

# MyOSD

## Enrolling in a class and purchasing clock hours

*The Olympia School District is using “My.OSD” for course registrations and clock hours. This system is directly tied to the “my.esd” system at ESD 113, so you only need to create an account once to be able to use both systems. If you have already created an account at ESD 113, you can skip the account creation instructions and go directly to Step Two.*

**Step One: Create an Account on My.OSD** (if you already have an account on either my.OSD or my.esd, skip to step 2)

1. 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 the 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).
3. Click Enroll, then go to Checkout.
4. Enter your payment information, then complete the checkout. You will receive a confirmation email. If the class is free, you will not need to enter any payment information.

### Step Three: Buying clock hours

1. After the class is completed, the instructor will mark you as attended. You will then receive an email asking you to fill out an evaluation of the class.
2. After you complete the evaluation, you can purchase clock hours online.
3. Log in to my.esd (at <http://www.myesd.org>)
4. Under the My Account area, choose Registration History. Click “Display my past events.”
5. You will see the class you just took listed, with a link for Purchase Clock Hours.
6. Click that link and follow the prompts to make payment. You may either pay by credit or debit online, or print a voucher to pay by check.
7. You can then print out a Proof of Clock Hours or a certificate of completion for your records.

*If you have any problems with MyOSD, please contact Tricia Kelly in the K12 Teaching and Learning Office by email or at 8585. For problems with the web site use the “Contact Us” link on the MyOSD main page (left side) or email to [myesd@esd113.k12.wa.us](mailto:myesd@esd113.k12.wa.us).*