

SHOEBOX ACCOUNT SETUP

1. Go to the Crowley's Ridge Educational Service Cooperative (CRESC) website located at
<http://crowleys.crsc.k12.ar.us/>
2. Click on **SHOEBOX LOG IN**
3. Click on **SIGN IN**
4. Type in a valid email address that you can access year round
*****It is important that you use a valid email address that you can access year round for any communication regarding your registered events. You will be contacted via this email address for event cancellations, time/location changes, or any other pertinent information.*****
5. Click **No, I am new to this site** then **Continue**
6. Complete all personal information as indicated
7. In the **Region** field, please choose Crowley's Ridge Education Cooperative
8. In the **District** field, please choose your school district
9. In the **Position** field, please choose the one that best suits your job position then **Continue**
10. On the next page, please choose your **Campus** (if you do not work at a school, please choose Central Office/Other)
11. Next you must create a password in **Make My Password** field (Note: **passwords can ONLY be lower case letters and/or numbers—do NOT use any capital letters in your password or the system will not allow you to log in**)
12. Next, retype that password in **Confirm Password** field
13. Click **Finish**—you should receive a **Congratulations! You have successfully created a new user account!**
14. You may now **Sign In** and begin registering for events by clicking on **Catalog**