
BLEND	FA1531634	Curriculum Council Meetings 2015-2016	Tomishia Williams	$775.00	9/10/2015	Active	Launch
ILT	FA1223484	G/T Directors/Coordinators Contact Meeting	Janet Newton	Free	10/4/2012	Registered	
ILT	FA1223485	G/T Directors/Coordinators Contact Meeting	Janet Newton	Free	12/12/2012	Registered	
ILT	SP1323486	G/T Directors/Coordinators Contact Meeting	Janet Newton	Free	4/10/2013	Registered	
WBT	FA1328170	NCLB HQ Program Coordination RECORDED WEBINAR	Susan Patteson	Free	None	Active	Launch
WBT	FA1533442	Online HR Compliance - Child Abuse & Neglect: Identification, Prevention & the Duty to Report	ShaTina Telford	$10.00	None	Active	Cancel Launch
WBT	FA1533443	Online HR Compliance - Section 504	ShaTina Telford	$10.00	None	Active	Cancel Launch
WBT	SU1224569	STAAR Overview: A Guided Tour of Online Resources	Jennifer Jordan-Kaszuba	Free	None	Active	Launch

11. A window will open with the compliance video and test. You must achieve a score of 70% or better to pass the course and receive a certificate of completion. You may retake the test if you do not make a 70%.

My Learning Portfolio

Current Workshop List
My Transcript
My Profile
My Calendar
iCal Subscriptions

Course Catalog
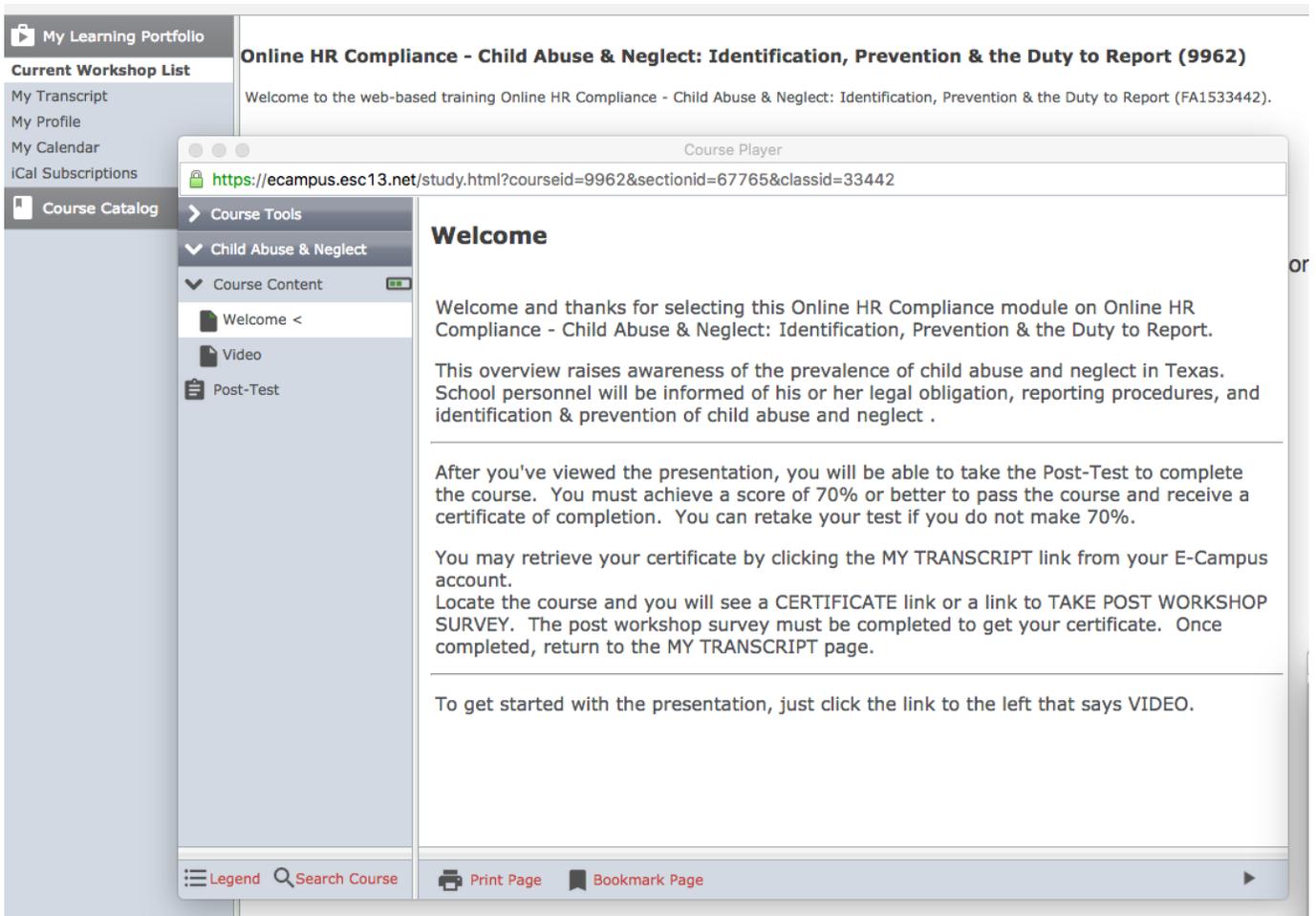
Online HR Compliance - Child Abuse & Neglect: Identification, Prevention & the Duty to Report (9962)

Welcome to the web-based training Online HR Compliance - Child Abuse & Neglect: Identification, Prevention & the Duty to Report (FA1533442).

Course Player

https://ecampus.esc13.net/study.html?courseid=9962&sectionid=67765&classid=33442

> Course Tools
∨ Child Abuse & Neglect
  ∨ Course Content
    Welcome <
    Video
    Post-Test

Welcome

Welcome and thanks for selecting this Online HR Compliance module on Online HR Compliance - Child Abuse & Neglect: Identification, Prevention & the Duty to Report.

This overview raises awareness of the prevalence of child abuse and neglect in Texas. School personnel will be informed of his or her legal obligation, reporting procedures, and identification & prevention of child abuse and neglect .

After you've viewed the presentation, you will be able to take the Post-Test to complete the course. You must achieve a score of 70% or better to pass the course and receive a certificate of completion. You can retake your test if you do not make 70%.

You may retrieve your certificate by clicking the MY TRANSCRIPT link from your E-Campus account.
Locate the course and you will see a CERTIFICATE link or a link to TAKE POST WORKSHOP SURVEY. The post workshop survey must be completed to get your certificate. Once completed, return to the MY TRANSCRIPT page.

To get started with the presentation, just click the link to the left that says VIDEO.

≡ Legend   🔍 Search Course   🖨 Print Page   🔖 Bookmark Page   ▶

12. Once you have completed the compliance video course, go to the menu in the upper left corner and click on "My Transcript" to access your certificate and take the post-workshop survey. **The post workshop survey must be completed to get your certificate.** Once you have completed it, return to "My Transcript" to access your certificate.

Welcome, Suzy Lofton

▶ My Learning Portfolio
Current Workshop List
My Transcript
My Profile
My Calendar
iCal Subscriptions

📖 Course Catalog
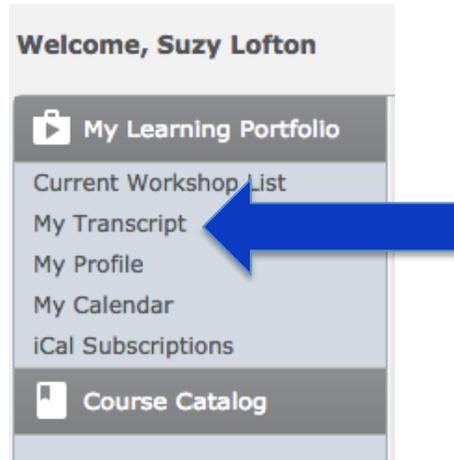
13. Click on "Certificate" next to the course you have completed.

My Transcript

School Year [All ▼] View [All ▼]

61 rows in search result.

Type	Workshop Name	Status	Credit Date	Credits Earned	Credits Possible	Ac
ILT	CACC - Capital Area Curriculum Consortium - Social Studies	Registered	11/14/2006	CE: 0.00 GT: 0.00	CE: 36.00 GT: 0.00	
ILT	History Alive! 2007 (SU078185)	No Show	6/8/2007	CE: 0.00 GT: 0.00	CE: 30.00 GT: 6.00	
ILT	Closing the Achievement Gap 2007 (FA079659)	Passed	10/12/2007	CE: 12.00 GT: 0.00	CE: 12.00 GT: 0.00	Certificate

A new window will open with an HTML version of your certificate. At this point, you have two options.

Option 1 – Print the certificates, scan them to an attachment, upload them into Eduphoria. You may upload them all as one attachment with this option.

Option 2 – Follow the next steps to save to a PDF to upload into Eduphoria. You will need to upload each certificate individually with this option. If you know how to merge PDFs, you may also upload them as one attachment. There are no plans to create a "Steps to Merge PDFs" document, so you're on your own on that one!

14. So, you've decided to go with Option 2. To save your certificate to a PDF, right click on a white part of the certificate and click "Print". **Be careful to right click on an area that does not have words or it may try to only print the word you click.** When the print window comes up, do NOT click print. Instead, scroll down and click "Open PDF in Preview".
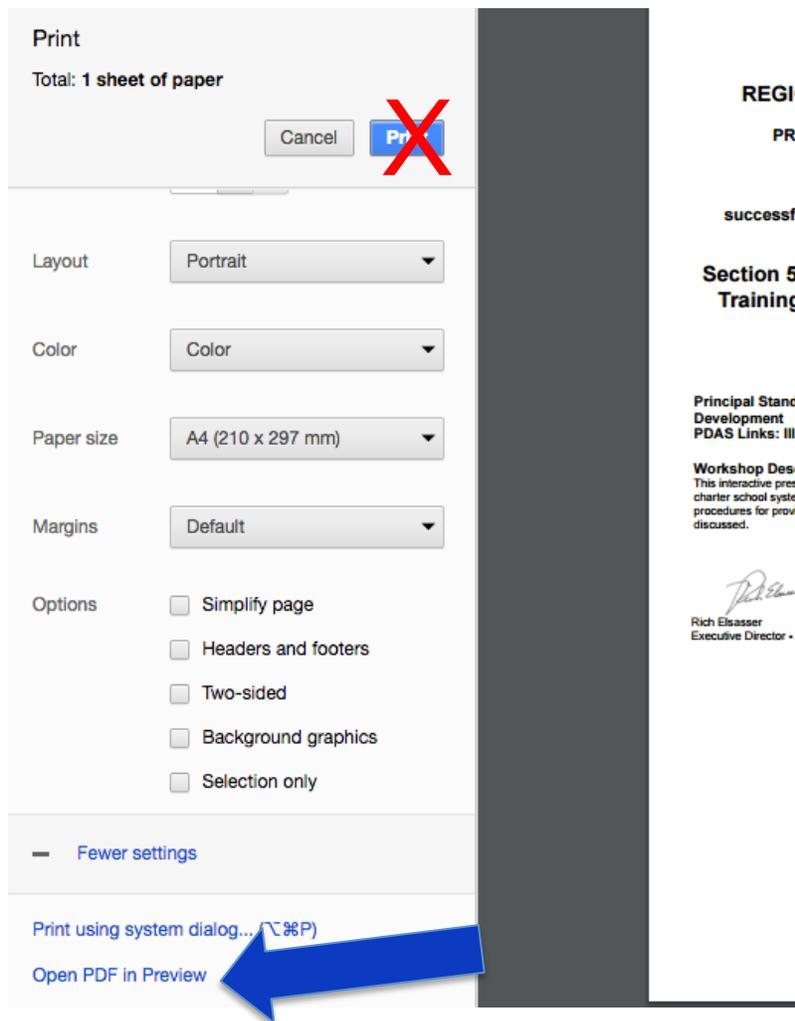
15. When the PDF opens in Preview, go to the upper left corner. Under "File", click "Export as PDF".
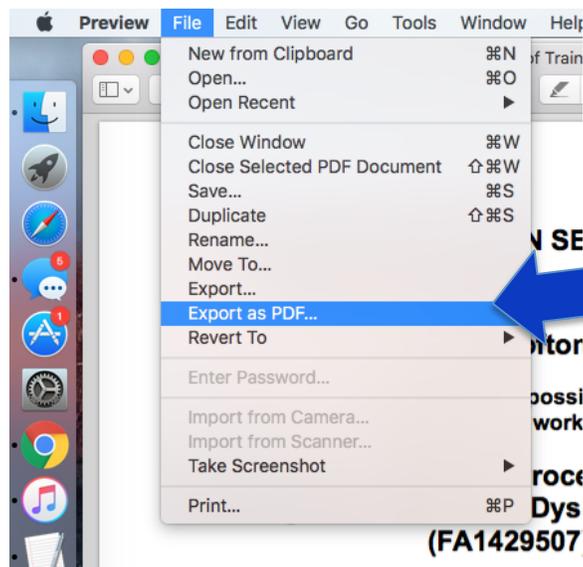
16. A "Save As" box will come up. Give the file a name that indicates what it is. Save it to a place you can find it later so you can upload it to Eduphoria.
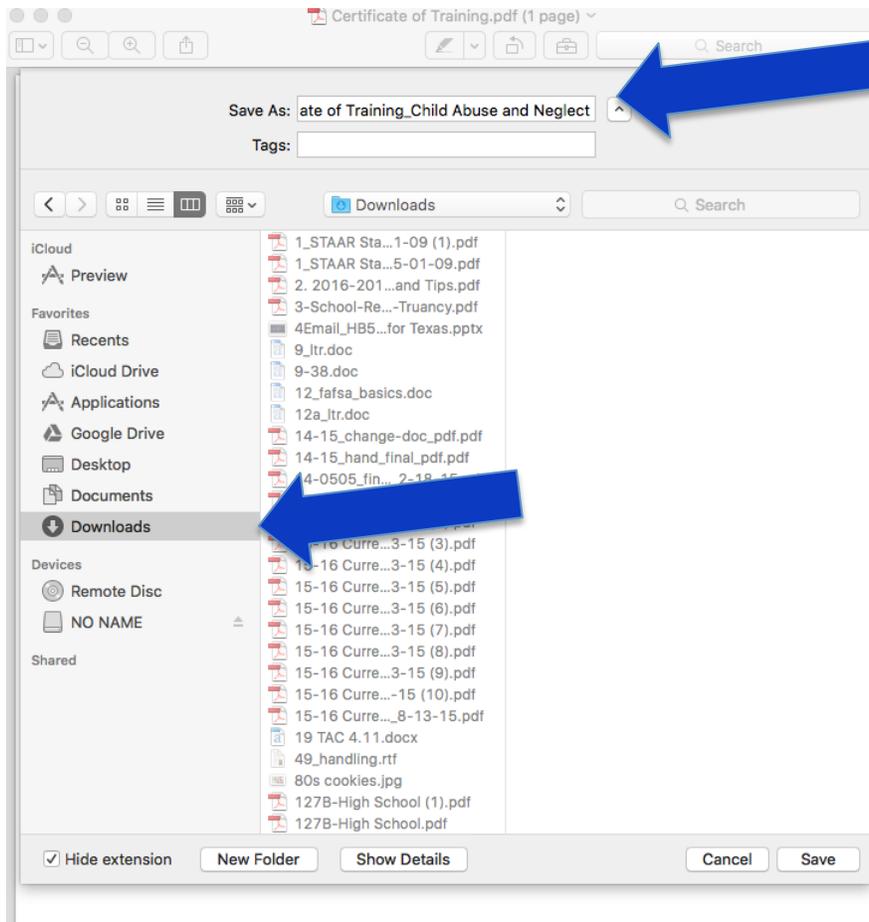
You are now ready to request credit in Eduphoria.

Remember, you must follow these steps for each of the Mandatory Compliance Videos.

Don't worry…you'll be an expert in no time. ☺