

How To Use ERO (Electronic Registrar Online)

Getting Started:

- First launch Internet Explorer.
- Go to the Schultz Center website, www.schultzcenter.org
- Click **Course Registration System**, and then click **Register Online**.
- **TIP:** Save this website to your Favorites List so that you can go directly to it next time.

Logging In:

- This will bring you to the ERO log in screen.
- Maximize the screen if necessary. For UserID, type your District employee ID number. Do NOT type in any preceding zeros. If you're number is 345, then type in 3-4-5.
- For PIN, type in your 4-digit RC or school number, followed by the last 4 digits of your employee ID number.
- If your employee ID number has less than 4 digits, then you would have to type in 1 or 2 preceding zeros.
- For example, if your employee # is 345, and you teach at Robinson Elementary, then your UserID would be "345" and your PIN would be, "32620345".

Searching for Workshops:

- Click the "Course Catalog" tab to begin looking for a workshop or course.
- Click the down arrow next to "Curriculum" to select the subject area, **or...**
- Type in a word that you know is in the workshop's name, such as "Literacy", even if you don't know the whole name.
- You don't need to select anything else, just click "Search". Please note that you can further narrow your search by typing in a date range, or the Session Number, if you know it.

View Course Information:

- This will display the search results, a list of courses.
- Click either the link that says "Register" or the linked name of the workshop. Either way, you'll go to the same course information screen.

Registering for a Workshop:

- After reading the course information, click "Register" to register for the workshop or course.
- You will see a screen that says, "Registration Successful". You'll also be emailed a confirmation email, so be sure to check your email.

Your Current Schedule:

- To see your current schedule, click "My Current Schedule".

Dropping a Course:

- If you need to drop a course, click "Click to Drop".
- You will be prompted to click Yes or No to confirm that you are dropping the course. Make your selection.

Exiting:

- Click Exit when you are done.