



Commitment & Contract System User Guide: System Access

Introduction

The Commitment & Contract System provides ESC-20 clients with an online process for submitting commitments and approving contracts for products and services.

This User Guide includes detailed instructions for how to login to the ESC-20 Commitment & Contract System with an existing account as well as how to create a new account.

Login with an Existing Account:

Step One: Select your **ESC Region** from the dropdown menu.

Step Two: Select your **District** from the dropdown menu.

Step Three - Optional: Select your **Campus**. (Only select this if you are responsible for commitments tied to a specific campus. Otherwise, leave this field blank.)

Step Four: Select your **Name** from the list of Users.

If your name is not listed in the Select Users dropdown list, see the “Create a New Account” section on the following page.

Step Five: Enter your **Access Code**.

*If you do not remember your Access Code, click **Forgot Your Access Code?** at the bottom of the screen. The system will send an email with your access code to the email address associated with your account.*

Step Six: Click the blue **Login** button.

Create a New Account:

Step One: On the login screen, click on **Sign Up**.

Step Two: Complete the fields to provide information including:

- Salutation
- Name
- Region
- District
- Campus (**Optional**) - Only enter this if you are responsible for commitments tied to one specific campus. Otherwise, leave this field blank.
- Contact Information
- Job Title

Step Three: Click the blue **Create Account** button.

Your account will be created in an Inactive status and you will be unable to login. You will receive an email confirmation with directions on who to contact at your LEA to assign permissions and activate your account.

Once your account is activated, you will see your name on the Select Users dropdown on the login screen and can utilize the access code received in your confirmation email to login to the system.

EDUCATION SERVICE CENTER
REGION 20
Commitment & Contract System

Select ESC Region
Education Service Center - Region 20

Select District
-- Select District --

Only Select If commitments are for a specific campus
-- Select Campus or Leave Blank --

Select Your Name
-- Select Users --

Enter Your Access Code

Login Sign Up

[Forgot Your Access Code?](#)

[System Access User Guide.](#)

[ESC-20 Commitment Catalog.](#)

[Staff Login](#)

Click here if your name is not in the dropdown list above.

New Account

Cancel

Salutation

First Name

Middle Name

Last Name

Select ESC Region Number
20

District Name
-- Select District --

Enter Only if commitments will be for a specific campus
-- Select Campus --

Phone

Fax

Email Address

Job Title
-- Select Job Title --

Create Account