

How to Register for a Course in escWorks

1. Begin by logging into your escWorks account at www.txccr.escworks.net/default.aspx.
2. Once logged in, search for a session by using the “Search by Session ID or Keyword” engine. You can search by the session ID (a five digit number) or by keyword. For example, “Biology” or “Counseling”.

Welcome to the Center for College Readiness Registration System

Search by Session ID or Keyword

3. The search engine will generate results of available courses. Select the course for which you wish to register by clicking on the session ID in the ID column.

ID	Start Date	Title	Description	Type
41873	7/12/2016	Advanced Topics in AP Biology	The AP® Summer Institute at Rice University offers...	Professional Development
41882	7/12/2016	AP Biology for New Teachers	The AP® Summer Institute at Rice University offers...	Professional Development
41906	7/19/2016	AP Biology for New Teachers	The AP® Summer Institute at Rice University offers...	Professional Development
42070	2/9/2017	Biology- Category 1	The workshops offered at Rice University are desi...	Professional Development
42071	2/9/2017	Biology- Category 2	The workshops offered at Rice University are desi...	Professional Development

4. This screen shows the course description as well as additional registration information. The instructor’s name, session fee, date(s), and available professional development hours are also listed. If you want to register for this course, click the blue “Register” button on the right hand side of the page.



5. The Shopping Cart screen allows you to review your selections and proceed to the checkout portal. Click “Checkout”.



6. Verify that your organization, site, and school information are accurate. Click “Continue”.


The screenshot shows a registration form with three dropdown menus: Organization (University), Site (Rice University), and School (Rice University). Below these is a checkbox labeled "I certify the above information to be accurate" which is checked. A red box highlights this checkbox, and a red arrow points from it to the "Continue" button below. Another red box highlights the "Continue" button.

7. The Cart Checkout screen allows you to finalize your registration. We accept POs as a district/school commitment to pay. Payment (check) is due within 30 days of registration. **Failure to submit timely payment may result in the cancellation of your registration.** If registering less than 30 days from program start date, payment (check) is due no less than one week prior to program start date. Registrations made less than one week prior to program start date, can only be made using a credit card. Select your payment method and click “Complete Checkout”.

The screenshot shows the Cart Checkout screen with two radio buttons: "Purchase Order" and "Credit Cards". A red box highlights both radio buttons, and a red arrow points from this box to the "Complete Checkout" button below. The "Complete Checkout" button is also highlighted with a red box.

- a. If completing payment via purchase order, enter the PO Number provided by your district. If they have not yet provided one, type “Pending”.
- i. Once you click “Complete Registration”, you see the following:

Thank you for your registration

	Title	Session ID	Start Date	Location
	AP Summer Institute- Advanced Topics in AP Biology <i>Advanced Topics in AP Biology (Micheal Crouch)</i>	41873	7/12/2016 8:00 AM	Rice University, Rice University Campus

- ii. You will also receive an Enrollment Acknowledgement email in your primary email account.

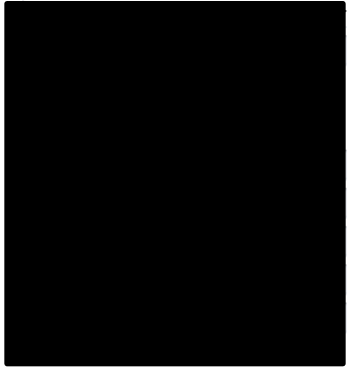
- b. If completing payment via credit card, you will be taken to the payment portal to complete payment. Enter your credit card information and click “Continue”.







Please enter your credit card information

Total:

* Indicates required information

* Credit Card Type:
 * Account Number:
 * Expiration Date:
 * Security Code: ([View example](#))
 * Name on Card:
 * Email:
 Day Phone:
 Night Phone:
 Mobile Phone:




Refund Policy Agreement


For a full description of our refund policy, please visit the [Center for College Readiness](#) website.

By clicking Continue, I agree to the above Refund Policy



- i. Once you click “Continue”, you will see the following message.

Thank you for your registration

	Title	Session ID	Start Date	Location
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