

MyOSD for Certificated Staff

On-line system for OSD & ESD113 Course Registration & Clock Hour Tracking

Step One: New Users -- Creating an Account on MyOSD

Note: If you already have an account on either MyOSD, MyESD, MyTSD, skip to step 2

1. Access **OSD home page**; go to **“For Staff,”** and select **“MyOSD Staff Development”**, or... in your web browser, go to **http://www.escweb.net/wa_osd**
2. Click on the blue **“Sign In”** button on the left.
3. Enter your email address, then click on the **“No, I am new to this site”** button.
4. Follow the prompts to create your account.
5. You will receive a confirmation email with your login and password to save.
6. You will know that are logged in because the blue button on the left now reads **“Sign Out”**.

Step Two: Enrolling in a class

1. **Sign in** (if you aren't already signed in)
2. In the box that says **“Enter Session ID”** enter the ID number for the course (available from your instructor/administrator). Or, you can search the calendar for course offerings by clicking on **“The Catalog of Events”** and **“Calendar of OSD Events”**. From there you can click on a course offering on the calendar and follow steps 3-5 to enroll.
3. Click **Enroll**, then click on **Checkout**.
4. Enter your payment information (none required for OSD classes), so complete the process by clicking on **Checkout** again. (If the class is free, you will not need to enter any payment information.) You will receive a **“Thank You for your registration”** page, as well as a confirmation email.
5. Sit back, relax... you are registered!

Step Three: Purchasing Clock Hours

1. **Sign in at the workshop.** Upon completion of the workshop, sign in sheets will be used to mark attendance. Once attendance is entered, you will receive an email prompting you to complete an evaluation of the class.
2. Complete and submit the Evaluation. You will now be given the opportunity to purchase clock hours. (*In order to receive clock hours, you must have attended at least three hours of the session*). Payment can be made online, or by check by generating a payment voucher. **You have 90 days from being marked attended in the class to purchase clock hours through MyOSD.**
3. OR, you may complete the evaluation and purchase clock hours later, by signing into MyOSD, clicking on **“My Account Information”**, clicking on **“Registration History”**, then clicking on **“Display My Past Events”**. From here you can complete the Evaluation and Purchase Clock Hours, but remember you have 90 days to purchase them online.

HELP!!

- ▶ Online assistance is available on MyOSD webpage, by clicking **“Contact Us”**.
- ▶ For questions concerning troubleshooting MyOSD, sign in sheets & attendance, and entering/approving trainings, contact **Tricia Kelley, Teaching & Learning (8585)**.
- ▶ For questions concerning your clock hour transcripts, placement on pay schedule & re-certification, contact **Starla Hoff, Human Resources (6194)**

Note: MyOSD is an online tool for managing registration & clock hours within the OSD, ESD113 and other district/agencies on the escworks network system. Clock hours for trainings offered by outside agencies, which are Washington State Clock Hour Providers and/or an accredited college or university, should be purchased at the training through the course sponsor. This documentation can be submitted to Starla Hoff in Human Resources to add to your clock hour transcripts.