



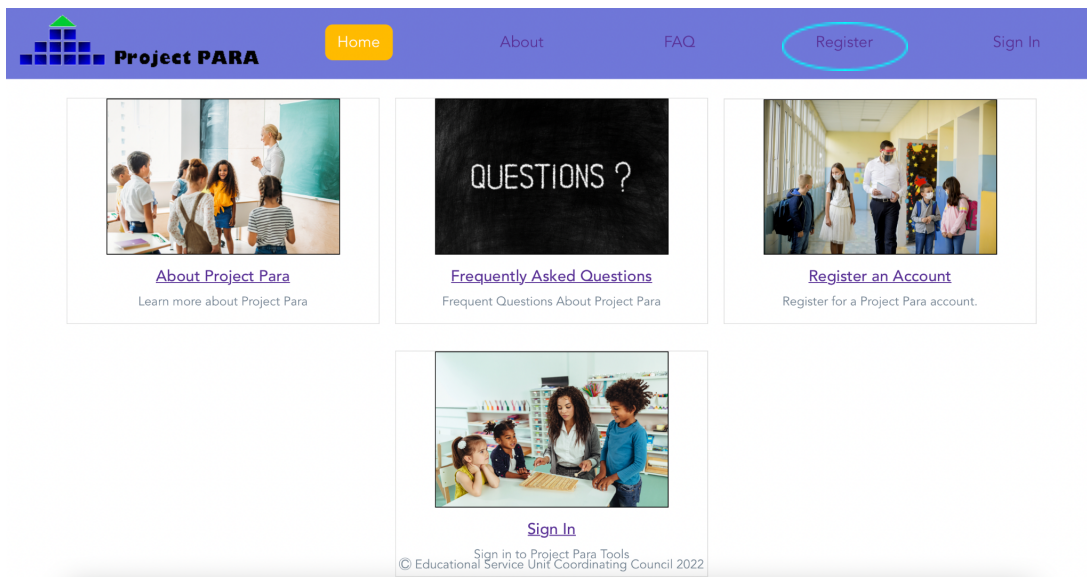
Project PARA

Part 1: Registering School Districts/Institutions

In March 2022, Project PARA began a transition to Canvas, a new course management system. Completed through a multiphase process, this transition is being completed through a partnership between the University of Nebraska-Lincoln, the Educational Service Unit Coordinating Council, and the Nebraska Department of Education. **This document provides instructions on how to register a school district/institution in the new system for the Paraeducator Self-Study Program.**

1. To register for Project PARA under the new system, please go to <https://para.myesu.org/> and click “Register” at the top of the page.

Note: District Coordinators are encouraged to register for an account first to streamline the registration process. This is necessary in order for district coordinators to add instructors and paraeducators to their districts and for paraeducator accounts to be enabled and activated.



The screenshot shows the Project PARA website interface. At the top is a blue navigation bar with the Project PARA logo on the left and five menu items: Home (yellow button), About, FAQ, Register (circled in red), and Sign In. Below the navigation bar are four content cards. The first card, 'About Project Para', features a photo of a teacher and students and the text 'Learn more about Project Para'. The second card, 'Frequently Asked Questions', has a black background with the text 'QUESTIONS?' and 'Frequent Questions About Project Para'. The third card, 'Register an Account', shows a photo of a man and children in a hallway and the text 'Register for a Project Para account.'. The fourth card, 'Sign In', shows a photo of a teacher and students at a table and the text 'Sign in to Project Para Tools'. At the bottom of the page is a copyright notice: '© Educational Service Unit Coordinating Council 2022'.



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- Under the registration page, fill in all information fields, including “Job Title”. Be sure to select the appropriate job title (District Administrator, Paraeducator, etc.) as this assigns specific access levels and functions within the program. Once all fields have been filled, click “Register” at the bottom of the page.



Register

FIRST NAME:

LAST NAME:

JOB TITLE:

EMAIL:

CONFIRM EMAIL:

COUNTRY:

SELECT STATE:

SELECT A NEBRASKA ESU:

SELECT A NEBRASKA DISTRICT:

SELECT A NEBRASKA SCHOOL:

CITY:

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[Already have an account? Sign in here.](#)

After submitting your registration request, you will be directed to the following page.



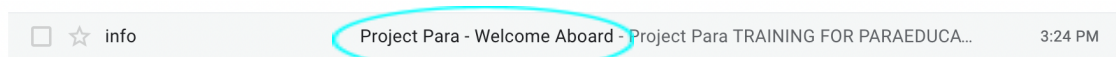


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- Once your request has been submitted, your account will be reviewed by a staff member of Project PARA, which may take 1 - 2 business days. Once your account has been approved and activated, you will then receive a “Welcome Aboard” email from Project PARA with a password create/update link. Click the “Update Password” button.

**Note: Please check both the primary inbox and Spam/Junk folders for this email. If Project PARA emails are going to your spam/junk folder, you may need to update your email security preferences.*



Project Para - Welcome Aboard

Hi Jane Smith (TEST),

Welcome to Project Para! Get ready to depart on an exciting journey with us!

Project Para is organized into three certificates, “Title 1”, “SPED”, and “Early Childhood”. Each module focuses on multidisciplinary strategies, providing you with opportunities to engage and build community with students in the classroom, as well as set you up for success as a paraprofessional.

Click the button below or copy and paste the link into your browser to update your password.

<https://para.myesu.org/updatePassword?srcTime=MTY0NzI4OTQ3OQ==&src=cHJvamVjdHBhcmExMjNAZ21haWwuY29l>

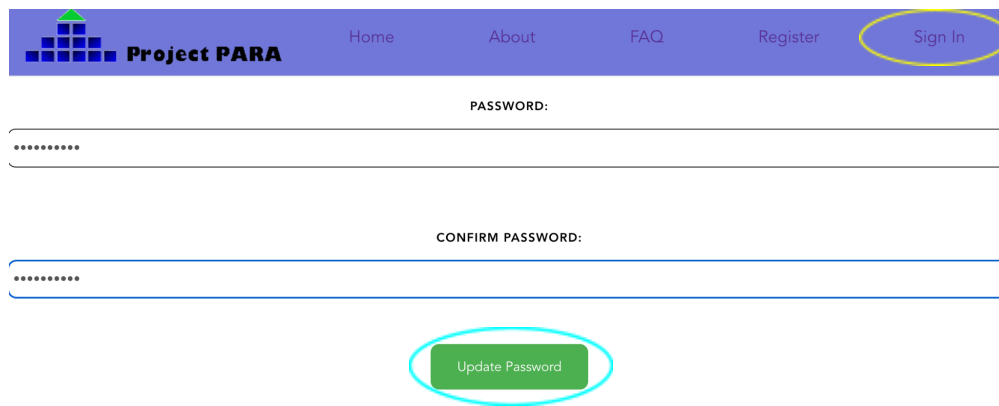
If you were not expecting us to contact you, feel free to ignore this email. This link will only be valid for the next 24 hours.

Thank you and have a great day!

The Project Para Team

Update Password

- After clicking the “Update Password” button in the welcome email, you will be directed to the following page where you will be asked to create and confirm a password. Once you have entered in a password, click “Update Password”.



Project PARA Home About FAQ Register Sign In

PASSWORD:
.....

CONFIRM PASSWORD:
.....

Update Password



Part 1: Registering School Districts/Institutions

5. Once you have updated your password, you should be able to sign in to your profile by clicking “Sign In” at the top of the page and entering your email and password. Once district administrators have successfully signed in, para participants can be added. This process is outlined in **Part 2: Registering Paraeducators/Paraprofessionals Participants.**



Part 1: Registering School Districts/Institutions