

HOW TO REGISTER FOR A BUS DRIVER CLASS

Please share this with anyone who needs to register for a class. You may make copies of it.

- Go to our website at www.esc16.net.
- On the right side of the screen, click on the orange box “View Upcoming Trainings.”
- In the gray box on the left, click on “Home.”
- Click in the box underneath “Search by Session ID or Keyword.” Fill in the workshop ID number. (The workshop ID number can be found on the schedule of classes.) Click on “Search.”
- In the upper, middle part of the screen, click on the blue box “Register.”
- Click on “Checkout.”

- **If you already have an account**, fill in your email address and password. Click on “Login” and follow the prompts. Click on “Continue” and finish by clicking on “Complete Checkout.”

- **If you have never taken a workshop at Region 16**, you will need to create a new account. Click on “Create Account.” Fill in all of the fields and then click on “Save Record.” Follow the prompts and finish by clicking on “Complete Checkout.”
- You will be asked to enter your email address. If a driver does not have a work email address, a personal email address may be used. If they have neither a work or personal email address, then a fake email address will have to be used. DO NOT use someone else’s email address.
- The way our system works is that each person has to have a unique email address—that is how it recognizes one person from another by the email address. No email address can be used twice for 2 different people. The system will reject a duplicate email address.
- Example of a fake email address: john.doe@fake.net. Use their first and last name in place of John Doe. It doesn’t matter if the email address will work or not—our system will not know if it is a working address. This is for identification purposes only.

- During the registration process you will also be asked for a credit card number or a PO number. For the purchase order number, fill in your district name and continue. Your district will be billed once the class is complete.

If you have any questions or need help, contact Jeanette at 806/677-5072