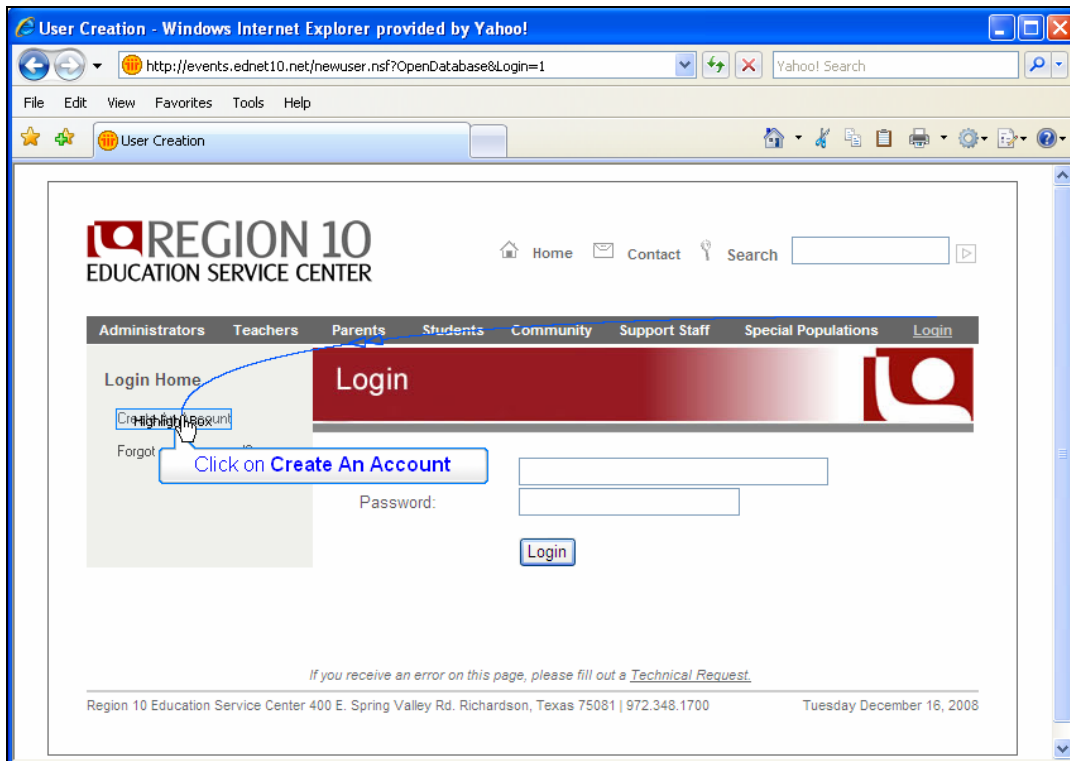
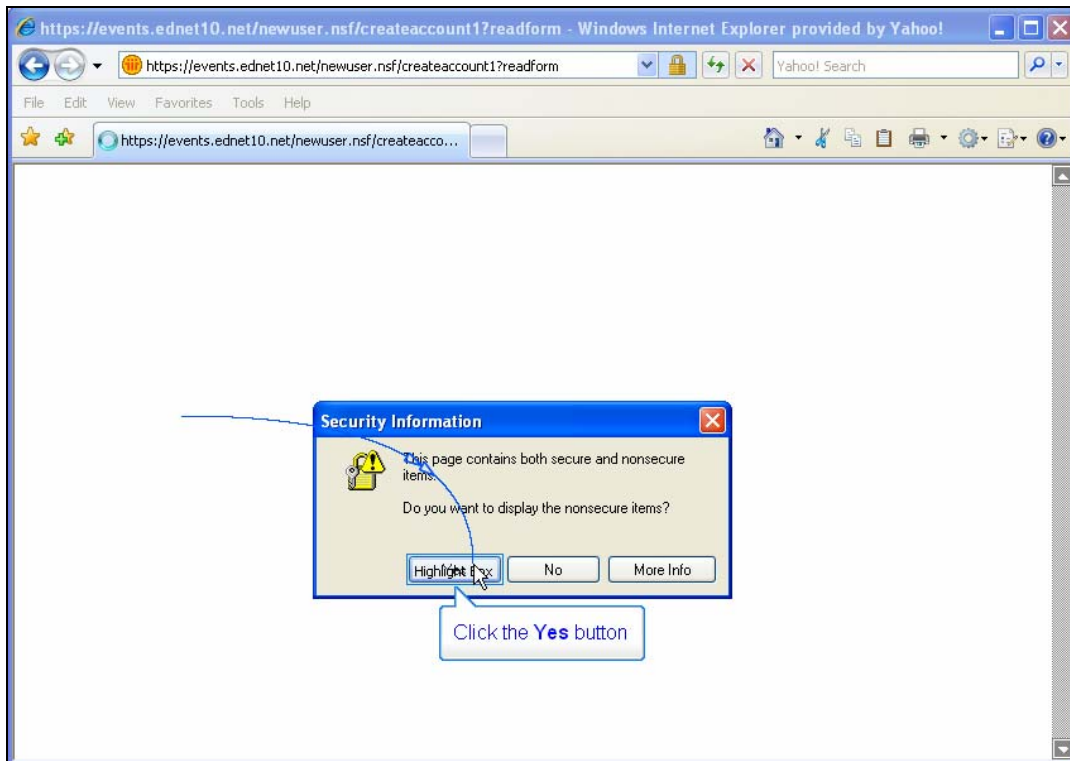


How to Create a Region 10 Account

1. **Click** on **LOGIN** at the **TOP RIGHT** of the Region 10 Home page at www.region10.org to begin.



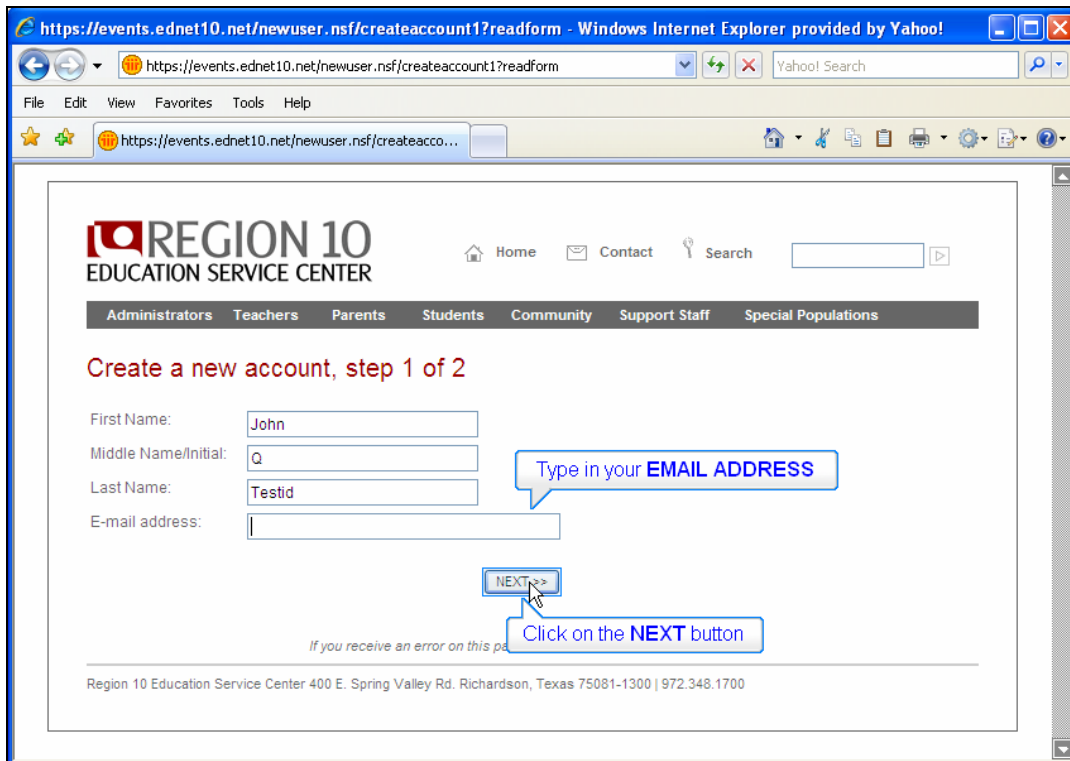
2. **Click** on **CREATE AN ACCOUNT** on the **LEFT** of the screen.



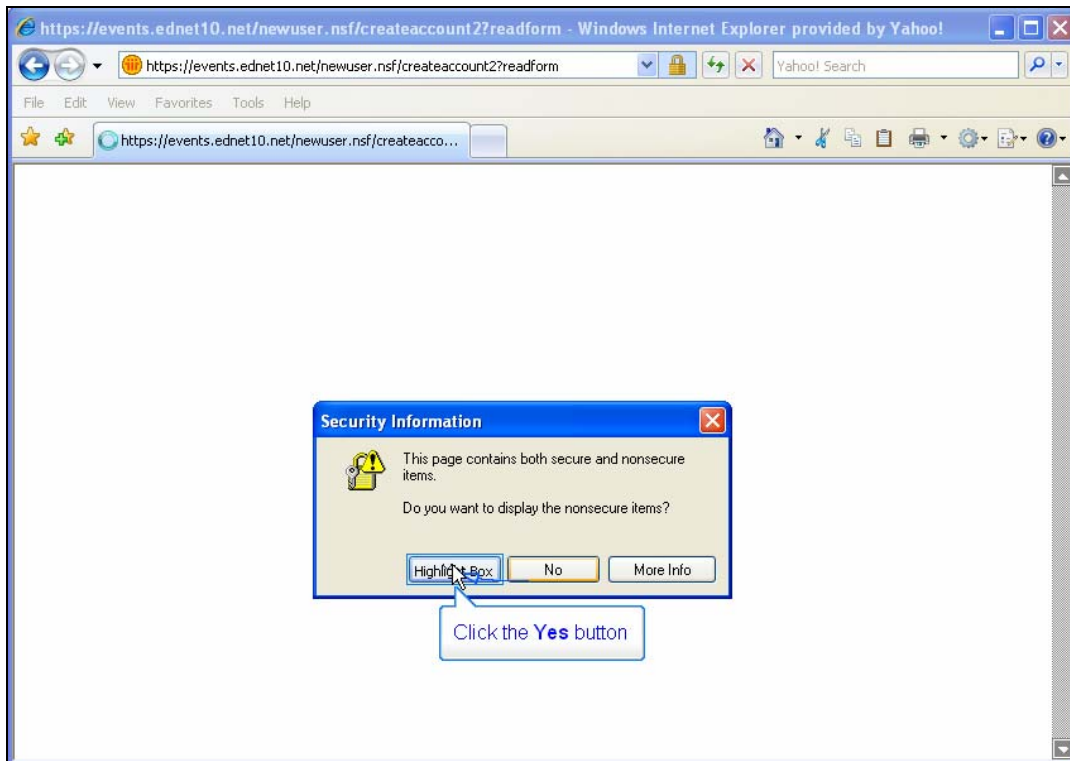
3. **Click** on the **YES** button to continue past the security checkpoint.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Create a new account, step 1 of 2' form for Region 10 Education Service Center. The browser's address bar shows the URL: https://events.ednet10.net/newuser.nsf/createaccount1?readform. The page header includes the Region 10 logo and navigation links for Home, Contact, and Search. A menu bar lists various user roles: Administrators, Teachers, Parents, Students, Community, Support Staff, and Special Populations. The main content area features the heading 'Create a new account, step 1 of 2' and four input fields: 'First Name', 'Middle Name/Initial', 'Last Name', and 'E-mail address'. A blue button labeled 'Type in your NAME' is positioned to the right of the name fields. A 'NEXT >>' button is located below the email field. At the bottom of the form, there is a note: 'If you receive an error on this page, please fill out a Technical Request.' and the contact information for Region 10 Education Service Center: 400 E. Spring Valley Rd. Richardson, Texas 75081-1300 | 972.348.1700.

4. **Type** in your **FIRST NAME** and **LAST NAME**. (Note: **MIDDLE NAME/INITIAL** is an **optional** field).



5. **Type** in your **EMAIL ADDRESS**.
6. **Click** on the **NEXT** button.



7. **Click** on the **YES** button to continue past the security checkpoint.

https://events.ednet10.net/newuser.nsf/createaccount2?readform - Windows Internet Explorer provided by Yahoo!

https://events.ednet10.net/newuser.nsf/createaccount2?readform

File Edit View Favorites Tools Help

https://events.ednet10.net/newuser.nsf/createacco...

REGION 10
EDUCATION SERVICE CENTER

Home Contact Search

Administrators Teachers Parents Students Community Support Staff Special Populations

New User Account Creation, step 2 of 2

All fields are required

First Name: John
Middle Name/Initial: Q
Last Name: Testid
E-mail address: john.testid@hotmail.com

Password: Type in a **PASSWORD**

Retype Password:

Role: -SELECT- Click on the **Role Dropdown**

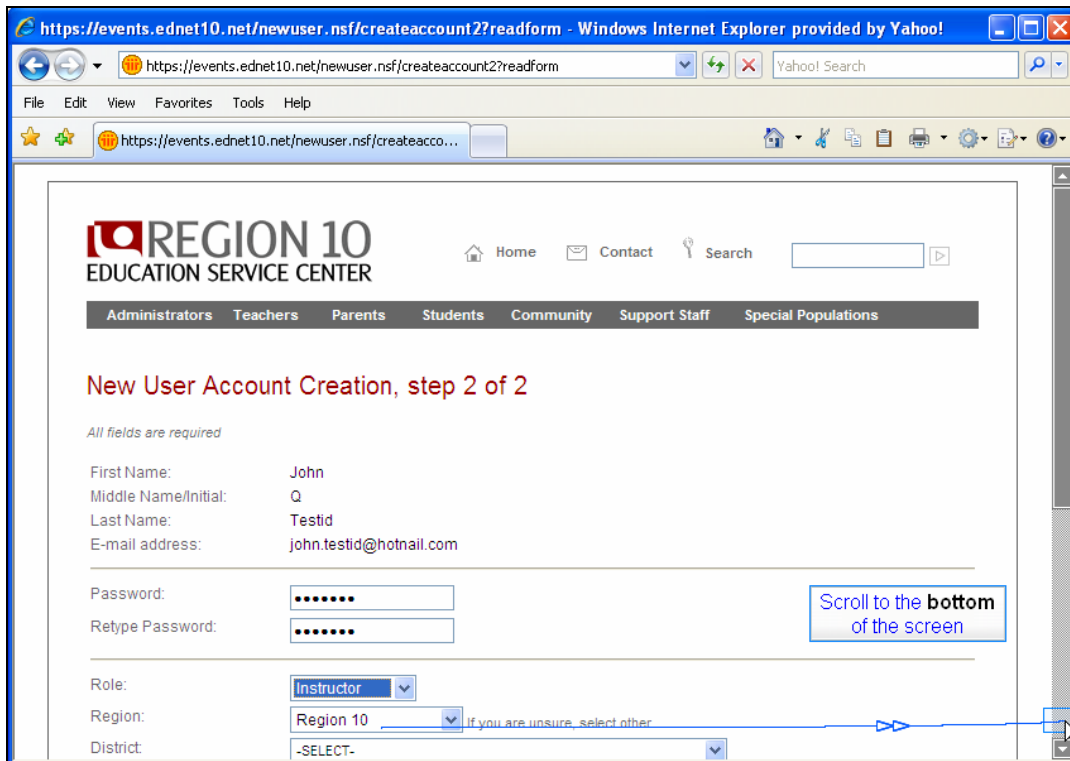
Region: Region 10 If you are unsure, select other

District: -SELECT-

8. **Type** a **PASSWORD** in the **PASSWORD** and **RETYPE PASSWORD** fields.
9. **Click** on the **ROLE DROPDOWN**.



10. **Click** on a **ROLE** from the list displayed.

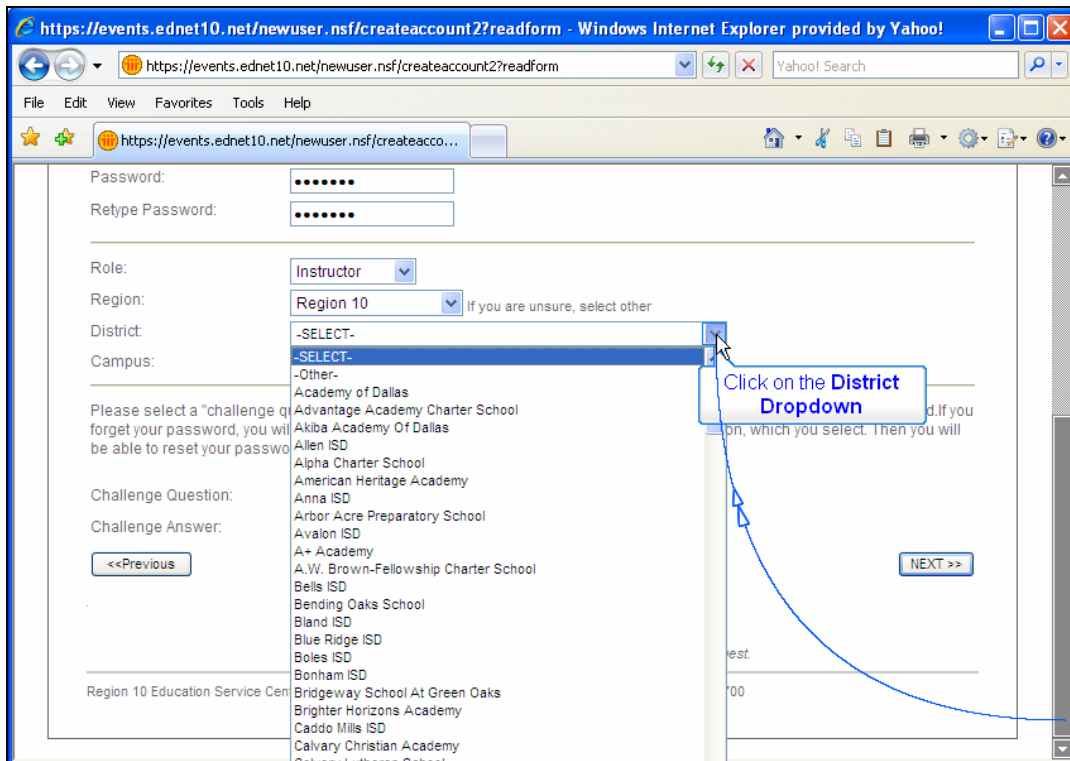


11. **Scroll** to the **BOTTOM** of the screen.

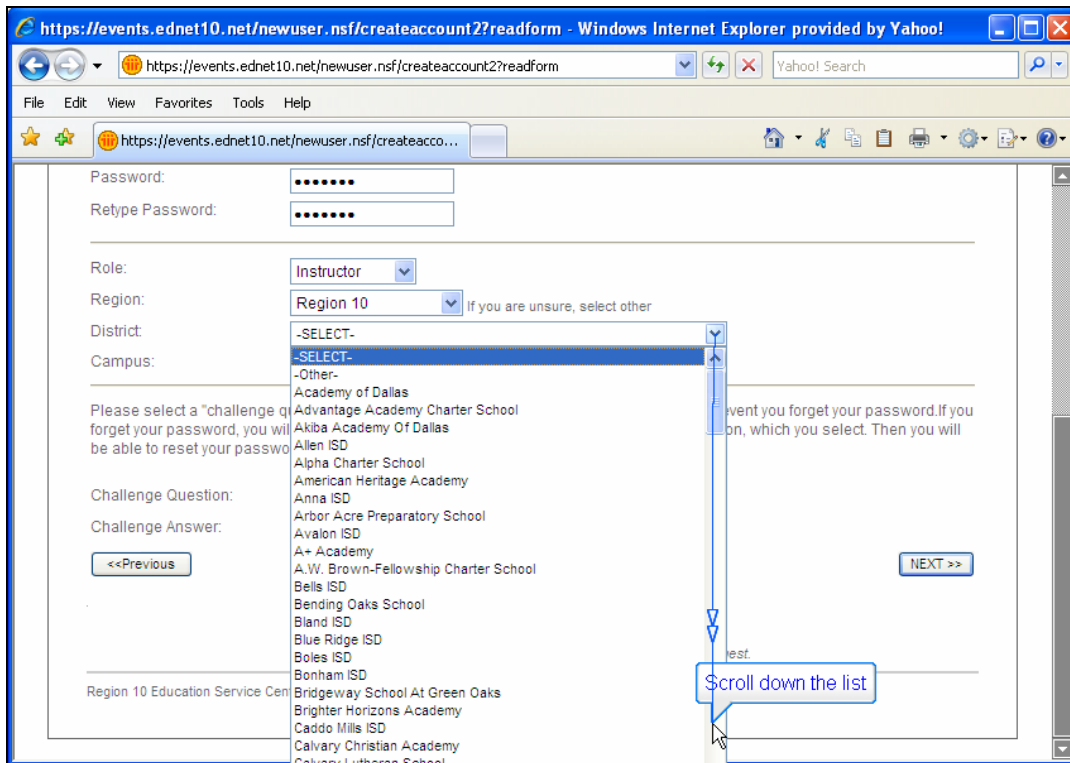
The screenshot shows a web browser window with the following content:

- Address bar: <https://events.ednet10.net/newuser.nsf/createaccount2?readform>
- Menu: File, Edit, View, Favorites, Tools, Help
- Form fields:
 - Password: [password field]
 - Retype Password: [password field]
 - Role: [Instructor]
 - Region: [Region 10] (with note: "If you are unsure, select other")
 - District: [-SELECT-]
 - Campus: [-select a district-]
 - Challenge Question: [- Choose a Challenge Question -]
 - Challenge Answer: [text field]
- Buttons: <<Previous, NEXT >>
- Text: "Please select a 'challenge question' and answer. This question/answer will be used in the event you forget your password. If you forget your password, you will be asked for your email address and the answer to this question, which you select. Then you will be able to reset your password."
- Footer: "If you receive an error on this page, please fill out a Technical Request." and "Region 10 Education Service Center 400 E. Spring Valley Rd. Richardson, Texas 75081-1300 | 972.348.1700"

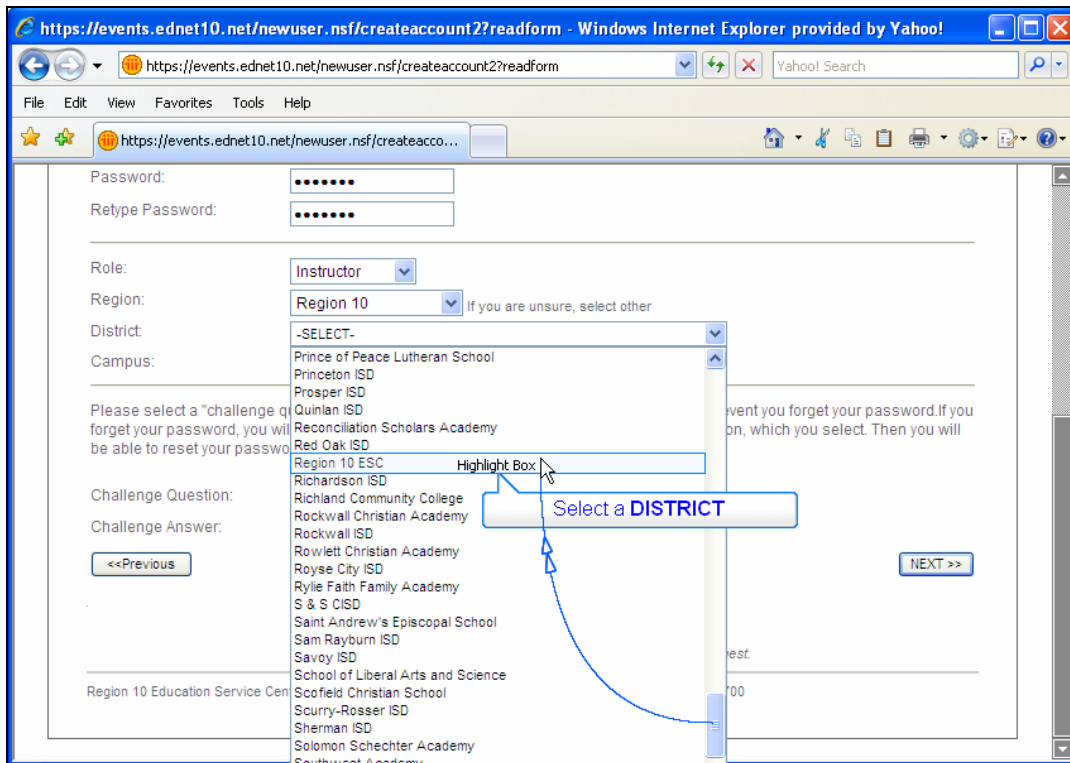
12. **Click** on the **REGION DROPDOWN**, if you are from another Region to change to your Region.



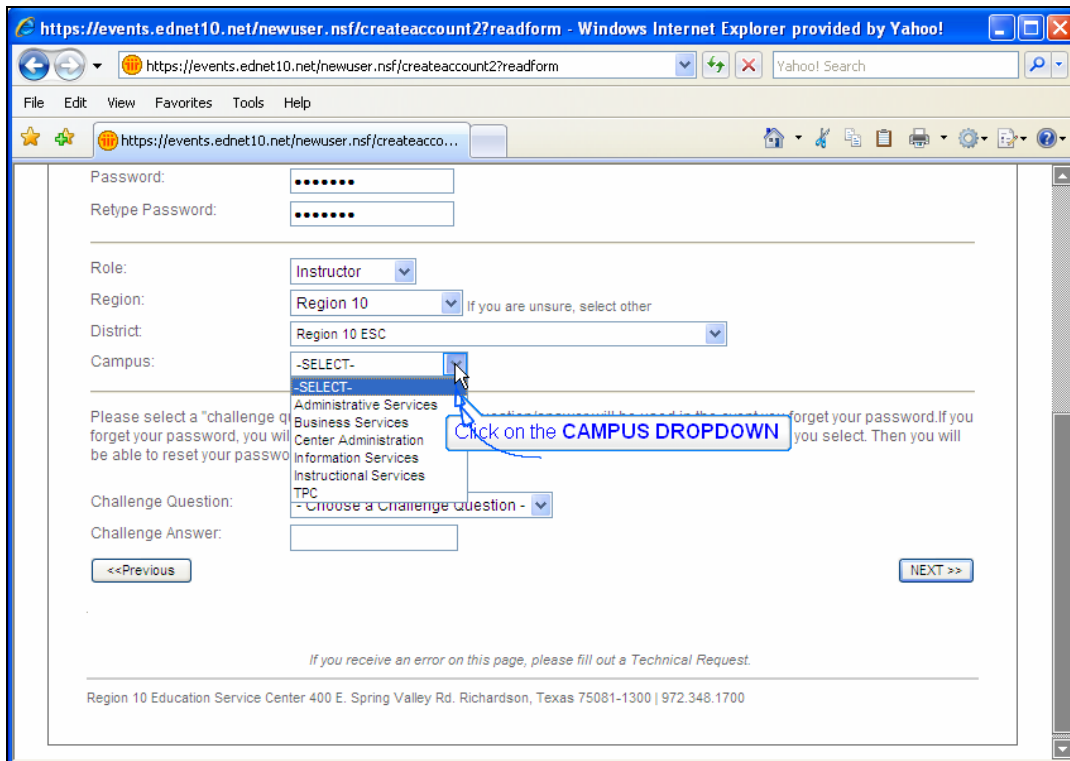
13. Click on the DISTRICT DROPDOWN.



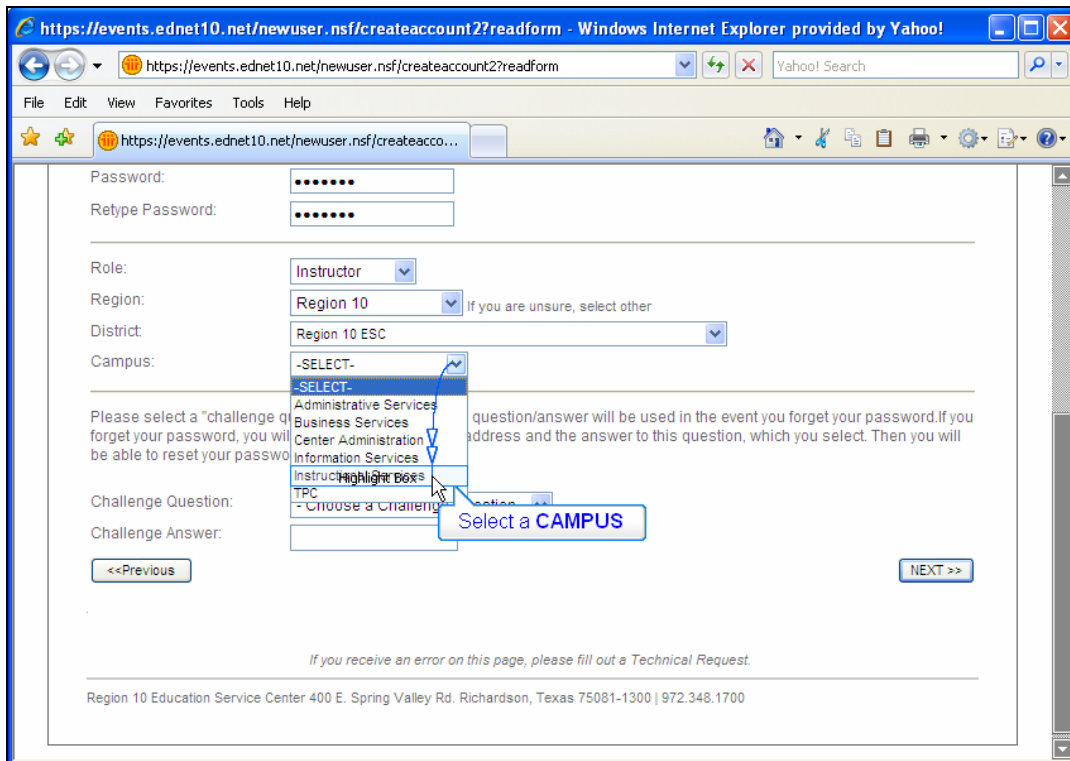
14. **Scroll** down the list until you find your **DISTRICT**.



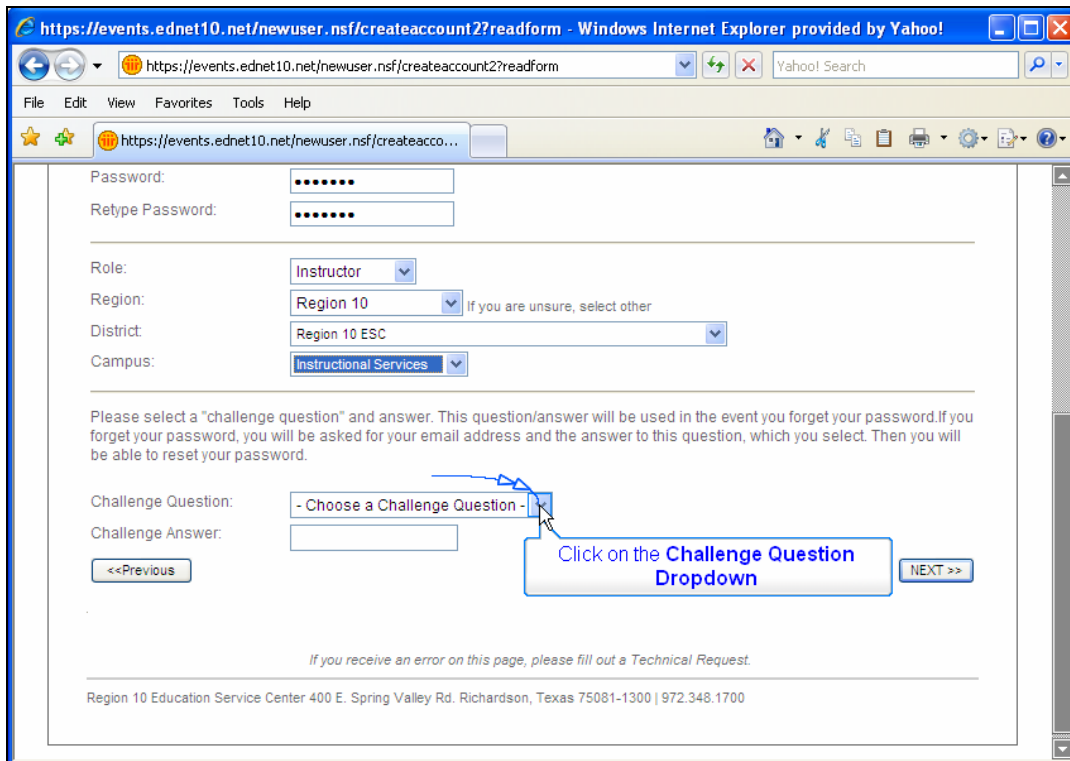
15. Click on your DISTRICT selection.



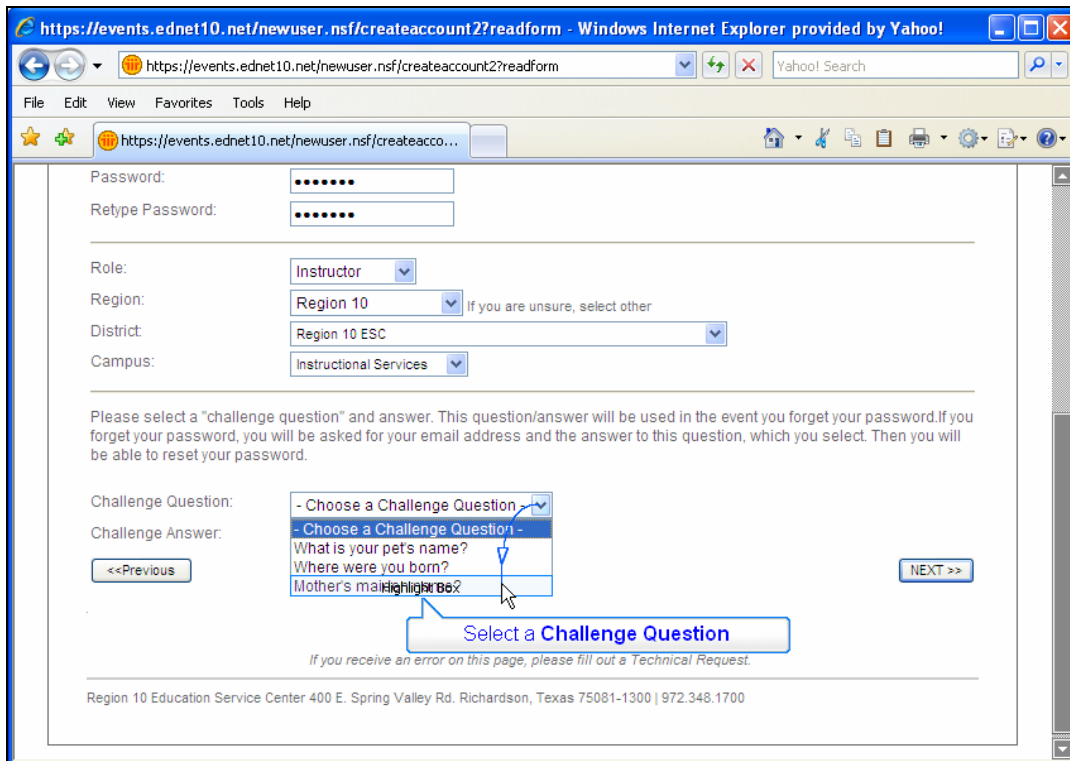
16. **Click** on the **CAMPUS DROPDOWN**.



17. Click on your **CAMPUS** selection.



18. **Click** on the **CHALLENGE QUESTION DROPDOWN**.



19. **Click** on the **CHALLENGE QUESTION** you want to select.

https://events.ednet10.net/newuser.nsf/createaccount2?readform - Windows Internet Explorer provided by Yahoo!

https://events.ednet10.net/newuser.nsf/createaccount2?readform

File Edit View Favorites Tools Help

https://events.ednet10.net/newuser.nsf/createacco...

Password:

Retype Password:

Role:

Region: If you are unsure, select other

District:

Campus:

Please select a "challenge question" and answer. This question/answer will be used in the event you forget your password. If you forget your password, you will be asked for your email address and the answer to this question, which you select. Then you will be able to reset your password.

Challenge Question:

Challenge Answer:

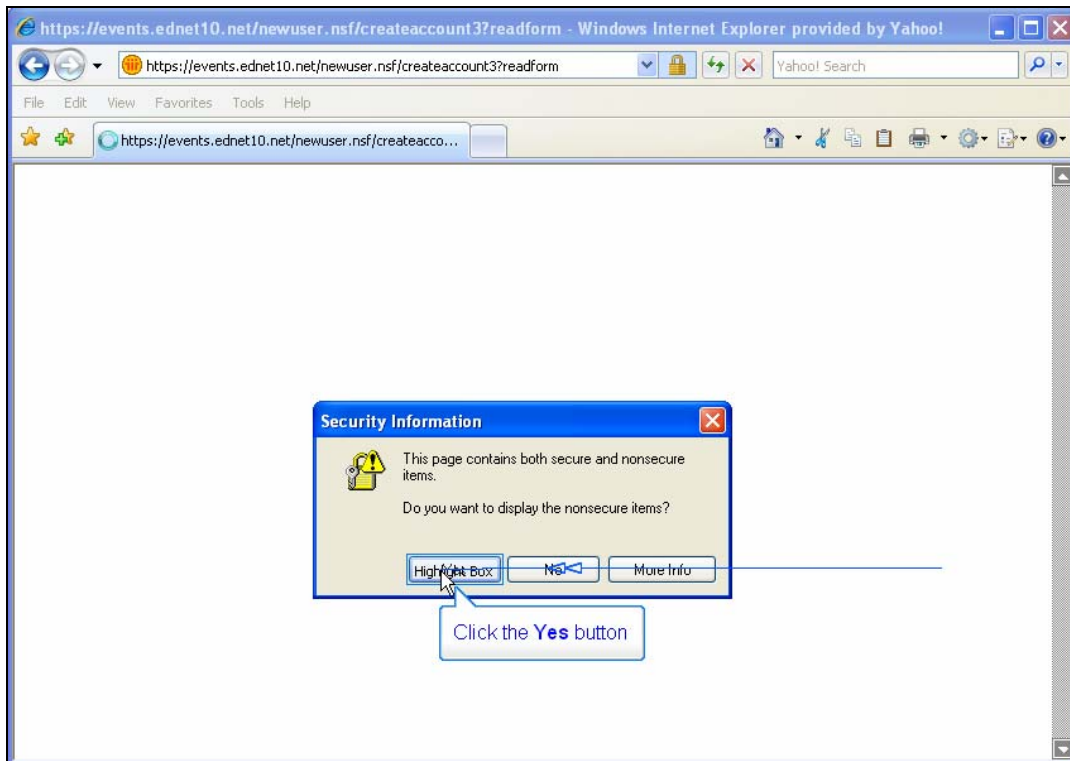
Type in your **Challenge Answer**

Click on the **NEXT** button

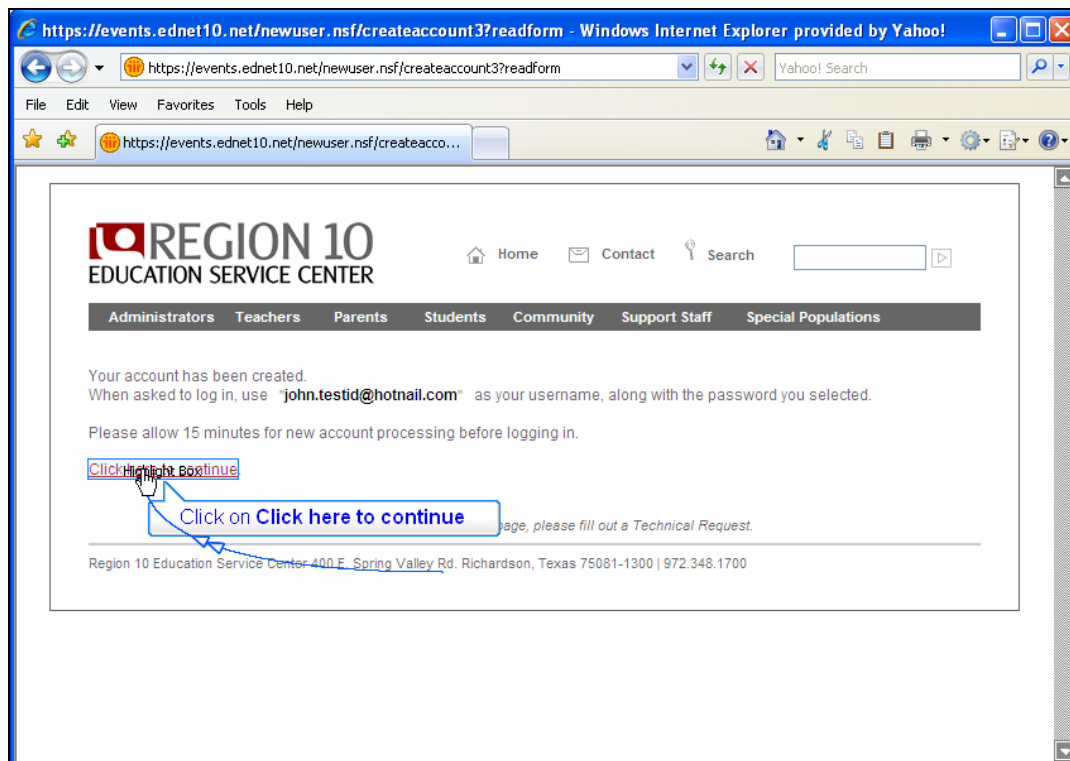
If you receive an error on this page, please fill out a Technical Request.

Region 10 Education Service Center 400 E. Spring Valley Rd. Richardson, Texas 75081-1300 | 972.348.1700

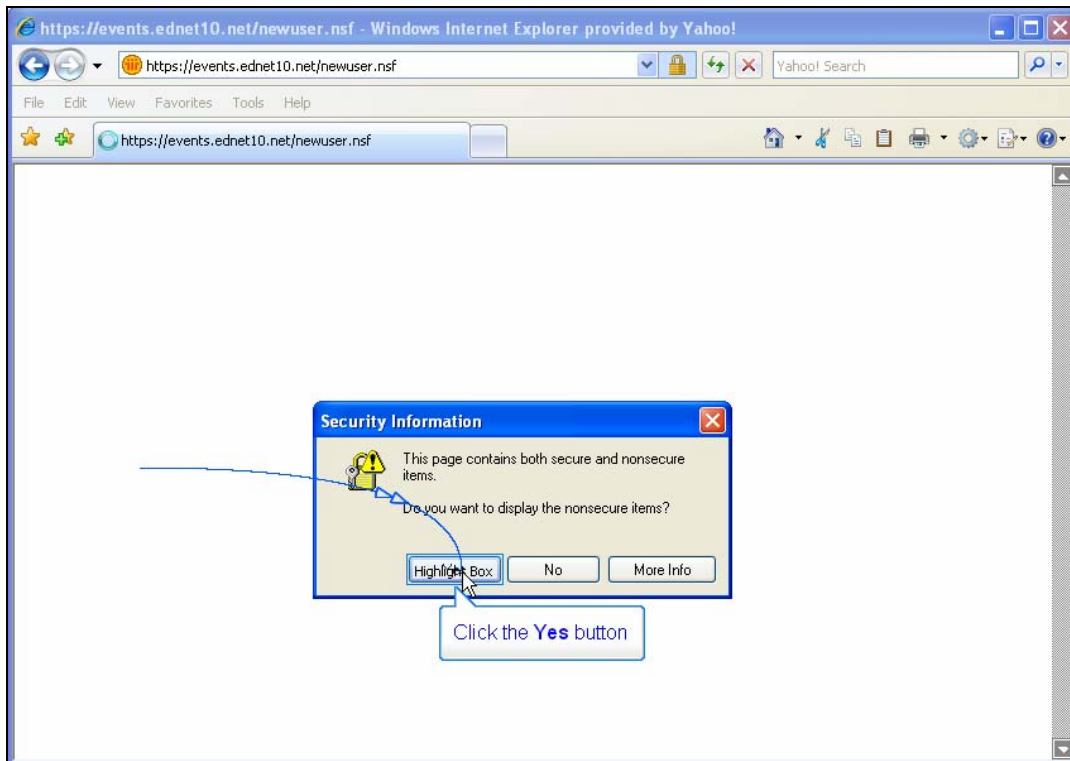
20. **Type** in your **CHALLENGE ANSWER** for the **QUESTION** you selected.
21. **Click** on the **NEXT** button to **CREATE** your account.



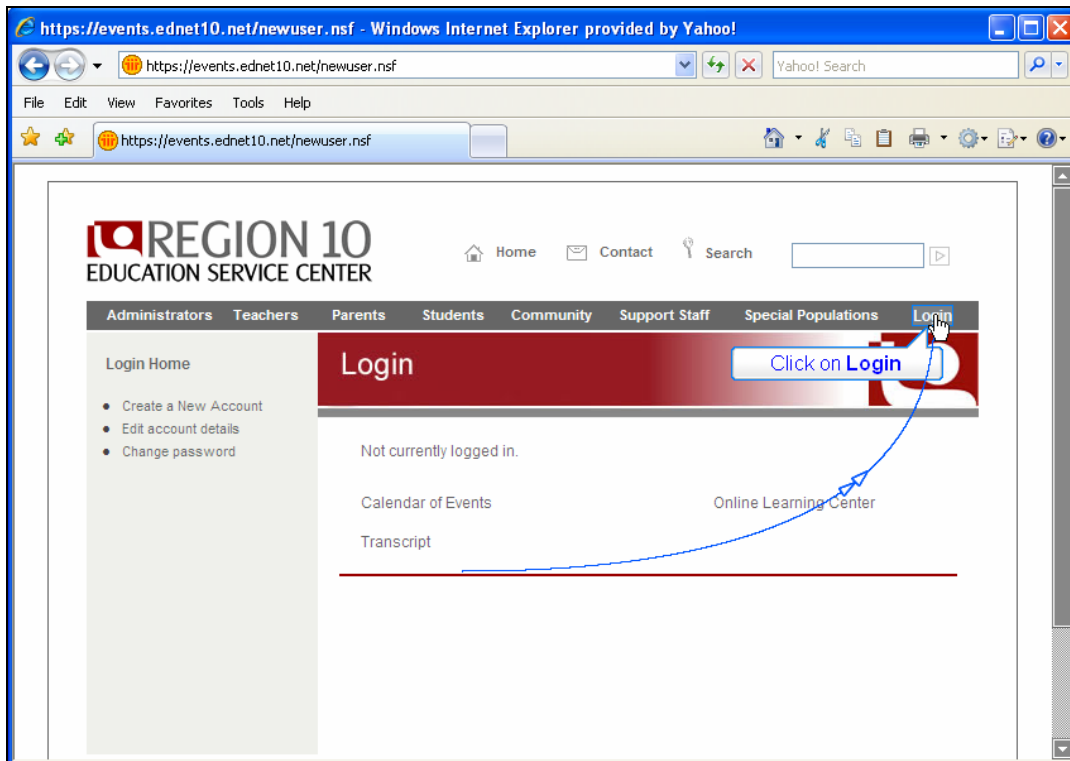
22. **Click** on the **YES** button to continue past the security checkpoint.



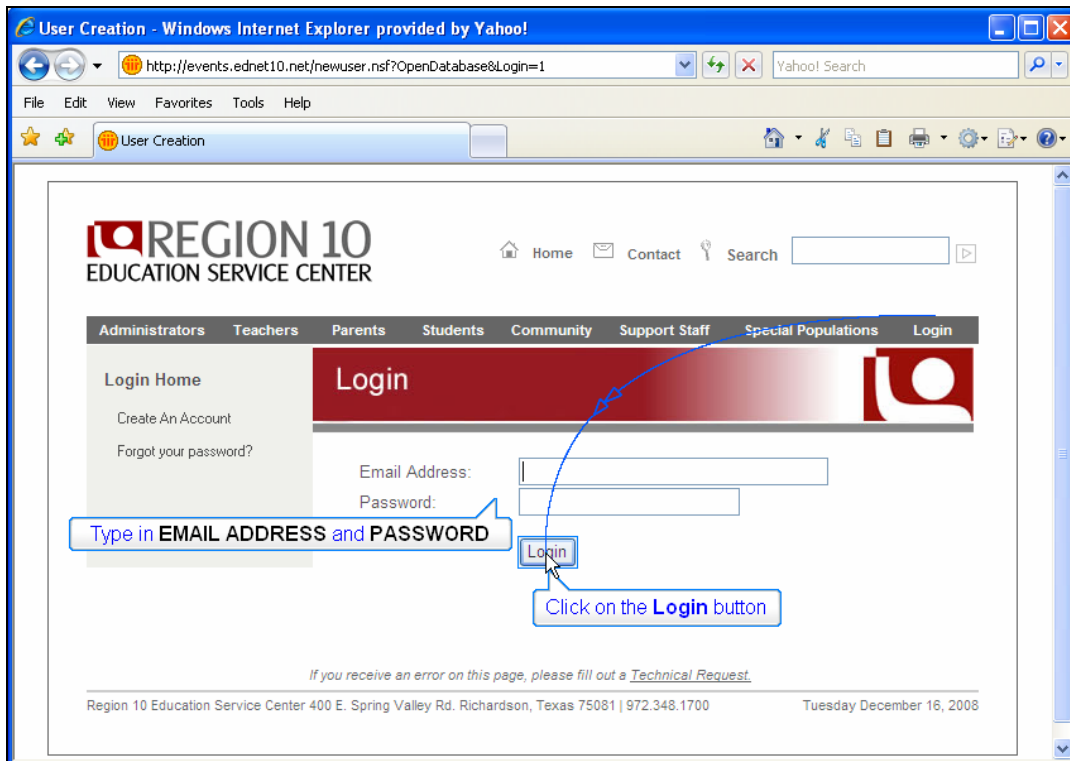
23. The system will start creating you **REGION 10 ACCOUNT**. The **ACCOUNT** will allow access in about **15 minutes**.
24. **Click** on **CLICK HERE TO CONTINUE**.



25. **Click** on the **YES** button to continue past the security checkpoint.

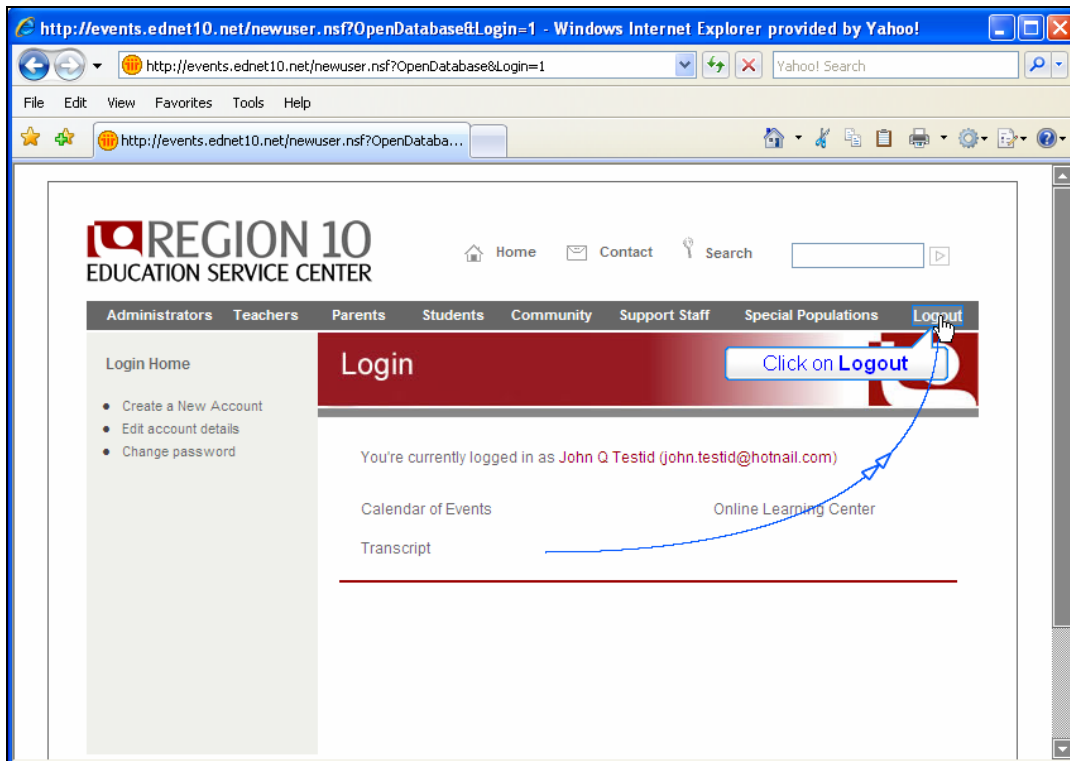


26. **Click** on LOGIN at the TOP RIGHT of the screen.

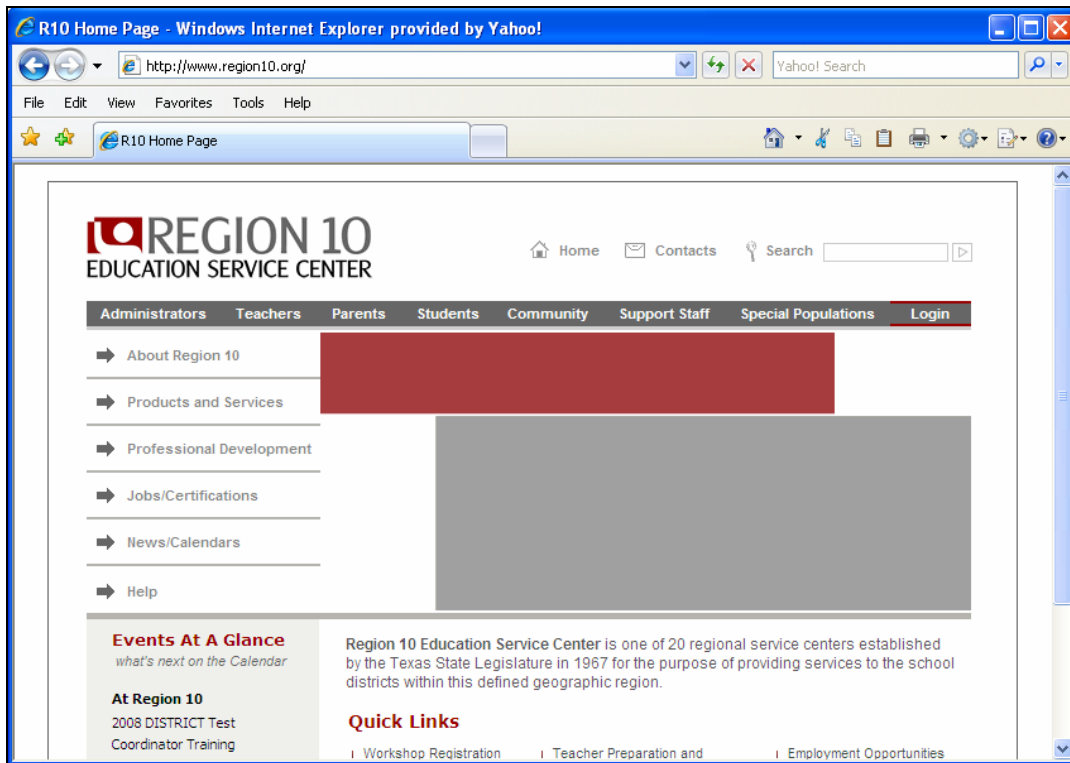


27. **Type** in your **EMAIL ADDRESS** and **PASSWORD**.

28. **Click** on the **LOGIN** button.



29. **Click** on **LOGOUT** ant the **TOP RIGHT** of the screen to logout from your account.



30. The **Home Page** will appear after your account logs out from the system.