

# MyOSD for Classified 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, or MyTSD, skip to step 2*

1. Access **OSD home page**; go to "For Staff," and select "MyOSD" or... in your web browser, go to [http://www.escweb.net/wa\\_osd](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 administrator/instructor). 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 "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: What is next

1. **Sign in at the workshop.** Upon completion of the workshop, sign in sheets will be used to mark attendance. Once attendance is marked you will receive an email notification to do an evaluation form.
2. Upon completion of the evaluation form, you will be prompted to purchase clock hours. **CLASSIFIED STAFF DO NOT PURCHASE CLOCK HOURS**, so ignore this option.
3. For Para-Educators: To request clock hours.....

## Step Four: Requesting Clock Hours (for Para-Educator stipend)

1. Sign into MyOSD, click on "Registration History", then click on "Display my past events". From here "Print Confirmation" **AND** print a "Certificate". Staple together and send both to Joyce Blankenship, Human Resources. For para-educators, these documents serve as proof of attendance and will be added to your personnel file for the contracted stipend.

### 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**.
- For questions concerning para-educator clock hour tracking as applied to your contracted stipend, contact **Joyce Blankenship, Human Resources (6196)**.