



Your Quick Start Guide

Note: Pop-Up Blockers

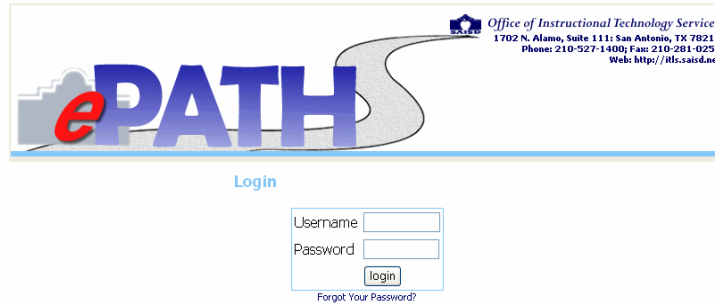
Computers that have Internet Pop-up Blockers installed may prevent the ePath program from running on the computer. An Internet pop-up blocker must be disabled prior to using ePath. If you are not familiar with turning off pop-up blockers, refer to <http://itls.saisd.net/gats/training/popups.htm>

Log In

1. Log into ePATH at: <http://www.saisd.net> and select the link Staff Development. Next select **Click Here to Login**.

Type your **User Name**– your **email** address

Type your **Password**– the **month & day** of your **birthday**



Office of Instructional Technology Services
1702 N. Alamo, Suite 111; San Antonio, TX 78215
Phone: 210-527-1400; Fax: 210-281-0257
Web: <http://ihs.saisd.net>

Username

Password

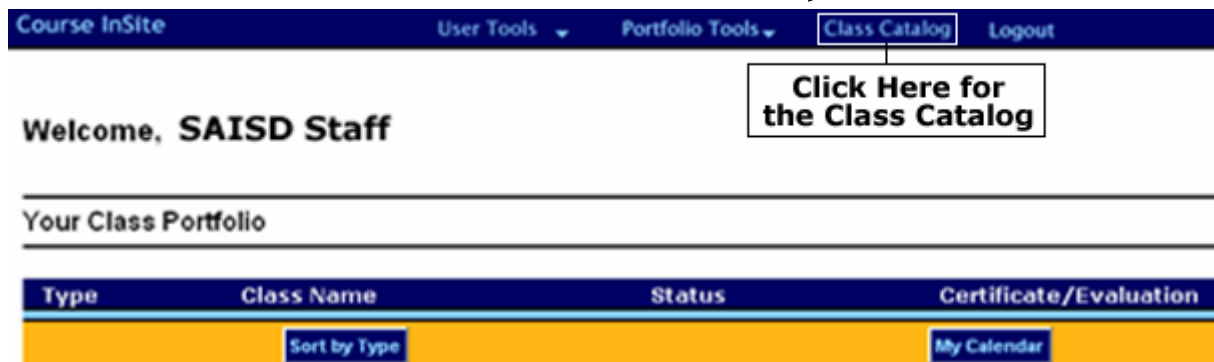
[Forgot Your Password?](#)

2. Click on the **Login** button. You will be asked to change your temporary password to your new password. Enter your new password in the **Password** field and enter the same password in the **Password Confirmation** field. Then press **Submit**.

User Information

Username *	<input type="text" value="USER@SAISD.NET"/>
Password *	<input type="password"/>
Password Confirmation *	<input type="password"/>
Password Reminder	<input type="text"/>

3. Your Class Portfolio appears. You will be able to access the Class Catalog by clicking the Class Catalog button.



Course InSite User Tools Portfolio Tools **Class Catalog** Logout

Welcome, SAISD Staff

Your Class Portfolio

Type	Class Name	Status	Certificate/Evaluation
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Other Tools You Can Use on the Your Portfolio Page

Transcript allows access to credits you have earned in the system.

Legend displays an explanation to any symbols on the portfolio screen.

The Class Catalog

Course InSite User Tools My Portfolio Class Catalog Logout

Type Legend:

- WBT - Web-based
- ILT - Instructor-led
- EXT - External
- BLEND - Blended
- SCORM - SCORM

This is the online Class catalog. Search for a class by type, by category, by contact, or by a specific period of time. Choose your search criteria and click "Search". To print detailed results, click the Print button next to the Search button. This will display a printer-friendly version of your search results. Then, you can click on your browser's Print button to print.

Class ID / Title	Categories	Contact/Presenter	Meetings
<input type="text"/>	one or more categories Library Office for Professional Development PEIMS Physical Education and Health SST 504 Dyslexia	all or part of a name <input type="text"/>	From: <input type="text"/> MM/DD/YYYY To: <input type="text"/> MM/DD/YYYY
<input checked="" type="checkbox"/> Web-based <input checked="" type="checkbox"/> Instructor-led <input checked="" type="checkbox"/> Blended			
<input type="button" value="Search"/> <input type="button" value="Print"/> <input type="button" value="Clear"/>	classes with <input type="text" value="all"/> of these properties	<input type="button" value="Catalog Calendar"/>	

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Type	Class Name	Categories	Contact	Meetings
ILT	"2, 4, 6, 8... How you gonna integrate?" Pre K and Kindergarten Teams (252.523)	Early Childhood	Jennifer Martinez	10/13/2006 1:00 pm -- 10/13/2006 3:30 pm
ILT	"2, 4, 6, 8... How you gonna integrate?" Pre K and Kindergarten Teams (252.524)	Early Childhood	Jennifer Martinez	10/13/2006 8:00 am -- 10/13/2006 11:00 am
ILT	3D from 2D (114.141)	Fine Arts	Deborah Gentile	11/29/2006 4:30 pm -- 11/29/2006 6:30 pm
ILT	3rd Grade Social Studies Project Using Photo Story 3 (99.339)	Instructional Technology	Sylvia Martinez	10/10/2006 4:30 pm -- 10/10/2006 7:30 pm 10/17/2006 4:30 pm -- 10/17/2006 7:30 pm
ILT	4th Grade Social Studies Project Using PhotoStory 3 (115.340)	Instructional Technology	Sylvia Martinez	10/11/2006 4:30 pm -- 10/11/2006 7:30 pm 10/18/2006 4:30 pm -- 10/18/2006 7:30 pm
ILT	5th Grade Social Studies Project Using PhotoStory 3 (116.341)	Instructional Technology	Sylvia Martinez	10/12/2006 4:30 pm -- 10/12/2006 7:30 pm

Once you press the **Class Catalog** button, you will be able to find a class in a number of ways:

- **Class ID/Title Search.** You may enter part of the title of the class and then press **Search**. You will receive results which match your query.
- **Categories.** You can select the Department providing the training. Then you will press **Search**. You will receive results which match your query.
- **Contact/Presenter.** You can enter the name of a presenter providing the training. Then you will press **Search**. You will receive results which match your query.
- **Meetings.** You can enter the beginning and ending dates for the time you wish to take the class. Then you will press **Search**. You will receive classes which fit into the date range.

You may also use the **Catalog Calendar** button. Classes appear by their date.

The screenshot shows a calendar for October 2006 with columns for Sunday through Saturday. Each day contains a list of class titles and their scheduled times. For example, on Monday, there are classes like 'FreshStarts' (7:30 am - 4:00 pm) and 'Business Co.' (1:30 pm - 3:30 pm). The calendar is a grid where each cell represents a day and its associated classes.

Registering for a Class

1. Click on the **Class Name** to access the class description and its details.

The screenshot shows a course registration page. At the top, there is a navigation bar with 'Course InSite', 'User Tools', 'My Portfolio', 'Class Catalog', and 'Logout'. Below this is a yellow banner with the course title: "2, 4, 6, 8... How you gonna integrate?" Pre K and Kindergarten Teams. A blue button labeled 'Register' is visible. The main content area has a light blue background and contains the following information:

- Course Introduction:** Aligning the Math Pre K Guidelines and Math Kindergarten TEKS to ensure the planning of differentiated instruction and the integration of content.
- Course Overview:**
 - Class Notes:**
 - Course Name:** "2, 4, 6, 8... How you gonna integrate?" Pre K and Kindergarten Teams
 - Categories:** Early Childhood
 - Participants:**
 - Recommended For:**
 - Prerequisite Notes:**
 - Facilitator/Presenter:** [Aspoles, Claude](#)
 - Registration Ends:** None
 - Price:** Free
 - Contact:** [Jennifer Martinez](#)
 - Facility:** Education Service Center, Region 20
 - Meeting Dates:** 10/13/2006 1:00 pm -- 10/13/2006 3:30 pm
 - Registered Participants:** 0
 - People on Waiting List:** 0
- Course Type:** ILT
- Credits:** CE Credit: 0.0
- Required For:**
- Prerequisites:** None
- Stipend:** N/A
- Registration Begins:** 9/25/2006
- Final Notification Date:** None
- Payment Methods:** None
- Contact Phone:** 354-0920
- Location:** Education Service Center, Region 20
- Total Seats:** 200
- Open Seats:** 200

At the bottom of the page, there are three buttons: 'Register', 'Block Register', and 'Download Date'.


2. Click on the **Register** button at the top or bottom of the screen.

- If you have **registered successfully**, you will receive a “Registration Complete. You have been enrolled” message.

Course InSite User Tools My Portfolio Class Catalog Logout

Registration Complete

You have been enrolled into the EC 1 class. You can click [here](#) to go to your own welcome screen or click [here](#) to go straight to the course.



- If the class is **full**, you will receive a “You are on the Waiting List” message. You will also receive an email confirming your wait list status.

Course InSite User Tools My Portfolio Class Catalog Logout

You are on the waiting list

This class is currently full. You are on the waiting list, and if a seat becomes available, you will be notified via email. Once receiving an email, you will have 24 hours to register for the class. If you do not register within 24 hours, you will be moved to the end of the waiting list and the seat will be offered to someone else.

You can click [here](#) to go to your own welcome screen.

Managing Your Registration

Welcome, SAISD Staff

Your Class Portfolio

Note: some classes are hidden. Click "Show Hidden" to see them.

Type	Class Name	Status	
ILT	i SAISD Training Course: SAISD Training	REGISTERED	X
ILT	i SE 1 Course: SE 1	WAITING YOU ARE 2 ON LIST	X

[Sort by Type](#) [My Calendar](#)

Cancel a Registration

To **cancel** your registration, click on the **X** icon and then on the **Yes, Remove Me.**

Print Your Certificate

Type	Class Name	Status	Certificate/Evaluation
ILT	i Bilingual 1 Course: Bilingual 1	PASSED	[Certificate]
ILT	i EC 1 Course: EC 1	REGISTERED	X [N/A]
ILT	i PEIMS 2 Course: PEIMS 2	PASSED	[Take Evaluation]
ILT	i SE 1 Course: SE 1	WAITING YOU ARE 2 ON LIST	X [N/A]

[Sort by Type](#) [My Calendar](#)

Once your attendance has been taken and credit is awarded, a **Take Evaluation** link will appear. You must complete the evaluation before you can print your certificate. If you do not see the **Take Evaluation** link, contact the class facilitator to ensure you were awarded credit. Keep in mind this process may take a few days. While you may choose to print a certificate, it is not necessary since ePath maintains a transcript of your coursework.