How to Set Up an “Account”

At the Stark County Educational Service Center

For Access to “Child Safety Training” on-line

1. Go to the Stark County ESC website at [www.starkcountyesc.org](http://www.starkcountyesc.org)
2. Once there, in the menu on the left, click on the link for “My Workshops”.
3. At the top of the page, you will see a link for “*register for this service*” in bold print; open this link, complete the registration set up for your ESC account. After this is done you will receive a verification email. \*\*Once you have established an account, you can then select the training date you need by following the next steps listed.

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1. After setting up your personal account, go to the ESC website, and the “My Workshops” link, and click on the ‘bubble’ listed as “**Online Courses**”.
2. To meet your “Child Safety Training” requirement, look for the training listed as “*Safety and Violence Prevention Curriculum On-Line Training*”. \*\*\*You will see available dates currently listed.
3. Select the date you wish to register for; click on “Register”, follow the prompts, read the directions carefully, and finish by clicking on the “register” button at the end. \*\*IF you registered correctly, you will receive a “confirmation email”.
4. NOTE: you only have a TWO WEEK WINDOW to complete the course once the “start date” begins. You will need access to “YouTube” to view the training videos; they recommend that you **allow up to 4 hours to complete the entire training**.
5. Prior to the start of the course, you will receive an email with the necessary “link” to access the training.
6. \*\* Once you have completed the training, you will receive a “certificate of completion” that will be the documentation you need to upload to the *KSU student portal* to meet your requirement.