

Announcing...

the new

Registration System!

On **August 1, 2006** teachers and administrators will be able to electronically enroll in workshops using the Schultz Center's *new* registration system, **Electronic Registrar Online (ERO)**, by **eSchool Solutions**



How is ERO better than the old system?

- Automatic waiting lists
- Email reminders
- User-Friendly Interface
- Forgotten passwords can be emailed to users
- Personal professional development plan

To Log In:

- Go to the Schultz Center's Website at www.schultzcenter.org
- Click the link, "Register Online"
- Type in your **employee ID number for your user ID** (for example: 9000396)
- For your PIN, use **your RC number + the last 4 digits of your employee ID number** (for example: 32600396)
- You're in!
- **NOTE:** If your Employee ID number is *less* than 4 digits (for example "12"), you will have to add **preceding 0's** to make it 4 digits in the **PIN** (for example "0012")

To Enroll in Workshops:

- Go to the Schultz Center's Website at www.schultzcenter.org
- Click the link, "Register Online"
- Log in
- Click Course Catalog
- Click the down arrow next to "category" and select a category
- Click Search
- Click the name of the course to see the details, or click "register" to register.

What Am I Enrolled In?

So, you've enrolled in some workshops, and can't remember what or when they are...

- Go to the Schultz Center's Website at www.schultzcenter.org
- Click the link, "Register Online"
- Log in
- Click "My Current Schedule"



Example: Suzy's personnel number is "36". She teaches at "3237". Her UserID number will be "36", and her PIN will be "32370036".

Tips:

- Save the ERO log in screen to your **Favorites** list or put it on your **Links** bar in Internet Explorer
- If you don't know your personnel number, look on your paycheck stub, or your pay statement.
- Don't forget – your school number or RC number is a 4-digit number usually beginning with "3". For example, Mandarin High is 3260.
- This is a secure online system, so always click "Exit" when you're finished.
- Check your DCPS web mail regularly – ERO will send you email reminders and notifications.

Help:

- If you forget your password, you'll need to click "**Did you forget your PIN?**" on the log in page.
- If you don't know or can't find your personnel number, ask your school's book keeper or someone with SAP access to look it up for you. (**NOTE: The Schultz Center staff does not have the ability to look up your personnel number.**)

