# Please follow these directions prior to starting your course for the first time.

Step 1: Once you access your online session in Connect 20, a button will be displayed titled "Open." Please see Figure 1 below.

	Figure 1 - Click the "Open" button	
<b>CONN</b> PROFESSIONAL DEVELOPME	ECT20 INT ONLINE REGISTRATION	<b>D</b> mmunity
QuickLinks Hello, Goofy PlayhouseTest sign out	Play My Online Session 😿 0	
Home Search Types Search by Keyword Calendar of Sessions Conferences	Online Sessions           In Progress         Complete         Incomplete           Session ID:         82776           Session Title:         Online Bus Driver Recertification - Online Texas School Bus Driver ReCertification           Expiration Date:         3/11/2022 11:14:39 AM	>

Step 2: You will be redirected to ESC-20 University to complete your course. You will be required to Sign In with your email, and a default password <u>welcome1</u> before you can move forward. Then click the green button that says "Sign In". Please see Figure 2.

\* For existing ESC-20 University users you can login with your existing username and password. Do not use the <u>welcome1</u> password.







Step 3: Once you enter your username (email) and password (welcome1), you will be redirected to accept the terms of the privacy policy page (Default policy). Then the "Terms & Conditions" page will open after selecting "I Agree".

Any information collected by us, relating to an identifiable per procedures and for the purposes that are here acknowledge	rson, shall be used only in accordance with the d to the data subject and where the latter, as required
by law, has expressly consented.	
I accept the terms of the privacy policy (Required)	
	I DON'T AGREE I AGRI
Ferms & Conditions	
Terms & Conditions 'ou must read and agree to the Terms & Conditions in order to procee	sd
Ferms & Conditions ou must read and agree to the Terms & Conditions in order to procee his is a Region 20 computer system, which may be accessed, uthorized personnel. Unauthorized access or use of this com nd/or administrative action. All information on this, compute and disclosed, by and to authorized personnel for official purp aformation includes sensitive data encrypted to comply, with se of this computer, system by any person, whether authoriz erms. There is no right of privacy in this system.	and used only for authorized Region 20 business by puter system may subject violators, to criminal, civil, r system may be intercepted, recorded, read, copied, boses, including criminal, investigations. Such confidentiality and privacy requirements. Access or ed or unauthorized, constitutes consent, to these

**Step 4:** After selecting "I Agree" on the Terms & Conditions page, you will be redirected to the "Change Password" page. Here you will enter your default password <u>welcome1</u>, then create a new password (it can be whatever you want, or the same one as in Connect 20), confirm password, and select Change Password.





You are required to change your password in order platform	to access your	Change Password You are required to change your password in platform	order to acces
Your current password (Required)	ø	Your current password (Required) welcome1	
New Password (Required)	۲	New Password (Required)	
Confirm New Password (Required)	ø	Confirm New Password (Required)	
	55 DA55W000	changeme	
SIGN OUT CHAN	GE PASSWORD	SIGN OUT	HANGE PAS

Step 5: After you change the password you will be redirected to your home page with your learning plan that has your courses/sessions.

1. Click on the box that says, "Texas School Bus Driver".







2. Click on the text that says "Online Texas School Bus Driver Recertification" shown in the image below with the red box around it.

TEAS SCHOOL BUT DRIVER	Online Texas Bus Driver Recertification	0% →
About this Learning P Test	lan	
	Online Texas School Bus Driver Recertification The TxDPS training program covers specific school bus safety e E-Learning	fucation training in accordance with the TxDPS Program Guide For School Bus Drive

3. Click on the green "Start Learning Now" button (or you can click on "Content" shown in the image below).

TEXAS SCHOOL BUS DRIVER Development Corp.	Test Course Under Maintenance - Online Bus Driver Recertification - Online Texas School Bus Driver ReCertification	This course is not yet completed.
		Test Course Under Maintenance - Online Bus Dri ID: E-VD9YZ1
		0 / 1 lessons completed
		START LEARNING NOW
OVERVIEW		

4. Once you have completed the first 10 modules, and get to the <u>"Proctor and Certificate" module</u>. You will need to <u>contact</u> <u>your proctor</u> to schedule the exam.





- Before the Exam is started, you must contact your Proctor to schedule the Proctored Exam.
- You must complete it in 1 sitting; you are not able to exit the Exam to continue where you left off. Please stay on the same page so your Proctor can access the Exam.







DEADLINE: THE COURSE EXPIRES IN 6 DAYS AND 4 HOURS

Online Texas School Bus Driver ReCertification - Spring 2022

OVERVIEW CONTENT

<b>B</b>	Texas School Bus Driver Recertification Course - Introduction SCORM
ľ	Texas School Bus Driver Recertification Course - Module 1 SCORM
r	Texas School Bus Driver Recertification Course - Module 2 SCORM
ľ	Texas School Bus Driver Recertification Course - Module 3 SCORM
	Texas School Bus Driver Recertification Course - Module 4 SCORM
ľ	Texas School Bus Driver Recertification Course - Module 5 SCORM
	Texas School Bus Driver Recertification Course - Module 6 SCORM
	Texas School Bus Driver Recertification Course - Module 7 SCORM
<b>*</b>	Texas School Bus Driver Recertification Course - Module 8 SCORM
ľ	Texas School Bus Driver Recertification Course - Proctor and Certificate SCORM



Module #10



To access the Exam, once you are ready with the Proctor if you are not already logged into your account, you must log back into ESC-20 University/Docebo: <u>https://esc20.docebosaas.com</u>.

- The Exam modules shown in the figure below will start to be **unlocked** after you finish your course modules, and you will be able to enter the Exam with your proctor (see image on the next page).
- After you access the "Do NOT open the next module without your Proctor" module, the next module "Proctored Exam Access" will require the Proctor to enter in an exam security code to verify you are being proctored and are ready to take the exam.
- Once that code has been accepted, the exam will unlock, and your proctor will allow you to take the exam.
- The last module will have the link to the iDrive application where the Proctor will print your Recertification Card.







To offer additional confirmation to your proctor and for yourself once you complete the whole course, follow the steps below.

- Click on the 3 horizontal lines (hamburger icon) on the top left-hand corner of the screen.
- Click on the "My Activities" option.



• Click on "Courses" on the top left-hand side of the screen. This shows the course is complete, your score will be reflected under the "Score" field.

My Activities										
₩ Statistics	Courses									
Additional Info     Lourses	COURSE CO	URSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCOR	E
Training)	2122022 On Rei	line Texas School Bus Driver certification	COMPLETED	2/2022	9/30/2022	3/2/2022		0h 1m	0.00	Ħ





# ESC-20 University Course Access Guide

#### **Customer Support**

• **Registration**: For issues with registering for the Online Recertification course, not receiving the confirmation email, or if your Connect 20 account is disabled.

Connect 20 account disabled? <u>To re-enable your Connect 20 Account</u> Get your confirmation email: <u>Confirmation Email Form</u>

Other registration issues: Phone: 210-370-5671 Email: <u>central.registration@esc20.net</u>

- ESC-20 University Support: For issues within the courses like not being able to move forward to the next module.
   Email: ESC20U-support@esc20.net
- Transportation Services: For all other problems. Web: <u>Transportation Self-Service Forms Website</u> Phone: 210-370-5203 Email: <u>transportationstaff@esc20.net</u>



