

Non-District Employee - Instructions to Register for Professional Development Trainings Using Electronic Registrar Online (ERO)

Version 1.0 • Updated July 21, 2009

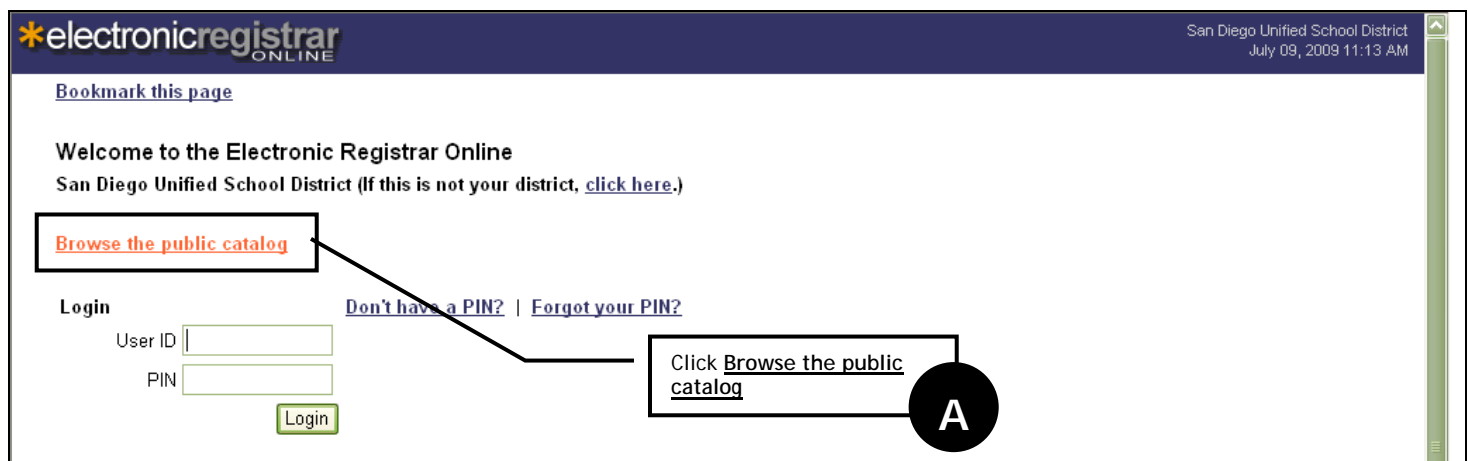
This job-aid was created to guide you through successfully registering on the district's on-line professional development registration system (ERO), viewing available courses and related sessions, registering for sessions you are interested in or have been designated to take, and to drop a session(s)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

Section 1: Follow the steps below to register into the professional development tracking system and sign-up for a course(s).

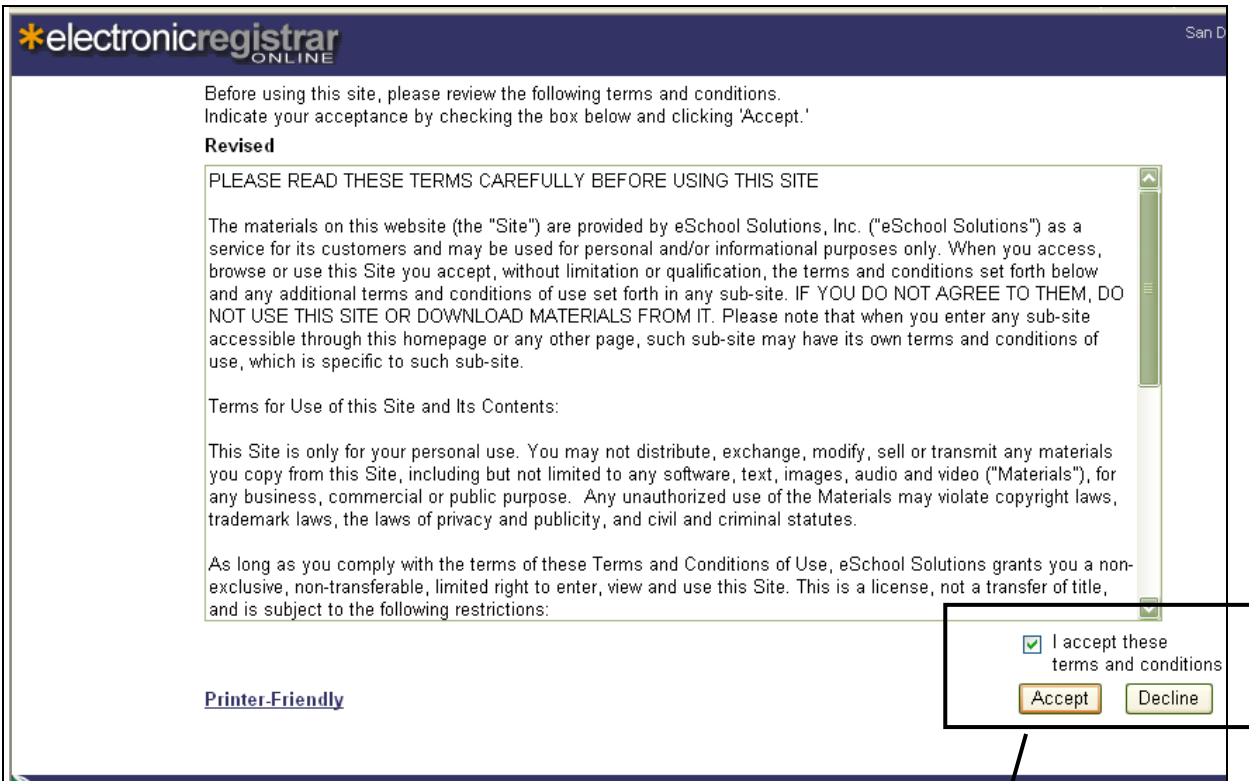
- Open an Internet browser such as Internet Explorer, FireFox, Safari etc.
- In the browser window, enter the following URL:

<http://sandi.net/ero>

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

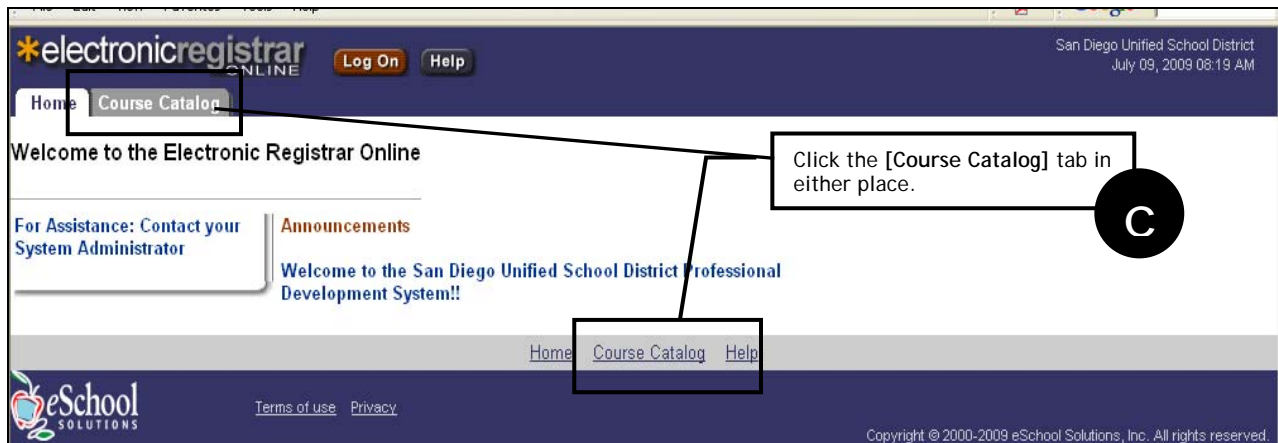


- Complete step B below



Click the checkbox to accept terms and conditions, click Accept

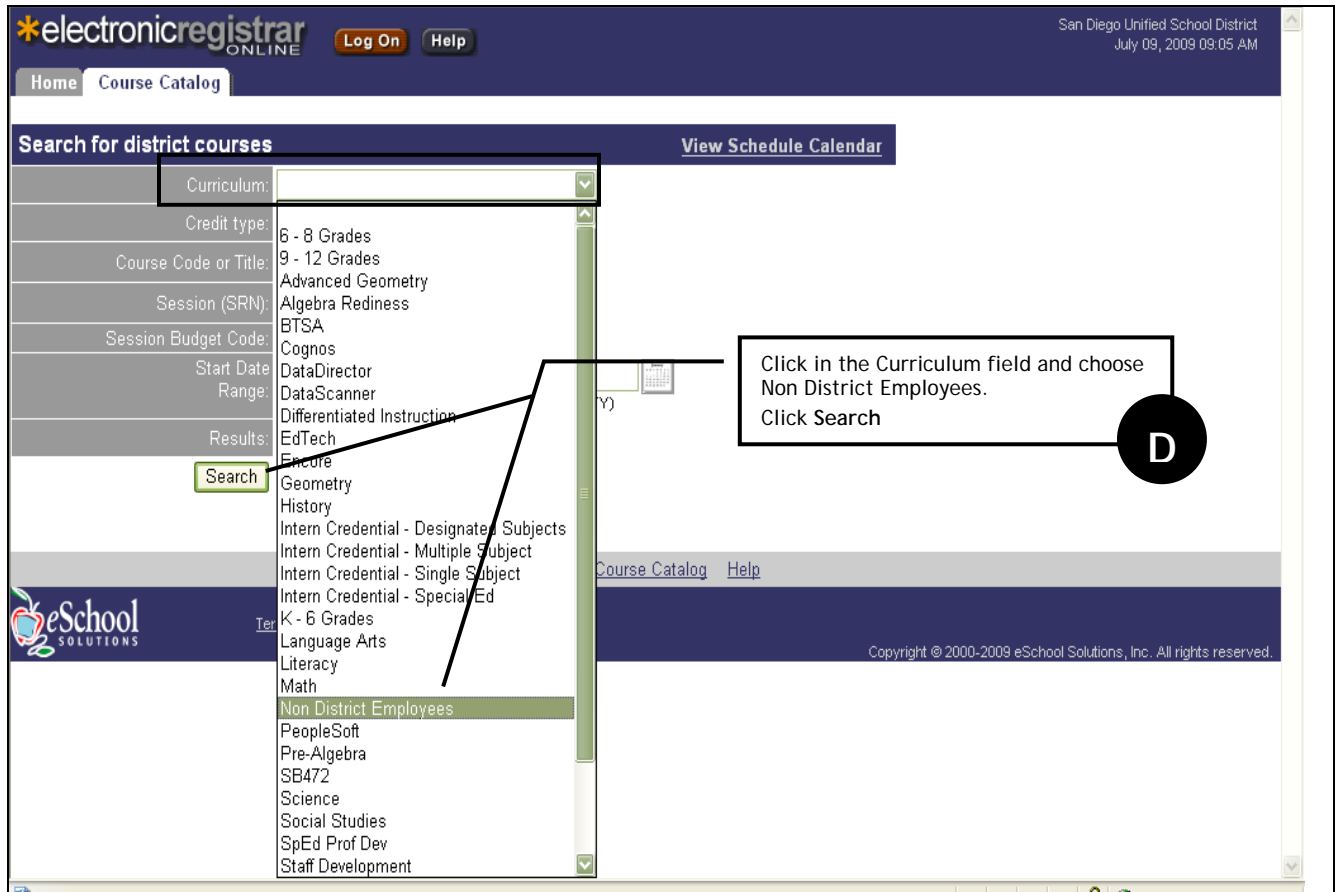
B



Click the [Course Catalog] tab in either place.

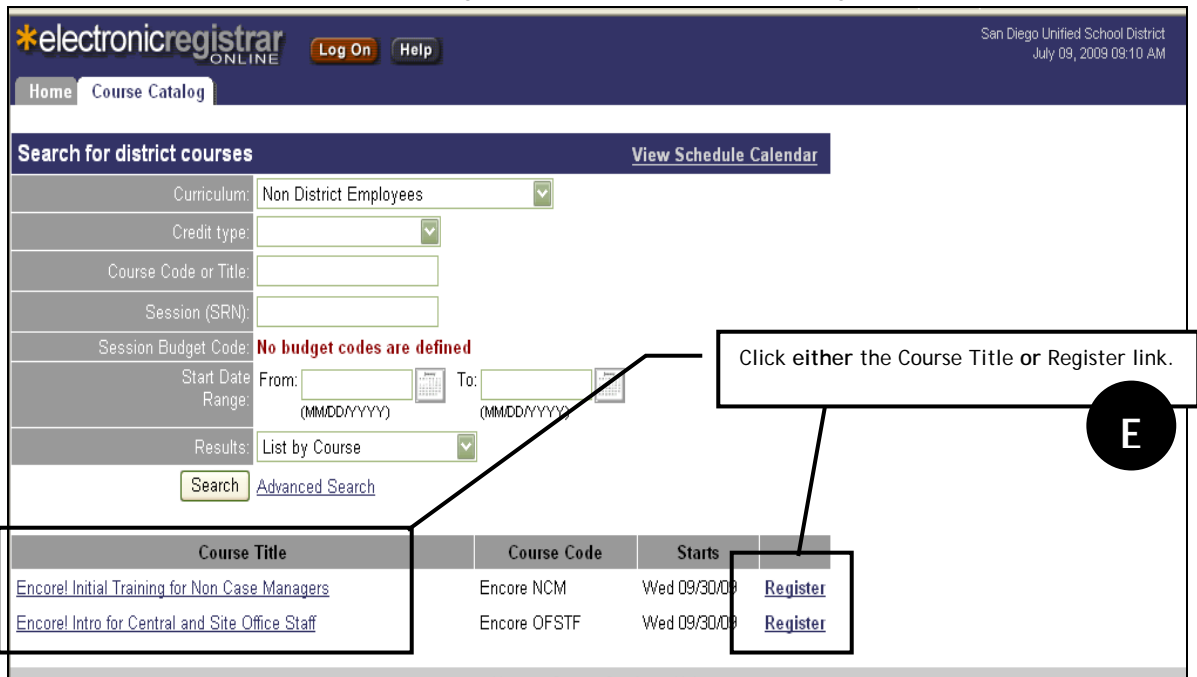
C

- Click in the Curriculum field or use the arrow for the drop down menu, and choose Non District Employees.



The screenshot shows the 'electronicregistrar ONLINE' interface. At the top right, it says 'San Diego Unified School District July 09, 2009 09:05 AM'. Below the header, there are 'Home' and 'Course Catalog' tabs. The main section is titled 'Search for district courses' and includes a 'View Schedule Calendar' link. The search form has several fields: 'Curriculum:', 'Credit type:', 'Course Code or Title:', 'Session (SRN):', 'Session Budget Code:', 'Start Date Range:', and 'Results:'. The 'Curriculum:' dropdown menu is open, showing a list of options including '6 - 8 Grades', '9 - 12 Grades', 'Advanced Geometry', 'Algebra Readiness', 'BTSA', 'Cognos', 'DataDirector', 'DataScanner', 'Differentiated Instruction', 'EdTech', 'EnCore', 'Geometry', 'History', 'Intern Credential - Designated Subjects', 'Intern Credential - Multiple Subject', 'Intern Credential - Single Subject', 'Intern Credential - Special Ed', 'K - 6 Grades', 'Language Arts', 'Literacy', 'Math', 'Non District Employees', 'PeopleSoft', 'Pre-Algebra', 'SB472', 'Science', 'Social Studies', 'SpEd Prof Dev', and 'Staff Development'. A callout box with a black border and a white background contains the text: 'Click in the Curriculum field and choose Non District Employees. Click Search'. A black circle with a white letter 'D' is positioned to the right of the callout box. A line points from the callout box to the 'Non District Employees' option in the dropdown menu. There is also a 'Search' button in the search form. At the bottom left, there is an 'eSchool SOLUTIONS' logo. At the bottom right, there is a copyright notice: 'Copyright © 2000-2009 eSchool Solutions, Inc. All rights reserved.'

- Click on either the name of the training under Course Title, or the Register link.



San Diego Unified School District
July 09, 2009 09:10 AM

Home Course Catalog

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

Curriculum: Non District Employees

Credit type:

Course Code or Title:

Session (SRN):

Session Budget Code: **No budget codes are defined**

Start Date Range: From: To:

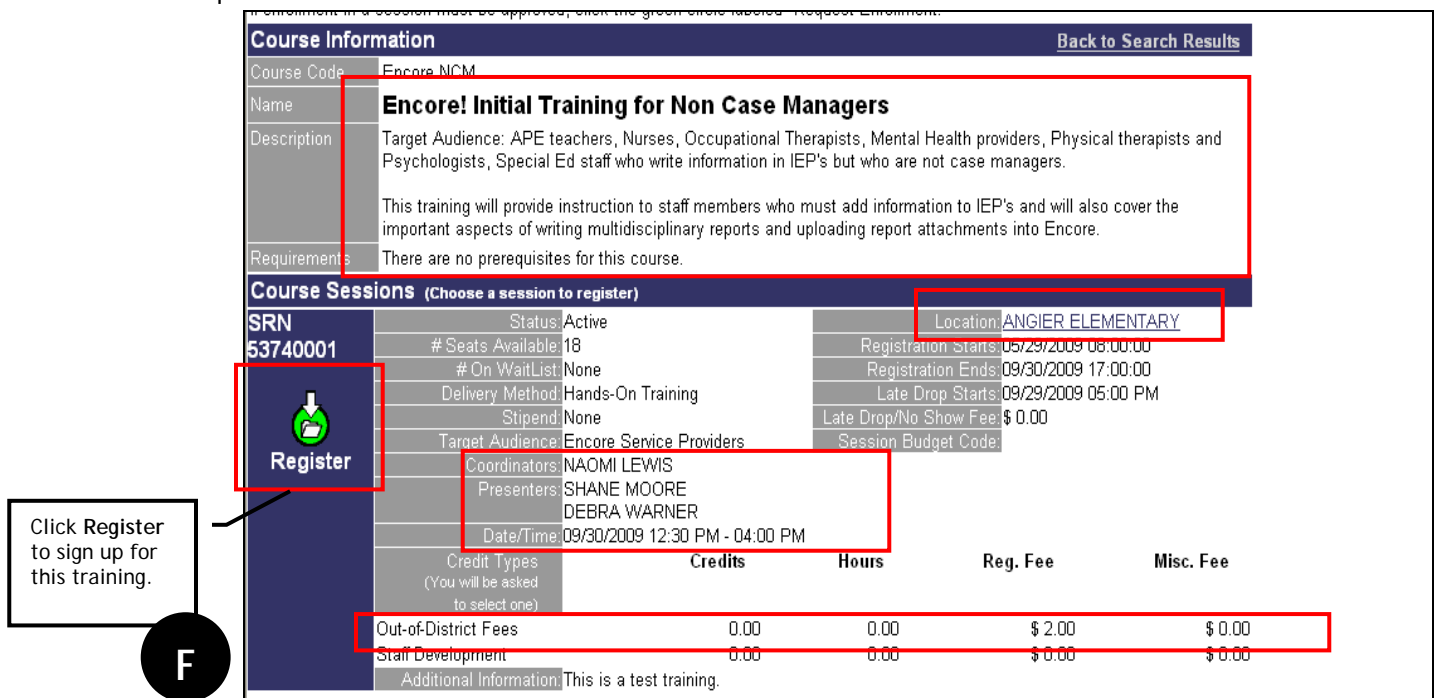
Results: List by Course

Search [Advanced Search](#)

Course Title	Course Code	Starts	
Encore! Initial Training for Non Case Managers	Encore NCM	Wed 09/30/09	Register
Encore! Intro for Central and Site Office Staff	Encore OFSTF	Wed 09/30/09	Register

Click either the Course Title or Register link.

- Course information displays. Review the details of the course and determine if there are prerequisites or fees required to take the course.



Back to Search Results

Course Code: Encore NCM

Name: **Encore! Initial Training for Non Case Managers**

Description: Target Audience: APE teachers, Nurses, Occupational Therapists, Mental Health providers, Physical therapists and Psychologists, Special Ed staff who write information in IEP's but who are not case managers.

Requirements: There are no prerequisites for this course.

Course Sessions (Choose a session to register)

SRN	Status	Location
53740001	Active	ANGIER ELEMENTARY

Register

Registration starts: 09/29/2009 06:00:00
Registration Ends: 09/30/2009 17:00:00
Late Drop Starts: 09/29/2009 05:00 PM
Late Drop/No Show Fee: \$ 0.00
Session Budget Code:

Coordinators: NAOMI LEWIS
Presenters: SHANE MOORE, DEBRA WARNER
Date/Time: 09/30/2009 12:30 PM - 04:00 PM

Credit Types	Credits	Hours	Reg. Fee	Misc. Fee
Out-of-District Fees	0.00	0.00	\$ 2.00	\$ 0.00
Staff Development	0.00	0.00	\$ 0.00	\$ 0.00

Additional Information: This is a test training.

Click Register to sign up for this training.

- Click Register to sign up for training. **NOTE:** There is a fee for all trainings for Non District Employees. Arrange for payment through the coordinator or presenter.

- Select Out-of-District Fees, and click Continue.

***electronicregistrar ONLINE** Log On Help

Home **Course Catalog**

Public User, in order to complete registration, please select from the field(s) below and press "Continue."
Select "Return to Catalog" to search for another session without completing your registration.

Choose a Credit Type Return to Catalog

Choose	Credit Type	Reg. Fee	Misc. Fee
<input checked="" type="radio"/>	Out-of-District Fees	\$ 2.00	\$ 0.00
<input type="radio"/>	Staff Development	\$ 0.00	\$ 0.00

Continue

Select Out-of-District Fees and click Continue.

G

- You will need to create a profile for yourself. (If you already have one, go to your profile).
- Create your User ID and PIN with 6 digits (numbers only). Fill in your First and Last Name and use the information below for the other field fill-ins as a Non District Employee.

If you already have a profile, please do not add another one. Instead, click here: [I have a profile.](#)

New Profile Form (Required fields are in red with *)

*User ID *PIN

*First Name MI *Last Name

*User Level

*Status

*Registrant Type

*Primary Location *Primary Classification

Birth Date Gender Ethnicity

Contact Information

Address Type

Address Line 1

Address Line 2

City

County

State/Province

Country

Zip/Postal Code

*Email

***Enter at least one phone number.**
 Phone - Home Enter numbers only, no spaces or dashes
 Phone - Mobile
 Phone - Other
 Phone - Work

Add Fields marked in red or with a * beside them are mandatory.

Create your profile - or go to your profile.

Red fields or fields with * are required. Use this information to fill in required fields.

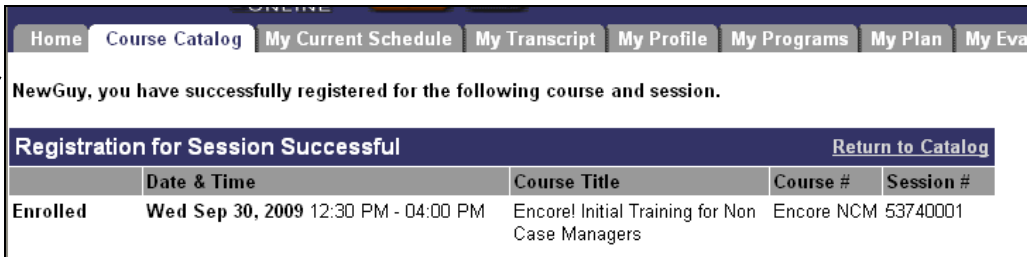
Enter your work phone number (or the best number to reach you) and your email address. This ensures you receive email information about the training i.e., cancellations, etc.

Click Add

H

- If you created your NEW profile, you will get this message of successful registration for the training.

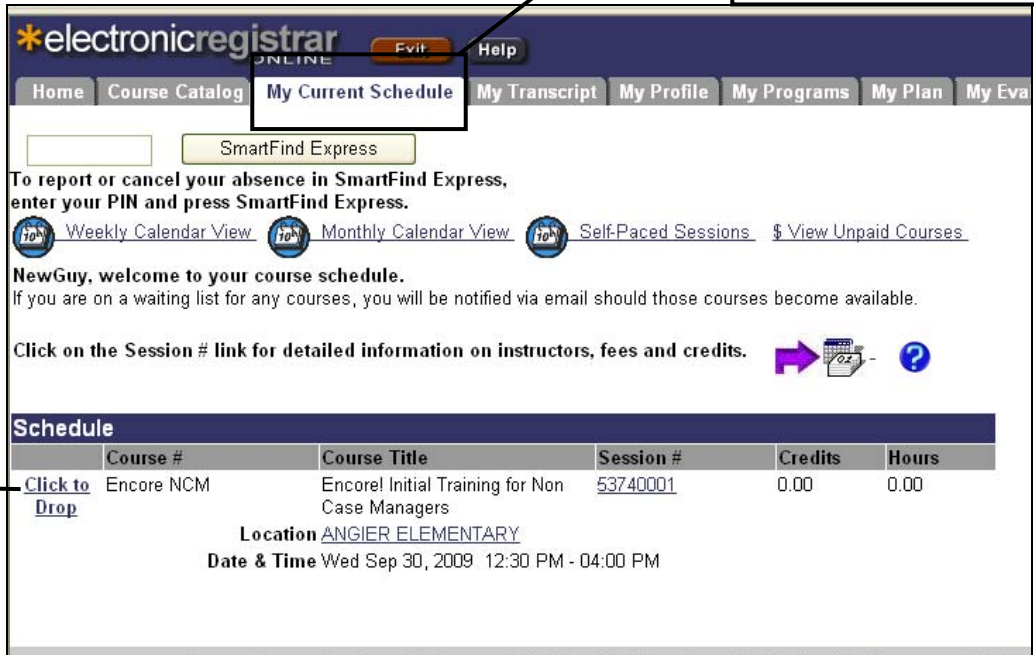
Confirmation of successful registration.



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

	Date & Time	Course Title	Course #	Session #
Enrolled	Wed Sep 30, 2009 12:30 PM - 04:00 PM	Encore! Initial Training for Non Case Managers	Encore NCM 53740001	

To see all trainings you have registered for click [My Current Schedule]



electronicregistrar ONLINE [Exit](#) [Help](#)



[Home](#) [Course Catalog](#) **[My Current Schedule](#)** [My Transcript](#) [My Profile](#) [My Programs](#) [My Plan](#) [My Eva](#)

SmartFind Express

To report or cancel your absence in SmartFind Express, enter your PIN and press SmartFind Express.

[Weekly Calendar View](#) [Monthly Calendar View](#) [Self-Paced Sessions](#) [View Unpaid Courses](#)

NewGuy, 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	Encore NCM	Encore! Initial Training for Non Case Managers	53740001	0.00	0.00

Location [ANGIER ELEMENTARY](#)
Date & Time Wed Sep 30, 2009 12:30 PM - 04:00 PM

If you choose to drop a training, click the 'Click to Drop' link.

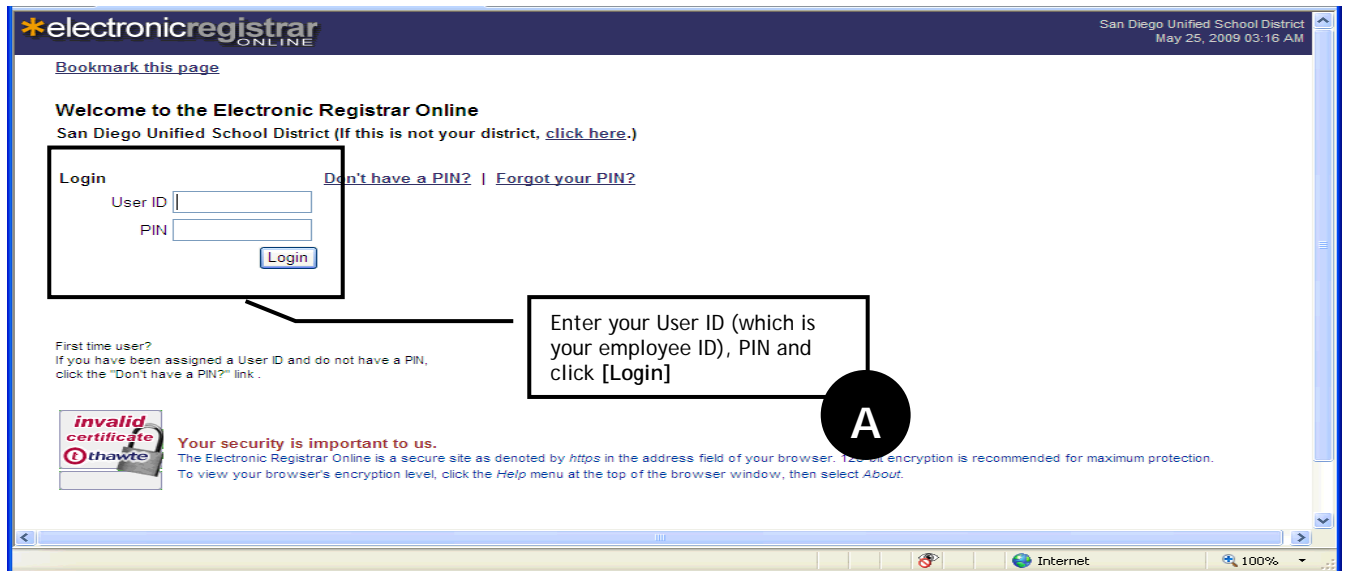
- There is more information about dropping trainings in the next section of this job aid.
- To Logout click on Exit at any time.

NOTE: If you choose a curriculum other than Non District employees you will find that the sessions displayed are not necessarily available to non district employees.

TO DROP A COURSE

Section 2: Follow the steps below to drop courses in the professional development tracking system.




- Open an Internet browser such as Internet Explorer, FireFox, Safari etc.
- In the browser window, enter the following URL: <http://sandi.net/ero>
- The following ERO Login screen will display. Complete Steps A-D below



- Click [My Current Schedule]



- Your current schedule displays, follow Step C to drop a session.


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


Course #	Course Title	Session #	Credits	Hours
Encore NCM	Encore! Initial Training for Non Case Managers	53740001	0.00	0.00

Location [ANGIER ELEMENTARY](#)
Date & Time Wed Sep 30, 2009 12:30 PM - 04:00 PM

Click [Click to Drop]

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

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 [Exit](#) [Help](#)

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?

Click [Yes] to confirm dropping the session. You will be returned to the [My Current Schedule] tab

- You may sign-up for another course(s), by clicking the [Course Catalog] tab.
- To Logout, click on Exit at any time.

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