

## How To Use ERO (Electronic Registrar Online) For Non-Duval County Public Schools Employees

Follow these directions if you are NOT a full time employee of Duval County Public Schools. These directions apply to:

- Retired teachers or administrators formerly with DCPS
- Substitute teachers who sub for DCPS
- Part-time teachers employed by DCPS
- Teachers and administrators from other counties
- Teachers and administrators employed by private schools

### Getting Started:

- First launch Internet Explorer.
- Go to the Schultz Center website, [www.schultzcenter.org](http://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.
- Click "Browse the Public Course Catalog"
- If prompted, click the checkbox to accept the terms of use

### Searching for Workshops:

- 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.

### Completing your Profile:

After you click "Register", you'll be taken to a screen where you will complete your profile. NOTE: You only have to do this once. Fill in as many of the areas as possible, including your mailing address and telephone number. This information is needed in order to invoice you for the registration fee for taking a course offered by the Schultz Center for Teaching and Leadership. The areas in red are required.

### 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.

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