Printing Certificates or Transcript

The certificates are on-line through ESCite.

To print your conference or workshop certificates, allow a few days after the workshop or conference before going to your account on-line. If you do not see the certificate for a specific conference session or workshop, it may be that the attendance for the session has not been completed. When attendance has been completed follow the instructions below to print your certificate:

- Go on-line **http://escite2.esc17.net/**

- Login using your ESCite2 account information –
    - email address

    - password (If you do not remember your password, click on I Can't Remember My Password?, to recover the security question. Input the appropriate information and login.)

- Click **My Account Info**. Your account information will appear.

- Verify that all the information is correct and **save** any changes that you make (see instructions on the back of this page).

- The name as it appears on the account will print on the certificate.

- Click **View My Transcript**
    - You will then be able to view all the workshops that you have attended and the credit hours received.

- Click **Print** to get a printed version of your transcript.

- Select the desired workshop and click on **Print Certificate** to save or print your certificate for each session attended.

Notice the information on the left bar, "To print your certificate, you must have Adobe Acrobat Reader."   This software is universal software used in many different applications. If you do not have this free software, click on the Reader link to download the software.

If you need further assistance, please call Barbara Stephens at 806-281-5715, while you are near a computer and you will receive assistance with the process.

**Printing
Certificates
or Transcript
Updating Accounts**

Updating Accounts

- Go on-line **http://escite2.esc17.net/**

- Login using your ESCite2 account information –
  - email address
  - password (If you do not remember your password, click on I Can't Remember My Password?, to recover the security question. Input the appropriate information and login.)

- Click **My Account Info**. Your account information will appear.

> *Has your address changed?*
> *Has your district and position changed?*
> *Is the email address current?*
> *Is the answer to your security question correct?*

- Please make all changes necessary to update your account.

- After making changes, click the "**Save Changes**" button.

Your information is used to:
send you updates on workshops
send information on upcoming events
contact you with registration problems
keep your district aware of workshop attendance

**Thanks for taking a few minutes to keep your account current!
It benefits everyone!**