

# ESC-20 University Log In and Out Guide

Follow the directions to log in and log out of your Online Bus Driver Recertification.



\***Google Chrome is the recommended browser** to use for optimal performance. Your progress might not be saved in other browsers. **The use of Chromebooks, cell phones, or tablets to access the course is STRONGLY discouraged.** To get the best training experience we suggest using a reliable internet connection.

## Log In

Go to <https://esc20.docebosaaS.com>

1. Click on New User? **Register**

The screenshot shows a 'Sign In' form with the following elements:

- Title: Sign In
- Instruction: Please insert your username and password to proceed
- Username (Required) input field
- Password (Required) input field with a toggle icon
- Green SIGN IN button
- [Forgot your password?](#) link
- White button with a key icon and text: SAML SSO
- Text: New user? [Register](#)

A red oval highlights the 'New user? Register' link, and a red arrow points to it from the right.

2. Fill out the form being sure to fill in all required sections. Be sure to use your district email and to type in the correct code. Everything on this page is a required field.

Note: Passwords are case sensitive.

Click **NEXT** when complete.

The image shows a registration form titled "Register" with the subtitle "Begin your new learning experience by simply filling out this form." The form is divided into two steps: "1 User Profile" and "2 Additional Fields". The "User Profile" step includes fields for "Email (Required)", "First Name (Required)", "Last Name (Required)", "Password (Required)", and "Retype Password (Required)". The "Additional Fields" step includes a "Language (Required)" dropdown menu and a "Code (Required)" text input field. A red box on the right contains the text "Enter the code 76594 here." with a red arrow pointing to the "Code (Required)" field. At the bottom right of the form, the word "NEXT" is circled in red, with a red arrow pointing to it from the right.

**Register**  
Begin your new learning experience by simply filling out this form.

1 User Profile — 2 Additional Fields

Email (Required)

First Name (Required) Last Name (Required)

Password (Required) Retype Password (Required)

Language (Required) Code (Required)

I accept the terms of the privacy policy [View Privacy Policy](#) (Required)

I agree with the Terms and Conditions of the service. [View Terms & Conditions](#) (Required)

Already registered? [Sign In](#)

**NEXT**

**Enter the code 76594 here.**

- Use the District Name drop-down menu (1) to select:  
**ONLINE BUS DRIVER TRAINING**
- For Campus name, please **type your full district name** (2).
- Click **REGISTER** (3).

**Register**  
Begin your new learning experience by simply filling out this form.

✓ User Profile — 2 Additional Fields

District Name (Required) Campus Name (Required)

Select ONLINE BUS DRIVER TRAINING Type your District Name here

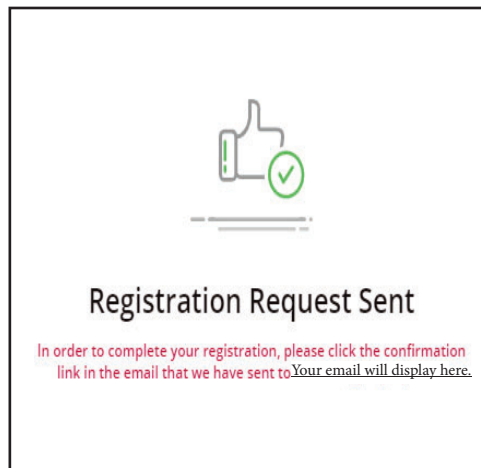
Already registered? [Sign In](#)

PREVIOUS REGISTER

The image shows a registration form titled "Register" with a sub-header "Begin your new learning experience by simply filling out this form." Below the title are two progress indicators: "User Profile" with a checkmark and "Additional Fields" with the number "2". The form contains two required fields: "District Name (Required)" which is a dropdown menu currently showing "Select ONLINE BUS DRIVER TRAINING", and "Campus Name (Required)" which is a text input field containing the placeholder "Type your District Name here". At the bottom left is a "PREVIOUS" button and at the bottom right is a "REGISTER" button. Three red arrows with numbers 1, 2, and 3 point to the dropdown menu, the text input field, and the REGISTER button respectively.

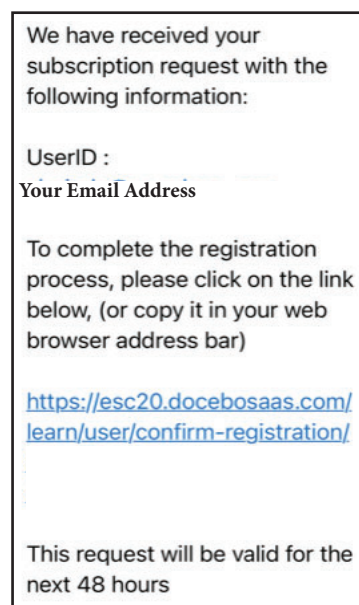
4. If you have successfully registered, you will see this screen. The email on the screen is the email you will receive your registration confirmation.

**ESC20U-support@esc20.net**

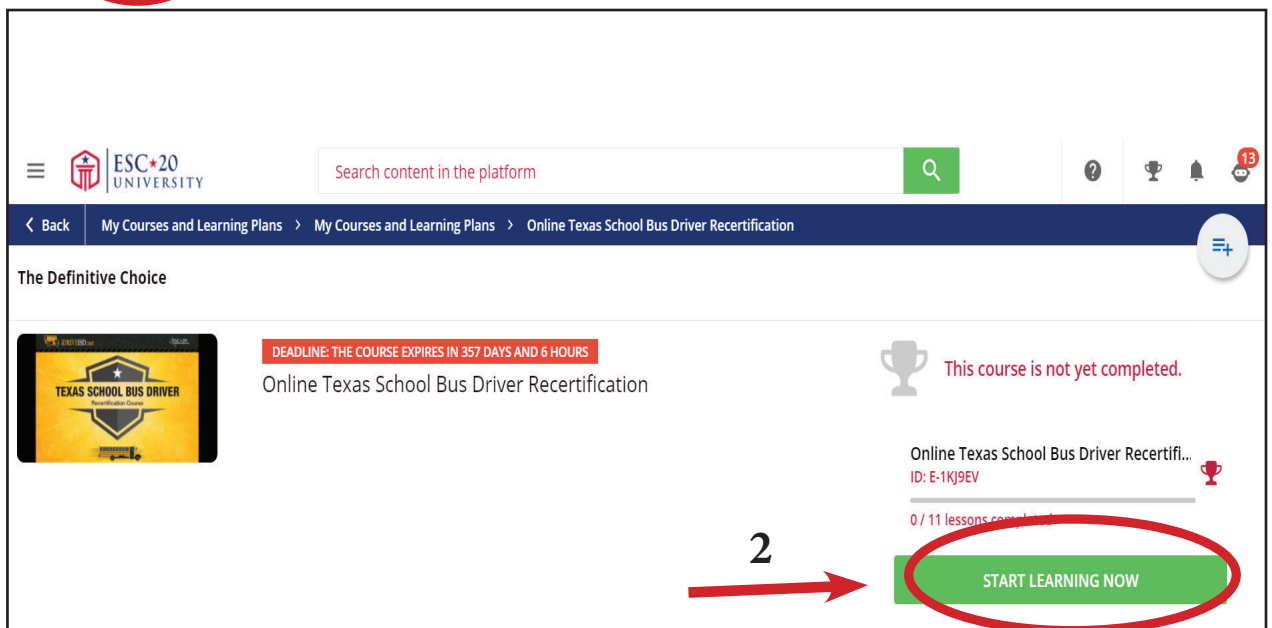
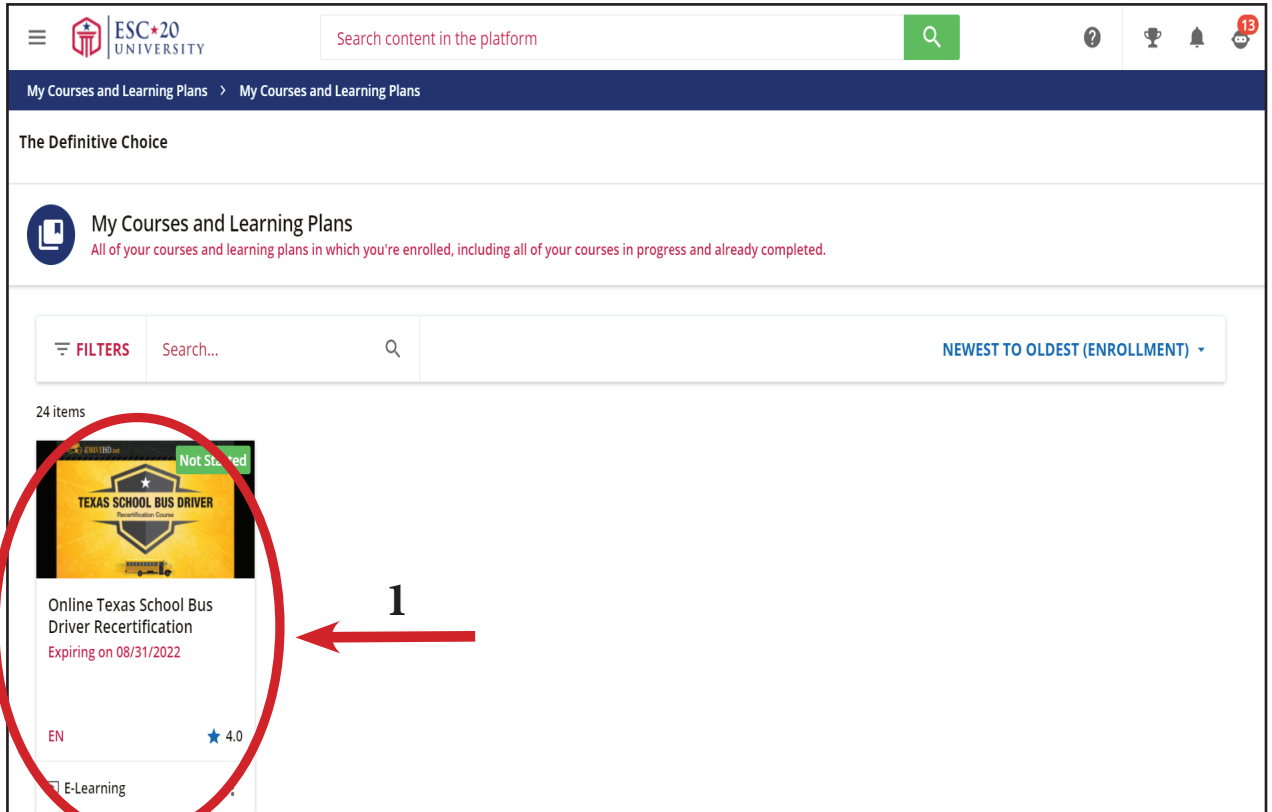


5. Check your email to confirm your registration. You will receive a unique link for your account. Please click the link to confirm your account. Please do not share this link as each staff member will need to register to get credit for the course.

Tip: If you do not receive the email please check your spam or junk mail folders.



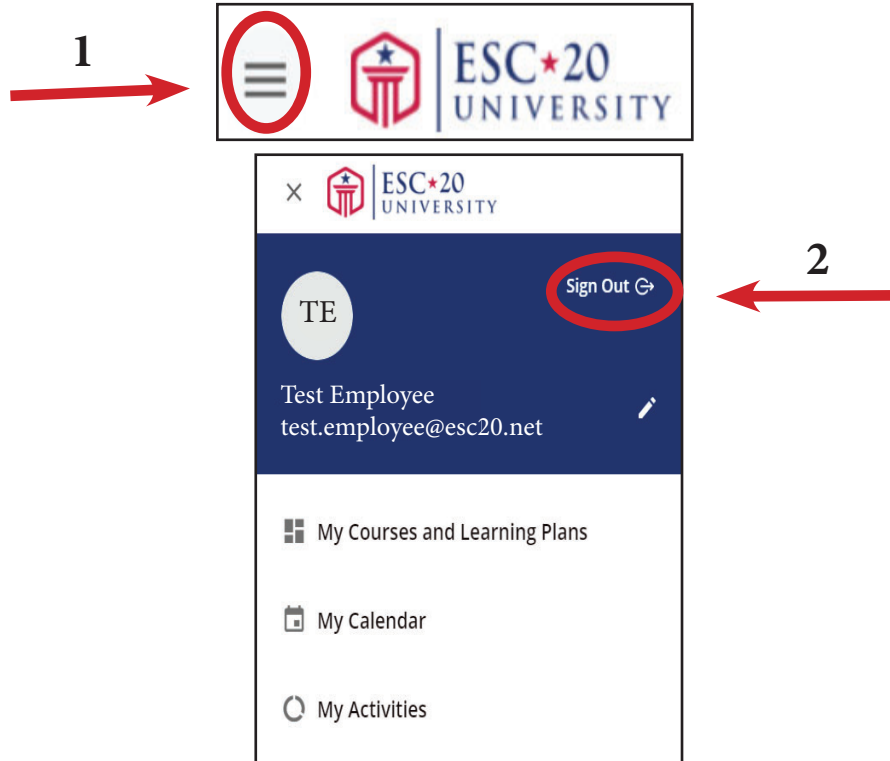
6. All your courses are in the Learning Plan. Click on the tile for the course (1). Then click START LEARNING NOW on the right side of the screen (2).



7. Upon completion you will be able to download your certificate. You may need to re-enter the course to download the certificate.



8. To log out. Click the menu button (three lines) (1) in the upper left hand corner then choose sign out (2).



**For support, email: [ESC20U-support@esc20.net](mailto:ESC20U-support@esc20.net)**