

## Instructions to Create Clock Hour Account at ESD113

To sign up to receive clock hours please follow these instructions:

### Enroll

1. Go to <http://www.myesd.org> - ESD 113 - MY ESD (Automated Clock Hour System)
2. CREATE an account in the ESD113 Clock Hour Registration system OR sign into their existing account that was previously created.
3. ENROLL in WASWUG 2011 Conference Session # 37367 - This completes the enrollment process!

### Claim

1. You will receive an email with a link to a course evaluation approximately one week following the conference.
2. You have 90 days from the last day of the class to complete the evaluation and pay for the clock hours online. If it is beyond the 90 days you will need to contact the ESD 113 office by phone to complete the requirements to obtain the clock hours. (If an email is not received within the 90 days you may still sign into your account and complete the evaluation.)
3. Click on the evaluation link, and a window will pop up with the evaluation to complete.  
Note: If the link doesn't open the window, you may need to turn off pop-up blockers.
4. Complete the evaluation and click Submit. You will be taken to a screen that allows you to print a certificate of completion, and gives instructions for paying for clock hours.
5. PAY for the clock hours online, either with credit card or submitting check by mail.
  - \* Go to <http://www.myesd.org>
  - \* Click the Sign In link and log in to the site
  - \* Click on My Account
  - \* Choose Registration History
  - \* Click "Display my past events"
  - \* Choose the current class from the list
  - \* Click "Purchase Clock Hours" to pay online
  - \* The clock hours will be credited to your account.

### Transcripts

1. Official transcripts from ESD 113 are sent out automatically in early September each year; there is no additional fee for this transcript. Should you need a transcript at some other time there is a \$5 fee and you would follow the procedure below.
  - \* Go to <http://www.myesd.org>
  - \* Click the Sign In link and log in to the site
  - \* Click on My Account
  - \* Choose Transcripts
  - \* For an official transcript, click on the "Request Transcript" button and pay online. The transcript will be processed and mailed to you within 7 days.
  - \* For an unofficial transcript, choose a year from the drop-down menu, then click Go. You will receive a .pdf file to download or print.

Questions, please contact the ESD113 office by email at [certification@esd113.k12.wa.us](mailto:certification@esd113.k12.wa.us) or phone (360) 464-6714.

Mailing Address:

ESD 113 Attn: Registration Services, 601 McPhee Road SW Olympia, WA 98501