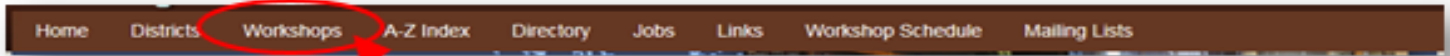


Obtaining Your Certificate from escWorks

1. Go to the Region 17 ESC website, www.esc17.net, and click on the "Workshops" tab located on the menu across the top.



2. Click on the "sign in" button located on the left side of the screen.

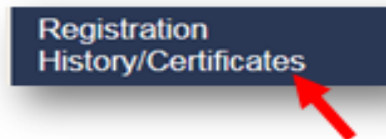


3. Enter your ESC Works username and password. This should be the same information you used to register for the workshop.

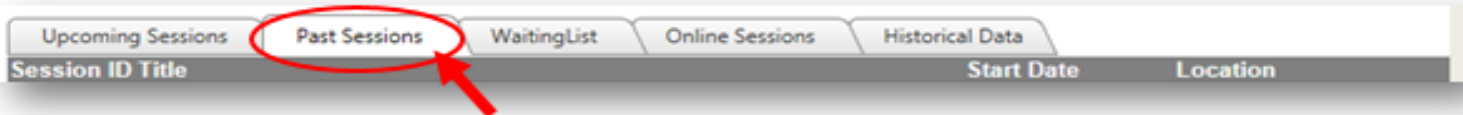


A 'Sign In' form titled 'Account Sign-in'. It has two input fields: 'E-mail Address:' and 'Password:'. Below the fields are two links: 'Create a new account click here' and 'If you have forgotten your password click here'. At the bottom is a 'Submit' button.

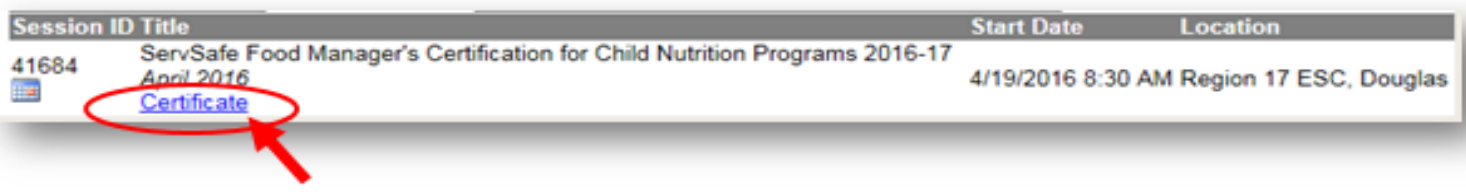
4. Click on "Registration History/Certificates" located on the left side of the screen.



5. Click on the "Past Sessions" tab located on the top menu of the screen.



6. Certificates for each Region 17 session you have attended will be available for download on this screen once you complete the evaluation. You must complete the session evaluation before the certificate will be available. Click on the blue text that says "Certificate" to download and print your certificate.



A table with a light gray header and a white body. The header has columns for 'Session ID', 'Title', 'Start Date', and 'Location'. The first row contains the following data: Session ID 41684, Title 'ServSafe Food Manager's Certification for Child Nutrition Programs 2016-17 April 2016', Start Date '4/19/2016 8:30 AM', and Location 'Region 17 ESC, Douglas'. The word 'Certificate' is a blue hyperlink under the title, circled in red, with a red arrow pointing to it from the right.

Session ID	Title	Start Date	Location
41684	ServSafe Food Manager's Certification for Child Nutrition Programs 2016-17 April 2016 Certificate	4/19/2016 8:30 AM	Region 17 ESC, Douglas