



Project PARA

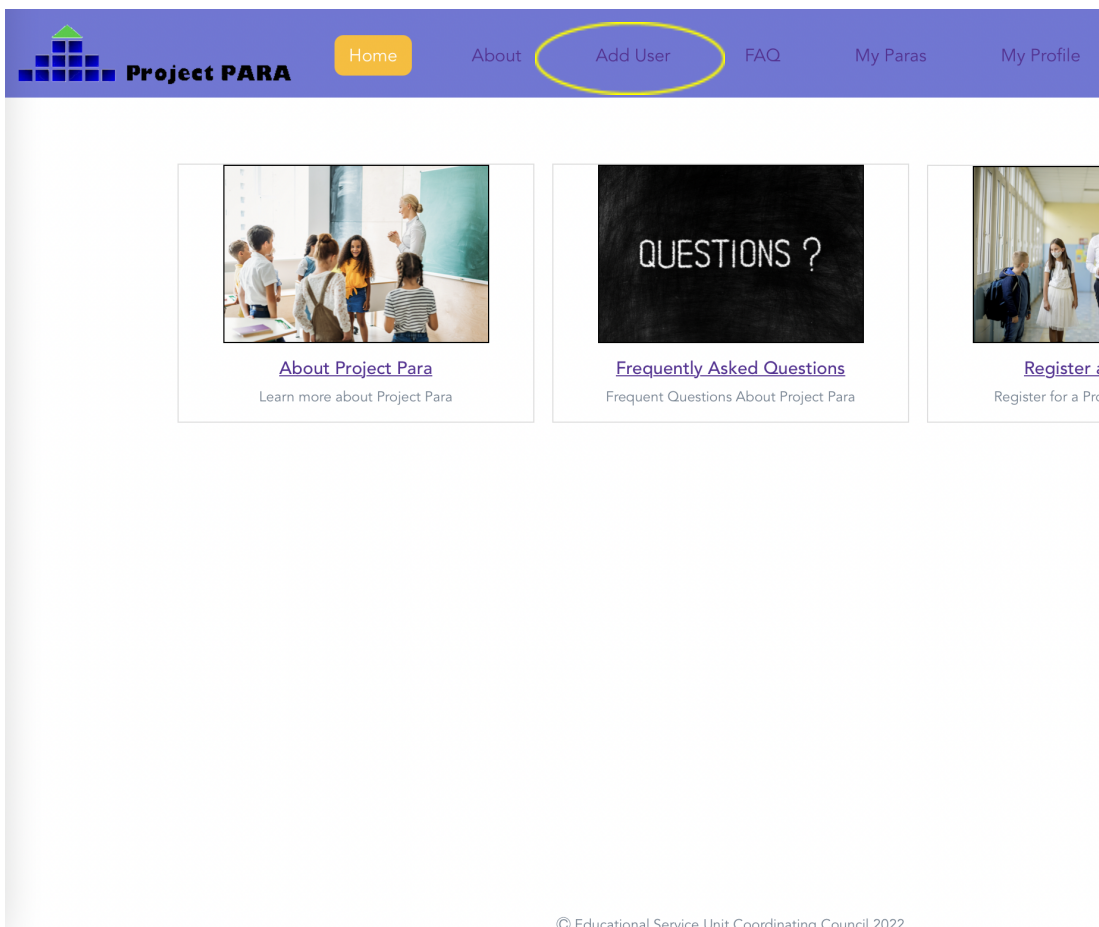
Part 2: Registering Paraeducators/Paraprofessionals Participants

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 paraeducator participants in the Paraeducator Self-Study Program.**

Once reviewed and approved, district administrators may begin registering paraeducators/paraprofessionals to their district. Additionally, paraeducators/paraprofessionals may submit a request for registration at para.myesu.org.

For District Administrators to enroll paras:

1. Go to para.myesu.org and sign-in. Click on “Add User” at the top of the page.



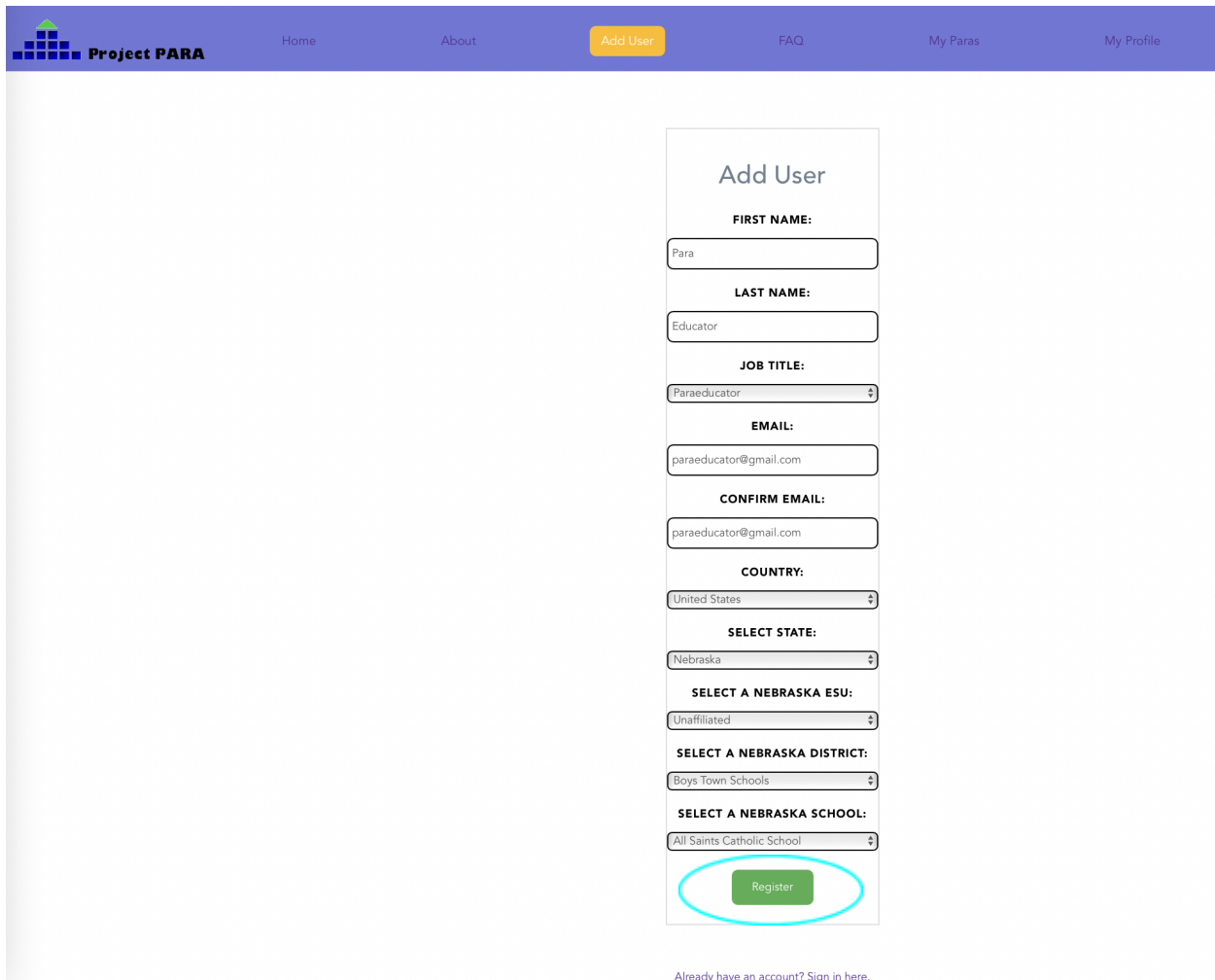
The screenshot shows the Project PARA website interface. At the top is a blue navigation bar with the Project PARA logo on the left and several menu items: Home (in a yellow button), About, Add User (circled in yellow), FAQ, My Paras, and My Profile. Below the navigation bar are three main content cards. The first card, titled 'About Project Para', features an image of a teacher and students in a classroom and includes the text 'Learn more about Project Para'. The second card, titled 'Frequently Asked Questions', features a black background with the text 'QUESTIONS ?' and includes the text 'Frequent Questions About Project Para'. The third card, titled 'Register a...', features an image of people in a hallway and includes the text 'Register for a Proj...'. At the bottom center of the page is the copyright notice: © Educational Service Unit Coordinating Council 2022.



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2. On the “Add User” page, fill in all information fields and click the green “Register” button at the bottom of the page.



Add User

FIRST NAME:
Para

LAST NAME:
Educator

JOB TITLE:
Paraeducator

EMAIL:
paraeducator@gmail.com

CONFIRM EMAIL:
paraeducator@gmail.com

COUNTRY:
United States

SELECT STATE:
Nebraska

SELECT A NEBRASKA ESU:
Unaffiliated

SELECT A NEBRASKA DISTRICT:
Boys Town Schools

SELECT A NEBRASKA SCHOOL:
All Saints Catholic School

[Register](#)

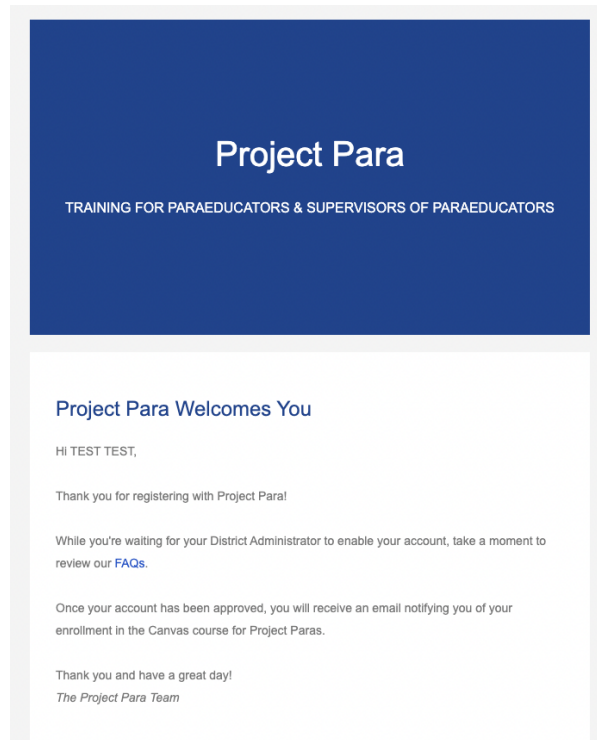
[Already have an account? Sign in here.](#)



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- After clicking the “Register” button, an automated email will be sent to the paraeducator/paraprofessional notifying them of their account pending approval and activation.



- After adding a para participants account, district administrators will now need to **activate** the account. To activate an account, click on “My Paras” at the top of the site.



Name	Email	Educational Institution	State	Country	Date Registered	Reports	Disable/Enable
[Redacted]	[Redacted]@googlemail.com	Unaffiliated	Nebraska	US		[Redacted] Reports	<input checked="" type="checkbox"/>
[Redacted]	[Redacted]@gmail.com	Unaffiliated	Nebraska	US		[Redacted] Reports	<input type="checkbox"/>

- Under the “My Paras” page, you will see a list of para participant profiles listed. To activate the account, on the very right-hand side of the table under “Disable/Enable”, you will find a toggle switch. Click on the toggle to switch it to green. Green indicates the profile is now active in the system, while gray indicates the profile is inactive.



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6. Once an account has been activated, para participants will receive an email from ESUCC regarding a course invitation to Canvas. Enrollment instructions for Canvas are outlined in **Part 3: Enrolling in Canvas & Accessing Paraeducator Self-Study Training Materials.**