

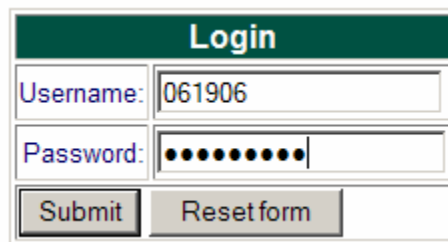
## About The ESC XI CPE Cooperative Database

Ponder ISD requires all professional staff to enter CPE (Continuing Professional Education) credits into the online database hosted on the ESC XI website with a printout to be turned in at the end of each school year. Additionally, if your certification was issued after September 1, 1999 then you must keep these records in the system for documenting the 150 CPE hours required every five years for certificate renewal. The database is also available for use by paraprofessionals if they choose. This handout explains how to access, add, and edit professional development activities within the database.

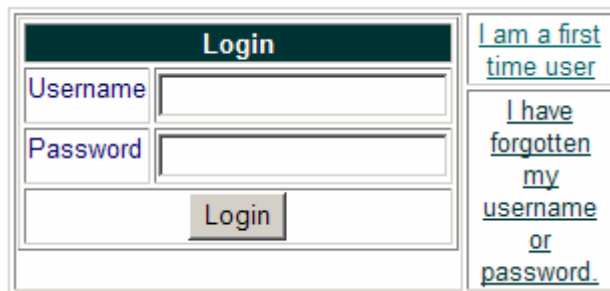
## Accessing The System

If you have never used the ESC XI CPE Cooperative, you will need to create an account just for you. However, before doing so you must first access the system. To enter the system...

1. Go to the Ponder ISD website ([www.ponderisd.net](http://www.ponderisd.net)) and click on the Technology link on the left.
2. Click on the ESC XI CPE Database link.
3. A new window will appear. Click the "Login" link in the top right-hand corner.
4. The district login screen appears. The information entered here connects you to a school district.



5. For "Username" enter "061906" and for "Password" enter "ponderisd". There should be no spaces and no uppercase letters. Then click the "Submit" button.
5. Now a page appears listing several positions or categories. Click on the correct category for your position (i.e. Classroom Teacher, Counselor, etc.).
6. A new window will appear with the following login screen. If the window doesn't appear, it is probably because the pop-up blocker is turned on. Click on the information bar below the address bar in the browser and choose "Always allow pop-ups from this site."



7. If you have already set up your individual account username and password for the ESC XI CPE Cooperative, then login using your **social security number as your username** and the personal password you entered when you initially created the account. Then continue to the section of this handout titled "Adding Activities" on page 3. If you cannot remember your password, you will have to contact Shirley VanVleck at 817-740-3656 or by email at [svanvleck@esc11.net](mailto:svanvleck@esc11.net).
8. If you have never set up your individual username and password, continue to the section titled "Creating Your Individual Account" on page 2.

## Creating Your Individual Account

1. If you don't have an individual username or password yet, click on the link in the top right-hand corner of the login box that says "I am a first time user".

2. A page will be displayed asking you to input demographic information. Enter the information requested and then click on the "Submit Record" button. If any required information was not entered, a dialogue box will appear asking you to re-enter the necessary information.

*Current District		*Current Campus	
<-No Selection-->		<-No Selection-->	
*Social Security Number: (No dashes or spaces: Example 111111111)			
*Last Name:	*First Name:	Middle Initial:	
*Mailing Address:			
*City:	*State:	*Zip:	
*Phone (123) 123-1234:			
*My certification requires the SBEC 5 year rule (19 TAC Chapter 232.820):			
<input checked="" type="radio"/> Yes <input type="radio"/> No			
*Primary Certificate Certification:	*Effective Date:	*Expiration Date:	*Status:
<-No Selection-->			Good Standing
If not in the list above please choose "Other" and list below:			
*E-mail Address (xxxx@xxxxx.xxx):			
*Please select a password you will remember:			
* Choose a word or phrase you will remember for verification:			

3. Your individual account will store your demographic information and can be linked to more than one position category. For example, you may have created your account under the category of "Classroom Teacher" but later you obtain a counseling certificate. If so, your login will work in both the "Classroom Teacher" and "Counselor" categories without having to create a new username and password and the demographic information will follow you.



**NOTE:** Your username will be your social security number as entered on this page. It is imperative that you type it and the password correctly and record them in a safe location.

## Adding Activities

1. After you have successfully logged in to the CPE database, a screen similar to the one below will appear: This is called the “File at a Glance” page. If you have already entered activities, they will be listed in summary form in the middle of the page. If you have not entered any activities, a message stating “No records were found” will be displayed.

**Continuing Professional Education Records Maintenance System**

School Counselor

Renewal File at a Glance

<a href="#">Edit an Activity</a>	<a href="#">Add an Activity</a>	<a href="#">Edit Demographics</a>	<a href="#">Total Hours by Year by Area</a>	<a href="#">TEA Total Hours</a>	<a href="#">Logoff</a>
----------------------------------	---------------------------------	-----------------------------------	---	---------------------------------	------------------------

**No records were found**

**[Go back and try again.](#)**

If you have entered activities under a different category and have now changed categories you may add activities to this category by clicking “Add an Activity” above.

Please contact the [Database Manager](#) if you think this is an error.

2. To add a new activity, click on the “**Add an Activity**” link on the green menu bar.
3. A new window will appear. Enter the information requested related to the new activity, and then click the “**Insert Record**” button. The record has now been added to the database.
4. If after entering an activity, you need to correct the information entered you can edit an existing activity. See the section of this handout titled “**Editing Activities**” on page 4.
5. When you are finished adding activities, click the “**Logoff**” link on the green menu bar and close the remaining open windows.



**NOTE:** Every field does not have to be completed when adding an activity, however the more information provided the better. Only fields marked with red asterisks must be completed. If you have questions concerning what to enter, see your campus supervisor.

## Editing Activities

1. After you have successfully logged in to the CPE database, a screen similar to the one below will appear: This is called the “File at a Glance” page. If you have already entered activities, they will be listed in summary form in the middle of the page. If you have not entered any activities, a message stating “No records were found” will be displayed.

**Continuing Professional Education Records Maintenance System**

Classroom Teacher

Renewal File at a Glance

<a href="#">Edit an Activity</a>	<a href="#">Add an Activity</a>	<a href="#">Edit Demographics</a>	<a href="#">Total Hours by Year by Area</a>	<a href="#">TEA Total Hours</a>	<a href="#">Logoff</a>
----------------------------------	---------------------------------	-----------------------------------	---	---------------------------------	------------------------

Records 1 to 1 of 1

When you click "View" it may take a few moments to locate your record.  
To refresh your screen "Right Click" your mouse, choose "Refresh".

Richard Hooper					
View	Renewal Block	Renewal Year	Renewal Area	Activity	Activity Hours
<a href="#">VIEW</a>	1	1	2	United Streaming Coordinators Update	1.5

[Click here to print this page](#)

2. To edit an existing activity, click on the “**Edit an Activity**” link on the green menu bar.
3. A page similar to the one below will appear displaying a list of activities already entered. Click on the “**View**” button to the left of the activity you wish to edit.

**Continuing Professional Education Records Maintenance System**

Classroom Teacher

Records 1 to 1 of 1

When you click "View" it may take a few moments to locate your record.  
To refresh your screen "Right Click" your mouse, choose "Refresh".

Richard Hooper				
View	Renewal Block	Renewal Year	Renewal Area	Activity
<a href="#">VIEW</a>	1	1	3	United Streaming Coordinators Update

[Return to "File at a Glance"](#)

4. A new page will display the information you originally entered concerning this particular activity. Simply modify the information as desired and then click the “**Update Record**” button. The record has now been updated to the database.
5. If you wish to edit another activity simply click on the “**Go Back to Edit Another Record**” link. If not, click on the “**Return to File at a Glance**” link.
6. When you are finished editing activities, click the “**Logoff**” link on the green menu bar and close the remaining open windows.

## Printing End Of Year Report

At the conclusion of each school year, you will be required to turn in a record of professional development activities. To print a list of activities entered into the CPE Cooperative database follow the directions outlined below.

1. After you have successfully logged in to the CPE database, a screen similar to the one below will appear: This is called the “File at a Glance” page. If you have already entered activities, they will be listed in summary form in the middle of the page. If you have not entered any activities, a message stating “No records were found” will be displayed.

**Continuing Professional Education Records Maintenance System**

Classroom Teacher

Renewal File at a Glance

Edit an Activity	Add an Activity	Edit Demographics	Total Hours by Year by Area	TEA Total Hours	Logoff
------------------	-----------------	-------------------	-----------------------------	-----------------	--------

Records 1 to 1 of 1

When you click "View" it may take a few moments to locate your record.  
To refresh your screen "Right Click" your mouse, choose "Refresh".

Richard Hooper					
View	Renewal Block	Renewal Year	Renewal Area	Activity	Activity Hours
<a href="#">VIEW</a>	1	1	2	United Streaming Coordinators Update	1.5

[Click here to print this page](#)

2. To print a list of activities, click on the “**Click here to print this page**” link on the bottom of the page.
3. The standard printer dialogue box will appear allowing you to select which printer you wish to use and the number of copies. After making your selections, click “**OK**”.
4. When you are finished, click the “**Logoff**” link on the green menu bar and close the remaining open windows.