



# Request an Account with ECBOCES

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The screenshot shows a web browser window with the URL [www.ecboces.org](http://www.ecboces.org). The website header includes a navigation menu with links for Home, Events, Services, Search, and Login. The main content area features a large banner for 'Data Teams' with the following text:

- + Supporting Teacher Teams
- + Analyzing Student Data
- + Impacting Student Growth in Learning

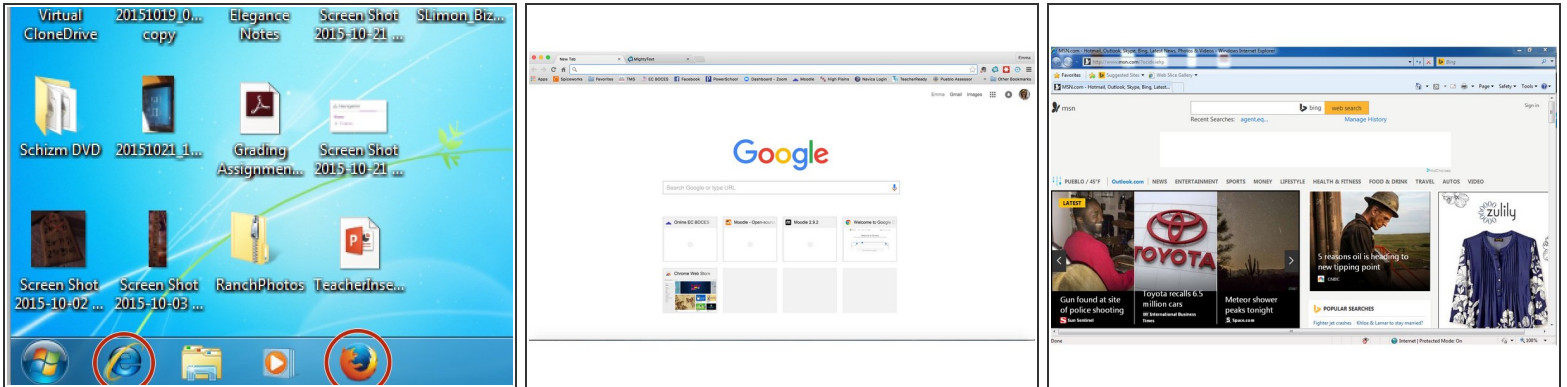
A button labeled 'Data Teams Webinars' is positioned below the list. To the right of the text is an image of educational materials, including a document titled 'COLORADO ACADEMIC STANDARDS DECODED' and another titled 'EVIDENCE' which lists various reading strategies like 'analyze', 'synthesize', 'infer', and 'evaluate'. A vertical sidebar on the right side of the page contains the text 'EC B', 'Click HER', 'ECBOCES', 'Datateam', 'available f', 'first.', 'ECBOCES', 'log in and', 'details.'

## **INTRODUCTION**

Please use these instructions to request an account with the ECBOCES website. Accounts are needed to register for events and access ECBOCES resources (restricted for ECBOCES member district staff).

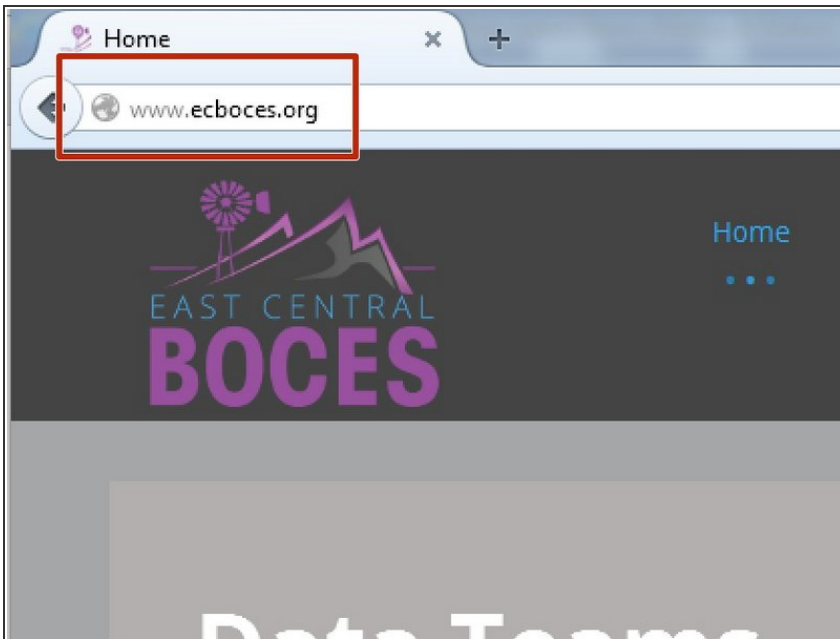
If you are not an employee of an ECBOCES Member School District, please provide a detailed explanation of why you are requesting an account as this will speed up the request process.

## Step 1 — Open Up a Web Browser



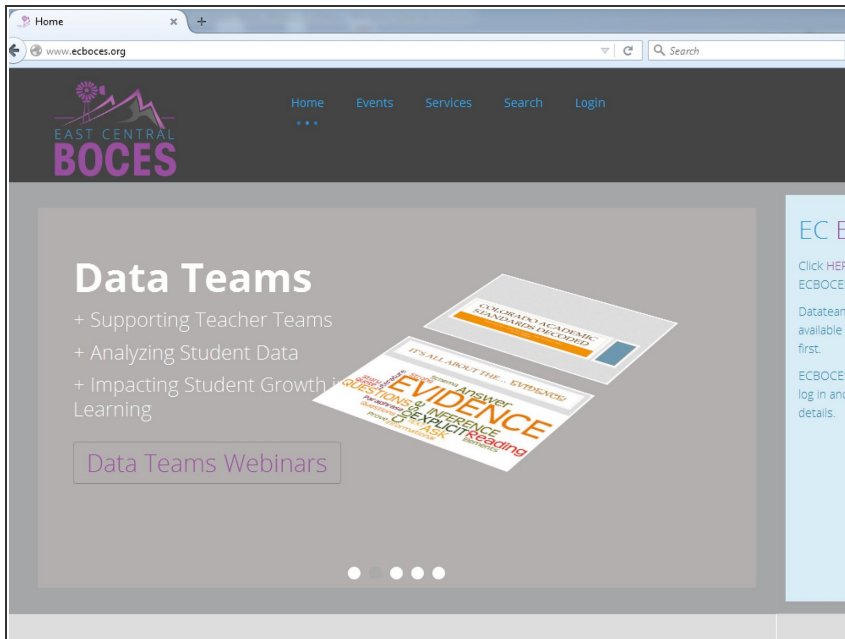
- Open up your browser of choice. Firefox or Chrome are recommended but Internet Explorer is acceptable as well.

## Step 2 — Type in the website address



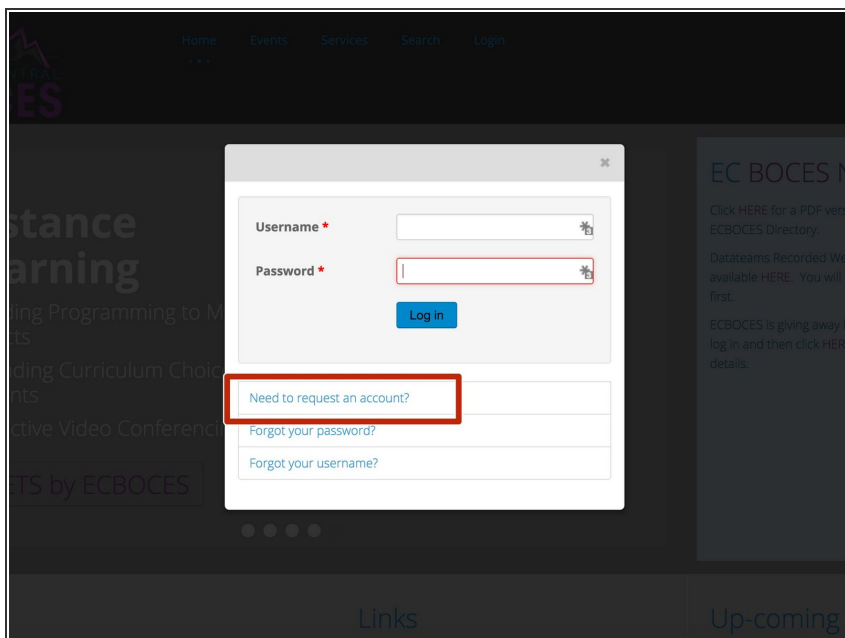
- Find the Address Bar and type in [www.ecboces.org](http://www.ecboces.org)
- Press Enter on your keyboard to go to the website

## Step 3 — Request an Account with ECBOCES



- From the ECBOCES website, click on Login.

## Step 4 — Click on the link to Need to request and account?



- In the following dialog box, click on Need to request an account?

## Step 5 — Fill out the form

**New User Registration Form**

Please fill out this form to request a login or reset password for this website. Your information will be forwarded to ECBOCES and you will be notified as soon as it is updated. **THIS IS NOT AN AUTOMATIC PROCESS.**

**District**

NON-ECBOCES
  Agate
  Arickaree
  Arriba Flager
  Bennett
  Bethune
  Burlington
  Byers
  Elizabeth
  Genoa Hugo
  HI Plains
  Idalia
  Karval
  Klowa
  Kit Carson
  Liberty
  Limon

**First Name \***

**Last Name \***

**Email \***

**Re-enter Email \***

**Reason for requesting an account \***

Need to be able to register for an event  
 Am a EC BOCES Teacher without an account  
 Need my password reset  
 Other

**Other Reason:**

**Password (must be at least 8 characters) \***

**Re-enter Password \***

**Other Reason:**

**Password (must be at least 8 characters) \***

**Re-enter Password \***

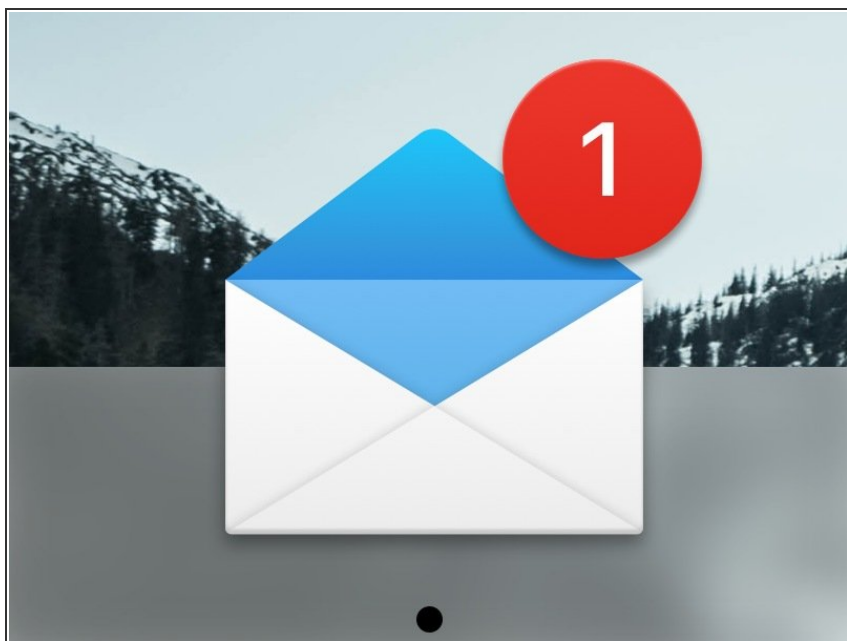
**Captcha \***

Please enter the code in the image

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- Fill out the form that opens. Make sure to fill in every field that has a Red Star by it.
- Make sure that you explain why you need an account with ECBOCES. Customarily accounts are only for ECBOCES members.
- Enter the characters in the Captcha and click on Submit.

## Step 6 — Wait for an email



- Wait for an email stating that your account has been setup.
- This is not an automated process. Emails are normally responded to within 24 hours.
- The email will provide you with your username and your password will be the one that you requested in the form.

