**DIRECTIONS FOR TAKING THE BEACON 20-HOUR ESE COURSE**

**AND ALL OTHER BEACON ON-DEMAND COURSES**

* Go to **www.beaconeducator.com**
* **Click *Log-in* in the upper right corner if you already have a Beacon account from taking previous courses (such as Common Core, Reading or ESOL).**  Many of you already have an account, so PLEASE continue to use the same log-in as you have used in the past so that all of your Beacon course records will continue to be consolidated on the same transcript that is easily located by our office as needed.  **If you have previously taken Beacon courses, your log-in has not changed.** **Please do not create a new account log-in.** Your log-in may have been set up using your FULL First Class email address in lowercase letters, such as this: firstname.lastname@nassau.k12.fl.us.
* **If you have forgotten your password, please use the "Forgot Password" help button to retrieve it. If you need further help identifying your log in, please send a message requesting help to: profdevelopment@nassau.k12.fl.us and include your name and your school or call ext. 1248.**
* **If you have not previously taken a Beacon online course, click *New Account* to start that process.**  Fill in your name and your email address. **Please use your Outlook email address** **(all in lowercase letters – case sensitive) so that we can easily locate your transcript, course completion records, etc.** Use the drop-down menus to select our state, district, and your school name from the lists. The password you create is personal and will not change unless you go into the system to change it yourself. You also always have access to the **"Forgot Password"** help button to retrieve it, if necessary.
* Once you are logged in, you will see the home page again. Choose **OFFERINGS** **to view "Nassau Beacon On-Demand Modules."** **The *ESE FOR All Educators* course is the first course listed.** You do not have to review the syllabus and may choose **"Add to Cart.**" After you proceed to cart and check out, the course will appear under **"My Learning"** each time you log in, until you have completed the course. FYI- You may also register and take as many of the other On-Demand modules as you choose.
* **There is a test at the end of each on-demand module that must be passed with a score of 80% or better in order to successfully complete it.**  **You receive an auto-generated email message when you complete and this MUST be forwarded to the Professional Development email box:** **profdevelopment@nassau.k12.fl.us** **so that we know you have completed a course and that points should be posted.**  Additionally, upon completion of all course requirements, your Beacon Educator transcript will reflect completion of this course.
* You may start the ESE course or any On-Demand module at any time and there is no time limit for completion, other than it must be completed by **June 1st** for the points to be posted in the current year.
* **IMPORTANT: There is no stipend associated with the ESE 20-hour course, nor any of the other On-Demand Modules. Points are awarded upon completion once we are notified by your forwarded email message from Beacon; no Professional Development Implementation Report is required in order to receive the points.**
* **REMINDER: YOU MUST FORWARD YOUR COMPLETION MESSAGE TO** **profdevelopment@nassau.k12.fl.us** **or we will not know you completed a course.**

*Updated December 20, 2021*