

# How to Use the ESC-20 Online Commitment Form System

The Online Commitment System provides ESC-20 clients with an online process for completing and submitting commitments for Products and Services offered by/through ESC-20.

Access to the system is dependent on you having your contact information (name, email address, educational organization, and other appropriate information) loaded in the system and your having an access code [Note: the top level for each organization is generically referenced as a “District”.]

You may access the System by using one of three methods (listed under the “Login Choices” and identified by radio buttons):

1. By County/District (is the default – lists Districts, or equivalent, within the County selected and then campuses within the District selected)
2. By Region/District (lists all Districts, or equivalent, for the Education Service Center - Region - selected)
3. By District Name (lists all Districts, or equivalent, in the system – sort is alphabetical)

Notes:

1. Forgot your access code? – Once you have displayed your name in the User box, click on “Forgot Your Access Id” – your access code will be sent to the email address in your Commitments Contacts file (for this to work, we must have your correct email address).
2. If your name is not listed as a “User” for your organization, you can request that you be added – Click on “Not Listed as a User” and complete the appropriate information on the following screen. An email will be sent to the ESC-20 contact you selected in the “Contact Information Box” when you “Submit” the request.

## How to Log Into the Commitment Form System

Go to the Region 20 home page ([www.esc20.net](http://www.esc20.net))

Click on the “Online Commitment Forms” link.

ESC-20  
Serving the Educational Community

ESC-20 Home About Us A-Z Index Contact Us Workshops Staff Login

Search

Education Service Center, Region 20

Administrative Services  
Business Services  
Curriculum/Instruction  
Employment  
Teacher Resources  
Technology

News and Events  
April 26, 2010

Child Nutrition Summer Conference Lunch Specials  
Let Us Serve You!

June 22 (Lasagna Special) & June 23 (Taco Salad Delight)  
Reserve your meals by Tuesday, June 15, 2010

Welcome Video

View All Events

Click Here

ESC-20 Quicklinks

Benefits Cooperative	ELPS	RSCCC
Bexar School Board Coalition	Grant Reimbursement	Special Education
Braille	ITCCS	Special Ed. State Leadership
Certification Programs	Meeting Rooms/Facilities	State Funded K-12 Databases
Commitment Forms	netVision20	Technical Training & Support
Drug & Alcohol Testing	Purchasing Cooperative	TEA Flu Information

# How to View and Save Commitments

Click on the “[Online Commitment System](#)” link.



At the sign in screen, locate your District (and campus, if you are a campus-level administrator).

Select your name from the list, and then type in your Access Code.

*(Note: Names that appear in **RED** are individuals who have been authorized to submit commitments on behalf of their district.)*

Click on the “Login” button.

If you would like to see to which commitments your District was subscribed last year, use the drop down field on the main menu page.

**ESC★20**  
Serving the Educational Community  
1314 Hines Avenue  
San Antonio, TX • 78208-1899

**Person Details**

District Name	Campus Name	Last Name	First Name	Contact Type
Kerplunk ISD and Charter	-	Billa	Sri	Assistant Superintendent Braille Business Manager

[Manage Contacts](#)

**Commitment Groups**

[Logout](#) [Advanced Search](#)

Commitment Period: 2010-2011 (selected)  
 2007-2008  
 2008-2009  
 2009-2010  
 2010-2011

- 2013 Purchasing Cooperative
- Analysis/Premium Edition
- Administrator Academies for Professional Development
- Bilingual and ESL
- Braille Services
- Business Management Cooperative
- Career and Technical Education (CTE) Support Coop

**Commitments Selected**

**Commitment For: 2010-2011**

Saved Commitments \$853.00  
Submitted Commitments \$0

Status		Commitment Forms	Group	Price	Enroll	Saved By	S
Saved	Show Details	Access to EBSCO Literary Reference Center (high schools)	Educational Resources	\$850.00	<input type="checkbox"/>	Sri Billa	-
Saved	Show Details	Access to Facts on File databases (secondary grades)	Educational Resources	\$2.00	<input type="checkbox"/>	Sri Billa	-
Saved	Show	Access to netTrekker (educational search)	Educational	\$1.00	<input type="checkbox"/>	Sri Billa	-

All of the commitment groups appear in the list on the left hand side of the screen. You may click on a link to go directly to the pricing screen for that commitment.

Alternately, if you are searching for a specific commitment, you may click on the "Advanced Search" button.

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[Manage Contacts](#)

**Commitment Groups**

[Logout](#) [Advanced Search](#)

Commitment Period: 2010-2011

- 2013 Purchasing Cooperative
- Analysis/Premium Edition
- Administrator Academies for Professional Development

**Commitments Selected**

**Commitment For: 2010-2011**

Saved Commitments \$853.00  
Submitted Commitments \$0

Status		Commitment Forms	Group	Price	Enroll	Saved By	S
Saved	Show Details	Access to EBSCO Literary Reference Center (high schools)	Educational Resources	\$850.00	<input type="checkbox"/>	Sri Billa	-

In the Advanced Search screen, type the name of the desired commitment or a keyword, and then click on the “search” button.

(Click “Return” to go back to the previous screen.)

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**Advanced Search**

Search  Search

Return

Commitment Group	Commitment Form
2013 Purchasing Cooperative	<a href="#">Option I - General Supplies</a>
	<a href="#">Option II - Educational Technology</a>
Administrator Academies for Professional Development	<a href="#">Campus Leaders Cooperative</a>
	<a href="#">Central Office Administrator Academy</a>
	<a href="#">First Time Campus Administrator Academy</a>
Analysis Edition	<a href="#">Additional Support Days</a>
	<a href="#">Analysis Edition</a>
	<a href="#">Analysis and Benchmarking Edition</a>
	<a href="#">Premium Edition</a>
	<a href="#">WebCCAT Test Generator</a>
Assesment Center	<a href="#">Assessment Center PIA</a>

The search results will appear. Click on the commitment form link to view the commitment pricing.

**Advanced Search**

Return

Search  Search

Commitment Group	Commitment Form
netVision20	<a href="#">netVision20 Consortium Membership</a>

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Return

Use the form to save any commitments that are desired.

*(Note: To un-enroll a saved commitment, remove the check from the "Enroll" box, and then click on the "Save" button to save this change. The commitment will now disappear from the list of saved and submitted commitments.)*

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**Person Details**

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[Manage Contacts](#)

**Bilingual and ESL**

**Commitment For: 2010-2011**

Your pricing is based on an LEP count of: 700

Show Details	Commitment Form Name	Price	Enroll
<a href="#">Show Details</a>	Bilingual and ESL	\$ 5150.00	<input checked="" type="checkbox"/>

[Return](#) [Submit](#) [Save](#)

Click "Show Details" for more information about this commitment.

Click here to return to the previous screen.

Click here to enroll

Click here to save changes.

Click here to submit the commitment.

Once saved, commitments will appear on the main menu page.

A running total will display at the top of the menu.

You may use the "Print in PDF" link below the menu to print or save a list of selected commitments.

Alternately, you may click on the "Printer Friendly Page" button to print the list.

**Commitments Selected**

A running total displays above the selected commitments.

**Commitment For: 2010-2011**

Saved Commitments \$853.00  
Submitted Commitments \$0

Status	Show Details	Commitment Forms	Group	Price	Enroll	Saved By	Submitted By	Purchase Order
Saved	<a href="#">Show Details</a>	Access to EBSCO Literary Reference Center (high schools)	Educational Resources	\$850.00	<input type="checkbox"/>	Sri Billa	-	<input type="text"/>
Saved	<a href="#">Show Details</a>	Access to Facts on File databases (secondary grades)	Educational Resources	\$2.00	<input type="checkbox"/>	Sri Billa	-	<input type="text"/>
Saved	<a href="#">Show Details</a>	Access to netTrekker (educational search engine)	Educational Resources	\$1.00	<input type="checkbox"/>	Sri Billa	-	<input type="text"/>

[Print in PDF](#)

Click here to save/print a list of saved commitments.

Click here for a printer-friendly view of the selected commitments list.

[Printer Friendly Page](#)

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# How to Submit Commitments

Any user can save Commitment enrollment information for his organization; however, only an individual identified as a Superintendent (or his/her designee) can submit commitments for a District.

Submission of commitments for specific campus may be made by the campus principal – this individual must be identified as the campus principal in his/her contact information.

If the superintendent wishes to designate another District employee as a person authorized to submit commitments, they must send this request in writing to [techdev@esc20.net](mailto:techdev@esc20.net).

Once a commitment has been submitted, ESC-20 will generate an invoice for this line item and will mail it to the District. If any item is submitted in error, please contact ESC-20 as soon as possible to ensure accurate invoicing.

Steps to submit are shown:

**Commitments Selected**

Commitment For: 2010-2011

Saved Commitments \$853.00  
Submitted Commitments \$0

Status	Commitment Forms	Group	Price	Enroll	Saved By	Submitted By	Purchase Order
Saved	<a href="#">Show Details</a> Access to EBSCO Literary Reference Center (high schools)	Educational Resources	\$850.00	<input checked="" type="checkbox"/>	Sri Billa	-	<input type="text" value="12345"/>
Saved	<a href="#">Show Details</a> Access to Facts on File databases (secondary grades)	Educational Resources	\$2.00	<input checked="" type="checkbox"/>	Sri Billa	-	<input type="text" value="12345"/>
Saved	<a href="#">Show Details</a> Access to netTrekker (educational search engine)	Educational Resources	\$1.00	<input checked="" type="checkbox"/>	Sri Billa	-	<input type="text" value="12345"/>

[Print in PDF](#) 1 - 3

1 Click on these boxes to select them.

2 Enter purchase order number here for each line item.

3 Click here to submit selected commitments.



Carefully read the statement that appears, and if you agree, click, "OK".

**Person Details**

District Name	Campus Name	Last Name	First Name	Contact Type
Kerplunk ISD and Charter		Billa	Sri	Assistant Superintendent Braille Business Manager

Message from webpage: I hereby certify that the information contained in this commitment is, to the best of my knowledge, correct and that the organization named on this commitment has authorized me to obligate this organization to the terms and requirements of this commitment.

**Submitted Commitments \$0**

Status	Commitment Forms	Group	Price	Enroll	Saved By	Submitted By	Purchase Order
Saved	Access to EBSCO Literary Reference Center (high schools)	Educational Resources	\$850.00	<input checked="" type="checkbox"/>	Sri Billa	-	12345
Saved	Access to Facts on File databases (secondary grades)	Educational Resources	\$2.00	<input checked="" type="checkbox"/>	Sri Billa	-	12345
	Access to netTrekker						

Once submitted, the changes appear on the main menu page.

**Commitments Selected**

Commitment For: 2010-2011

Saved Commitments \$0  
Submitted Commitments \$853.00

Status	Commitment Forms	Group	Price	Enroll	Saved By	Submitted By	Purchase Order
Submitted	Access to EBSCO Literary Reference Center (high schools)	Educational Resources	\$850.00	-	Sri Billa	Sri Billa	12345
Submitted	Access to Facts on File databases (secondary grades)	Educational Resources	\$2.00	-	Sri Billa	Sri Billa	12345
Submitted	Access to netTrekker (educational search engine)	Educational Resources	\$1.00	-	Sri Billa	Sri Billa	12345

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Questions? Need assistance?

For questions related directly to the pricing or structure of a specific commitment, please contact the commitment manager. For your convenience, the commitment manager's name and phone number are located on the "Show Details" page of each commitment. Alternately, you may dial (210) 370-5200 and ask the operator to transfer you to the person responsible for that commitment.

For technical difficulties with the ESC-20 Online Commitment System, please contact the ESC-20 Technology Development department at: [techdev@esc20.net](mailto:techdev@esc20.net) or by phone at (210) 370-5245.