

Register for Professional Development Using Electronic Registrar Online (ERO)

Version 1.0 • Updated August 25, 2009

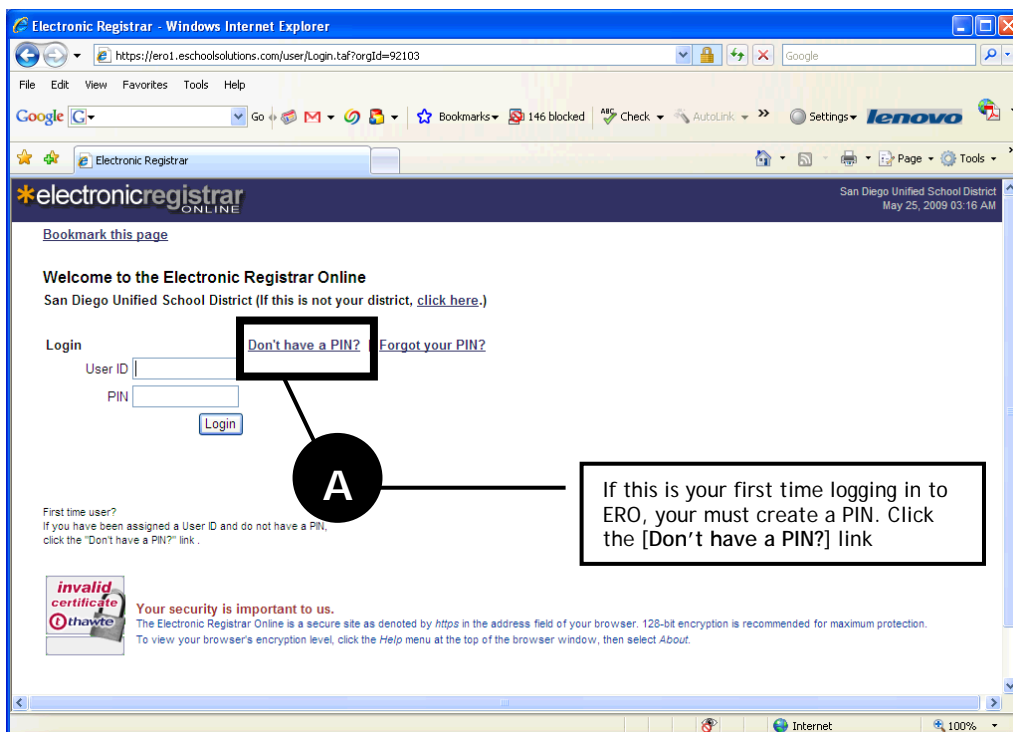
This job-aid was created to guide you with successfully registering in the District's online professional development registration system (ERO), viewing available courses and related sessions, registering for sessions that you are interested in or have been designated to take, and dropping a session(s) if needed.

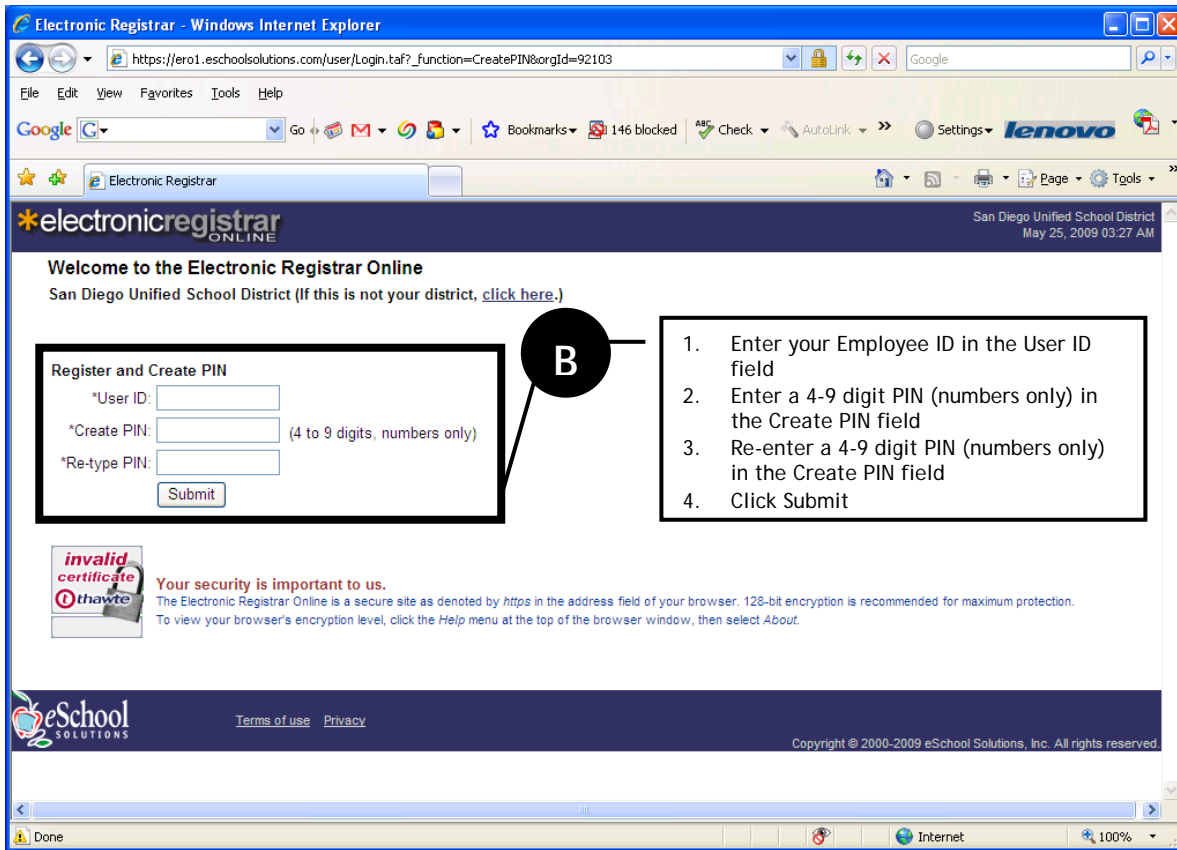
Section 1: Follow the steps below to log in to the professional development tracking system and register for a course(s).

- Open an Internet browser such as Internet Explorer, FireFox, Safari etc.
- In the browser window, enter the following URL:

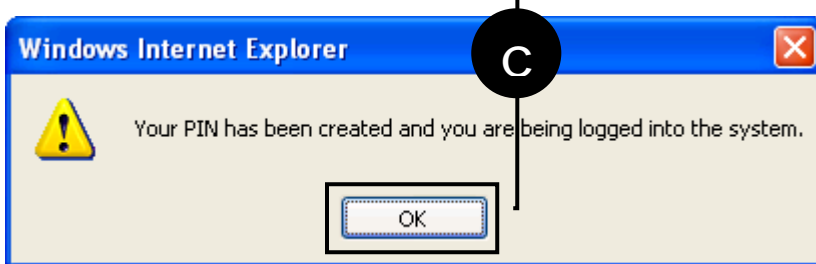
<http://sandi.net/ero> You will be redirected to eschoolsolutions.com. Bookmark this page.

- The following ERO Login screen will display. Complete steps A-I below.

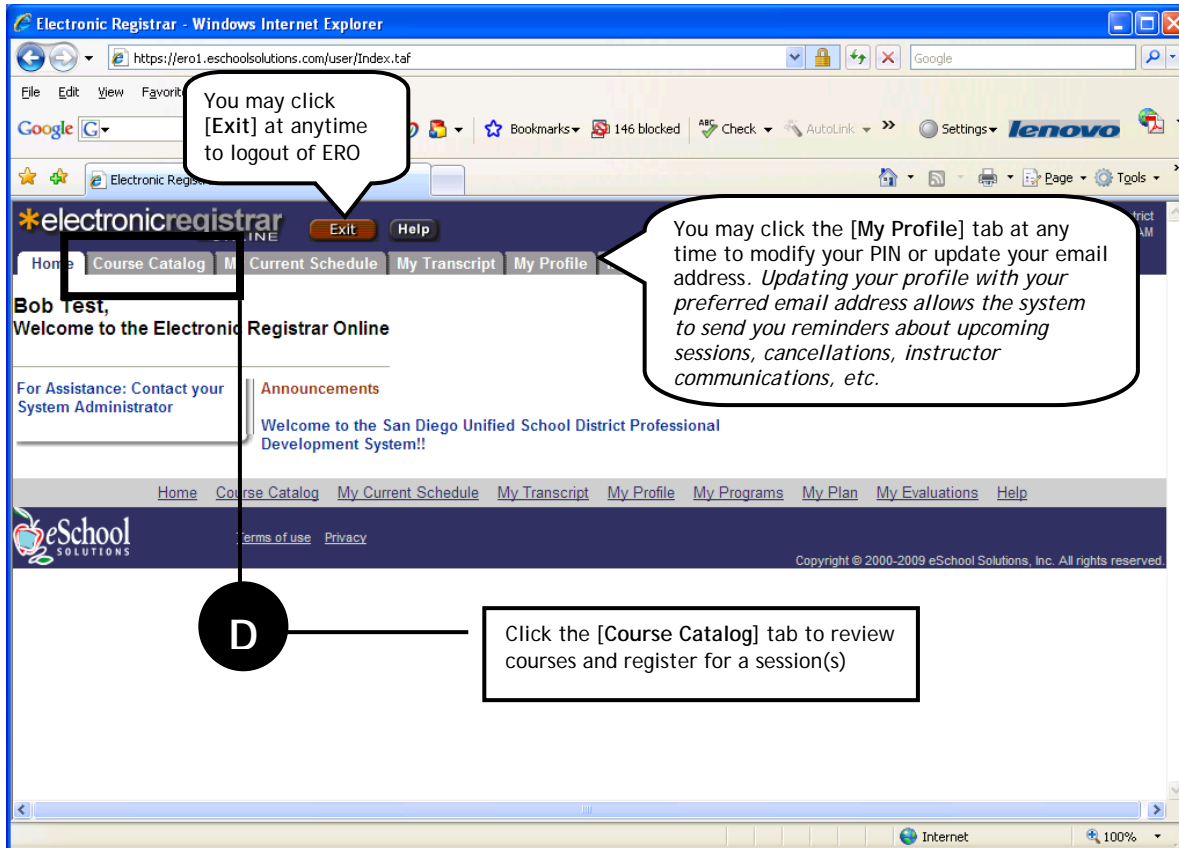




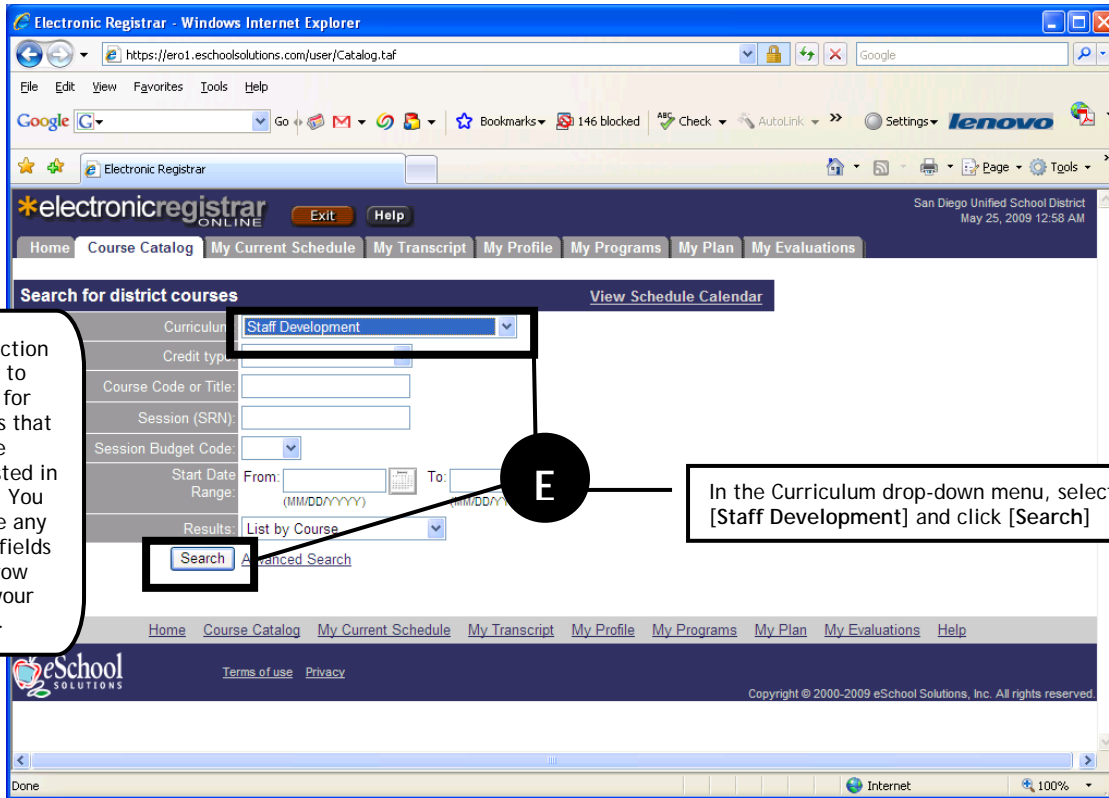
- The following window will open, Click [OK]



- You have successfully created a PIN in ERO and are now logged in. Please write down your PIN for future reference. See below on how to modify your PIN or email address at anytime.

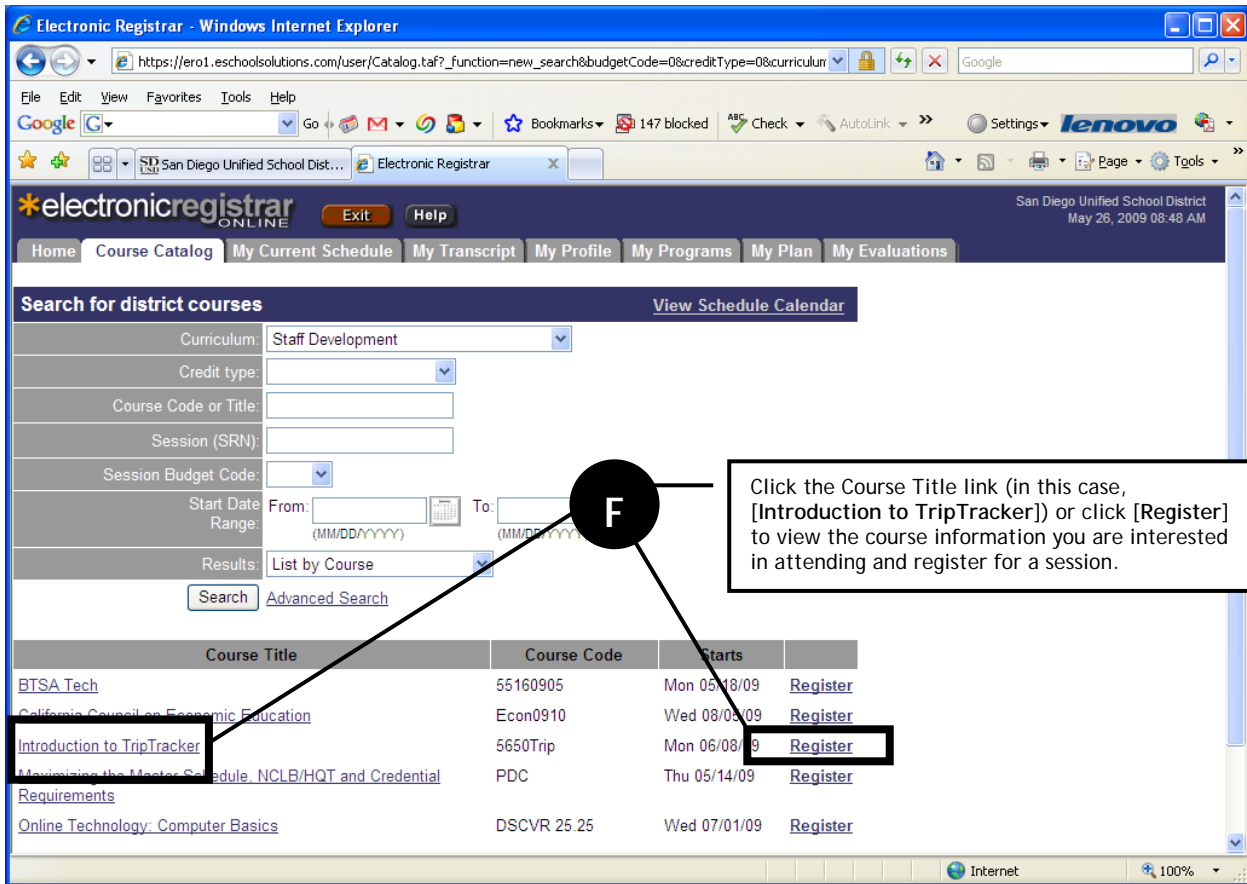


The screenshot shows the Electronic Registrar interface in a Windows Internet Explorer browser. The address bar displays <https://ero1.eschoolsolutions.com/user/Index.taf>. The page header includes the "electronicregistrar" logo and navigation tabs: Home, Course Catalog, My Current Schedule, My Transcript, and My Profile. A callout bubble points to the "Exit" button, stating: "You may click [Exit] at anytime to logout of ERO". Another callout bubble points to the "My Profile" tab, stating: "You may click the [My Profile] tab at any time to modify your PIN or update your email address. Updating your profile with your preferred email address allows the system to send you reminders about upcoming sessions, cancellations, instructor communications, etc.". A third callout bubble points to the "Course Catalog" tab, stating: "Click the [Course Catalog] tab to review courses and register for a session(s)". The main content area displays a welcome message for "Bob Test" and a link to contact the system administrator. The footer includes the eSchool Solutions logo and copyright information.



This section is used to search for courses that you are interested in taking. You can use any of the fields to narrow down your search.

In the Curriculum drop-down menu, select [Staff Development] and click [Search]



Electronic Registrar - Windows Internet Explorer

https://ero1.eschoolsolutions.com/user/Catalog.taf?_function=new_search&budgetCode=0&creditType=0&curriculum=

San Diego Unified School District
May 26, 2009 08:48 AM

Home Course Catalog My Current Schedule My Transcript My Profile My Programs My Plan My Evaluations

Search for district courses [View Schedule Calendar](#)

Curriculum: Staff Development

Credit type:

Course Code or Title:

Session (SRN):

Session Budget Code:

Start Date Range: From: To:

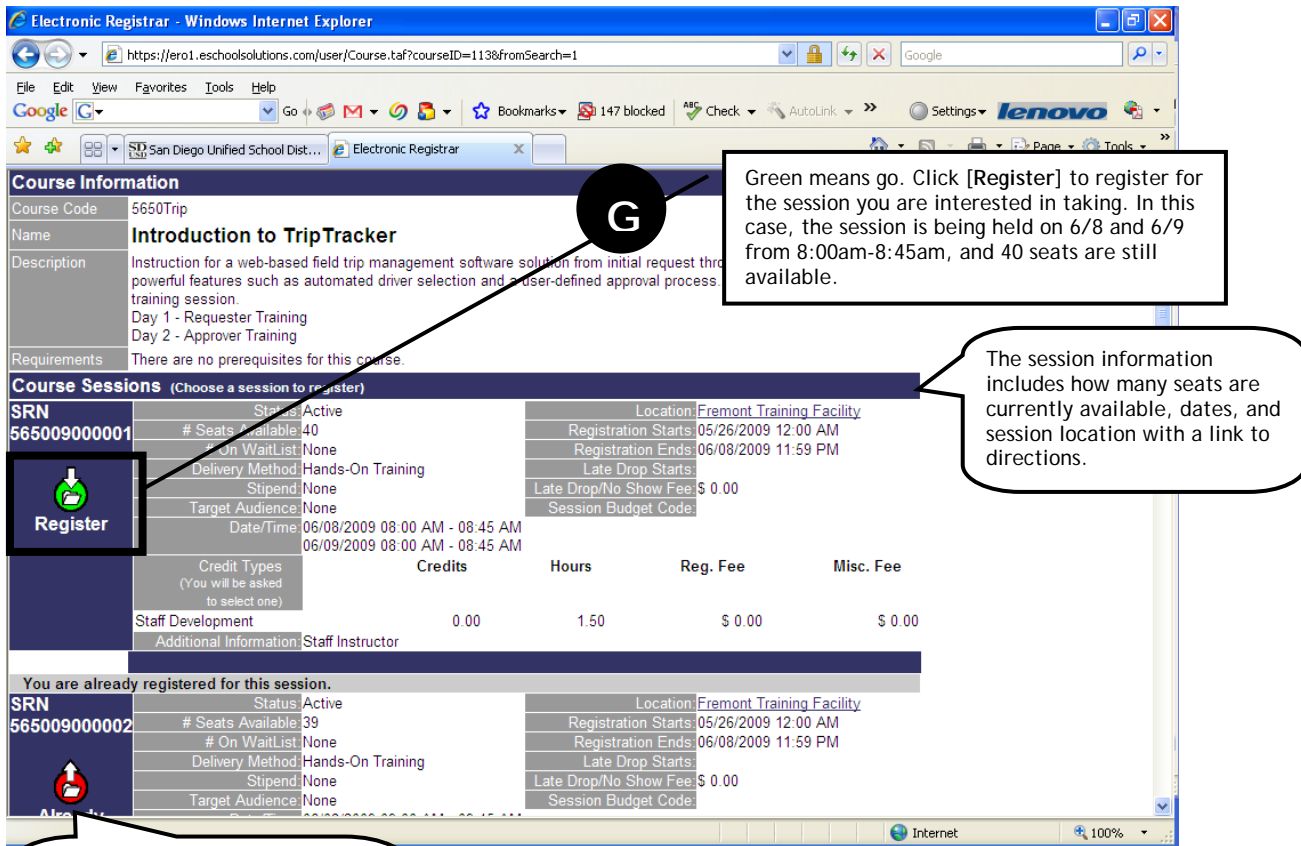
Results: List by Course

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

Course Title	Course Code	Starts	
BTSA Tech	55160905	Mon 05/18/09	Register
California Council on Economic Education	Econ0910	Wed 08/05/09	Register
Introduction to TripTracker	5650Trip	Mon 06/08/09	Register
Maximizing the Master Schedule, NCLB/HQT and Credential Requirements	PDC	Thu 05/14/09	Register
Online Technology: Computer Basics	DSCVR 25.25	Wed 07/01/09	Register

Click the Course Title link (in this case, [Introduction to TripTracker]) or click [Register] to view the course information you are interested in attending and register for a session.

- You will be taken to the Course Information screen where you can review the details of the course and see if there are any prerequisites required to take the class.



Course Information

Course Code: 5650Trip
Name: **Introduction to TripTracker**
Description: Instruction for a web-based field trip management software solution from initial request through powerful features such as automated driver selection and a user-defined approval process. training session.
Day 1 - Requester Training
Day 2 - Approver Training
Requirements: There are no prerequisites for this course.

Course Sessions (Choose a session to register)

SRN	Status	Location
565009000001	Active	Fremont Training Facility

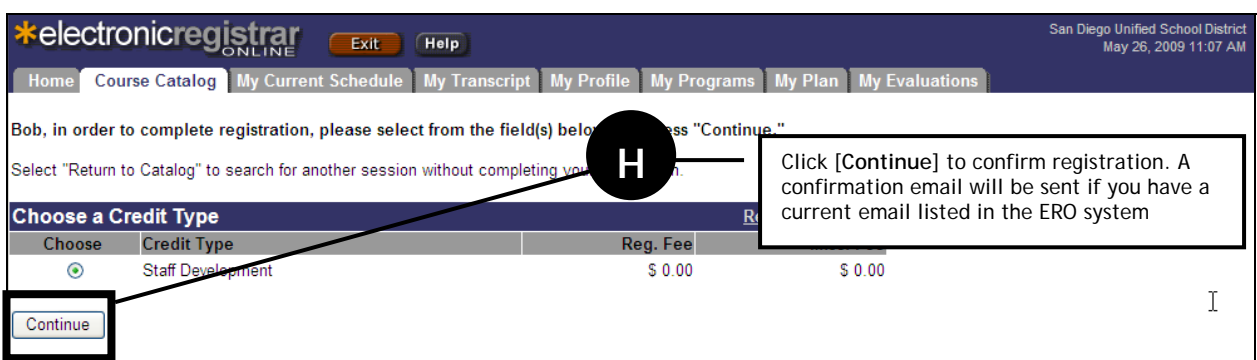
Register (Green icon)

The session information includes how many seats are currently available, dates, and session location with a link to directions.

Green means go. Click [Register] to register for the session you are interested in taking. In this case, the session is being held on 6/8 and 6/9 from 8:00am-8:45am, and 40 seats are still available.

The session information includes how many seats are currently available, dates, and session location with a link to directions.

Red means stop. The session is not available for you to register. In this case, the employee was already registered. Other reasons might include the class is full or there is a prerequisite required.



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Bob, in order to complete registration, please select from the field(s) below. Press "Continue."

Select "Return to Catalog" to search for another session without completing your registration.

Choose a Credit Type

Choose	Credit Type	Reg. Fee	Misc. Fee
<input type="radio"/>	Staff Development	\$ 0.00	\$ 0.00

Continue (Green icon)

Click [Continue] to confirm registration. A confirmation email will be sent if you have a current email listed in the ERO system

Click [Continue] to confirm registration. A confirmation email will be sent if you have a current email listed in the ERO system

***electronicregistrar** ONLINE Exit Help San Diego Unified School District
May 26, 2009 11:12 AM

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Bob, you have successfully registered for the following course and session.

Registration for Session Successful [Return to Catalog](#)

	Date & Time	Course Title	Course #	Session #
Enrolled	Mon Jun 08, 2009 08:00 AM - 08:45 AM Tue Jun 09, 2009 08:00 AM - 08:45 AM	Introduction to TripTracker	5650Trip	565009000001

Do you need to report an absence?
Enter your SmartFind Express PIN and then press SmartFind Express.
Remember to create absences for all session dates if required.

PIN:

Confirmation of successfully registering for a session is displayed.

IMPORTANT This is to be completed *only* if you require a substitute or Visiting Teacher while you are attending professional development. *Leave blank if not needed.*

Enter your SmartFind Express (SAMS) PIN (which may be different from the PIN you registered with for this system) and click [SmartFind Express]. This will log you into SmartFind Express, where you can report your professional development absence.

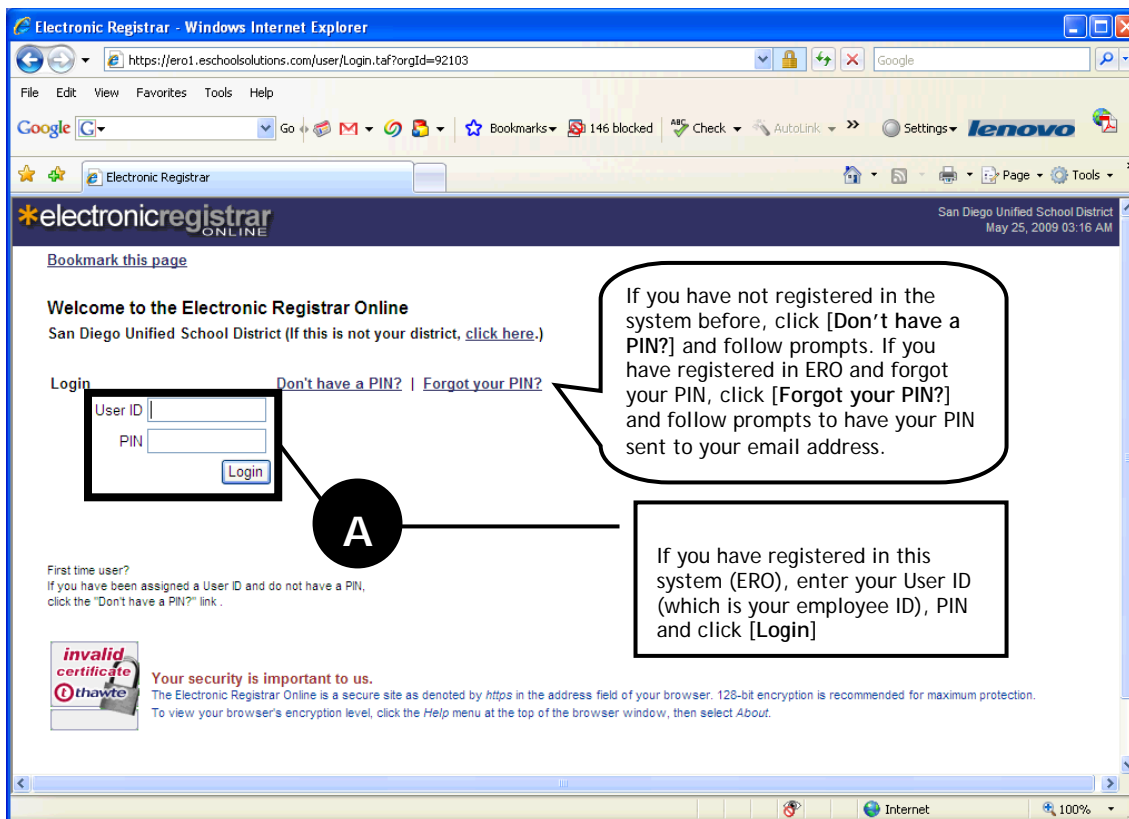


Section 2: Follow the steps below to log in to the professional development tracking system and drop a course(s).

- Open an Internet browser such as Internet Explorer, FireFox, Safari etc.
- In the browser window, enter the following URL:

<http://sandi.net/ero> You will be redirected to eschoolsolutions.com. Bookmark this page.

- The following ERO Login screen will display. Complete Steps A-D below.

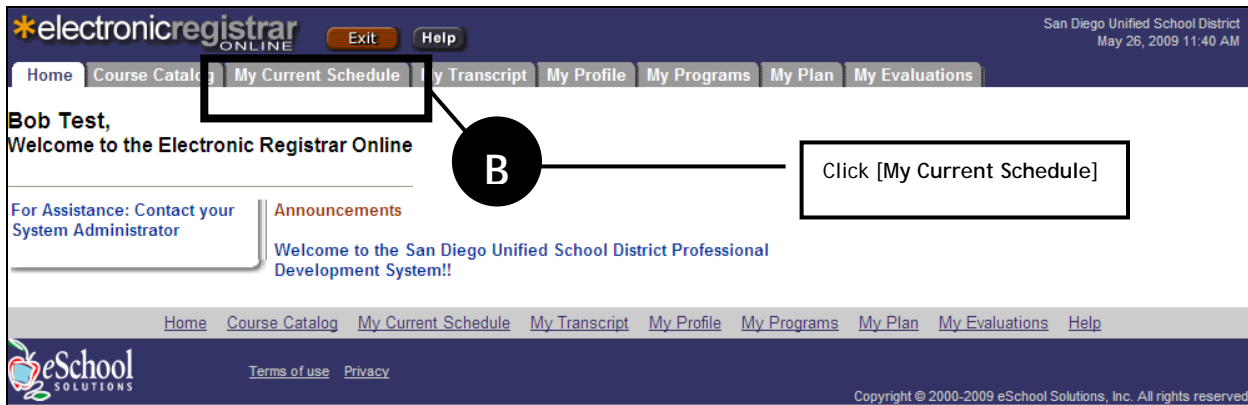


The screenshot shows the Electronic Registrar Online login page in a Windows Internet Explorer browser window. The address bar shows the URL: <https://ero1.eschoolsolutions.com/user/Login.taf?orgId=92103>. The page title is "Electronic Registrar ONLINE" and the page content includes a "Welcome to the Electronic Registrar Online" message from San Diego Unified School District. The login form has fields for "User ID" and "PIN", and a "Login" button. There are links for "Don't have a PIN?" and "Forgot your PIN?". A large black circle with the letter "A" is placed over the login form. A speech bubble points to the "Don't have a PIN?" link, and a text box points to the "Login" button. The page also includes a security warning about an invalid certificate and a "First time user?" section.

Electronic Registrar - Windows Internet Explorer
https://ero1.eschoolsolutions.com/user/Login.taf?orgId=92103
File Edit View Favorites Tools Help
Google
Electronic Registrar
San Diego Unified School District
May 25, 2009 03:16 AM
Bookmark this page
Welcome to the Electronic Registrar Online
San Diego Unified School District (If this is not your district, [click here.](#))
Login Don't have a PIN? | [Forgot your PIN?](#)
User ID
PIN
Login
First time user?
If you have been assigned a User ID and do not have a PIN, click the "Don't have a PIN?" link.
invalid certificate
Your security is important to us.
The Electronic Registrar Online is a secure site as denoted by [https](#) in the address field of your browser. 128-bit encryption is recommended for maximum protection. To view your browser's encryption level, click the [Help](#) menu at the top of the browser window, then select [About](#).

If you have not registered in the system before, click [Don't have a PIN?] and follow prompts. If you have registered in ERO and forgot your PIN, click [Forgot your PIN?] and follow prompts to have your PIN sent to your email address.

If you have registered in this system (ERO), enter your User ID (which is your employee ID), PIN and click [Login]



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May 26, 2009 11:40 AM

Home Course Catalog **My Current Schedule** My Transcript My Profile My Programs My Plan My Evaluations

Bob Test,
Welcome to the Electronic Registrar Online

For Assistance: Contact your System Administrator

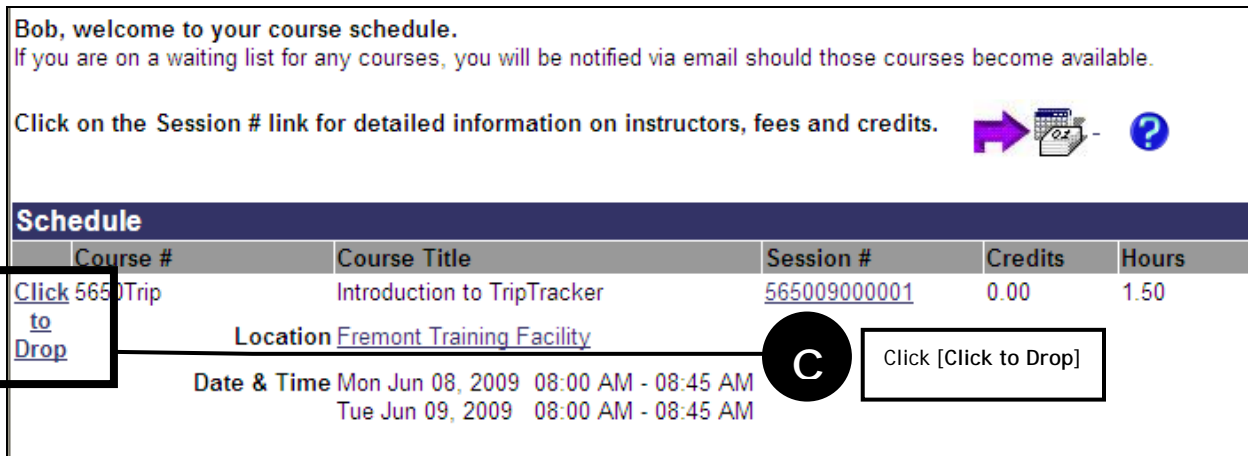
Announcements
Welcome to the San Diego Unified School District Professional Development System!!

Home Course Catalog My Current Schedule My Transcript My Profile My Programs My Plan My Evaluations Help



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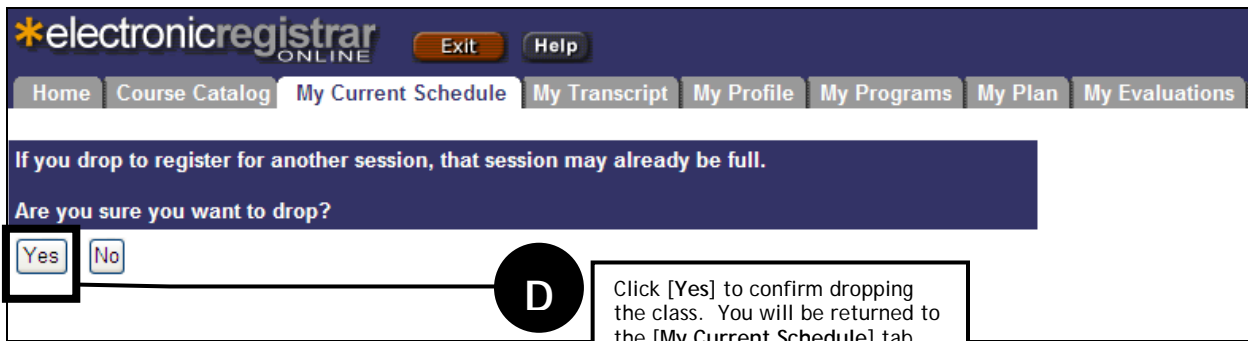
- Your current schedule will be displayed.



Bob, welcome to your course schedule.
If you are on a waiting list for any courses, you will be notified via email should those courses become available.

Click on the Session # link for detailed information on instructors, fees and credits.  

Course #	Course Title	Session #	Credits	Hours
Click to Drop 5650 Trip	Introduction to TripTracker	565009000001	0.00	1.50
Location Fremont Training Facility				
Date & Time Mon Jun 08, 2009 08:00 AM - 08:45 AM				
Tue Jun 09, 2009 08:00 AM - 08:45 AM				



Home Course Catalog My Current Schedule My Transcript My Profile My Programs My Plan My Evaluations

If you drop to register for another session, that session may already be full.

Are you sure you want to drop?

- You can enroll in a different course(s) by clicking the [Course Catalog] tab.

For more information or assistance, call the IT HelpDesk at (619) 725-7500.