ERO – Electronic Registrar Online
Registrant User Guide

Everett Public Schools Professional Development Software
pd.everettsd.org

Registrant Activities

- Logging In
- Course Catalog
- View Schedule Calendar
- Requesting Credit for Out of District classes from Course Catalog tab (if district-enabled)
- My Schedule
- Exporting Schedules to Workstation Calendars
- My Transcript
- My Profile
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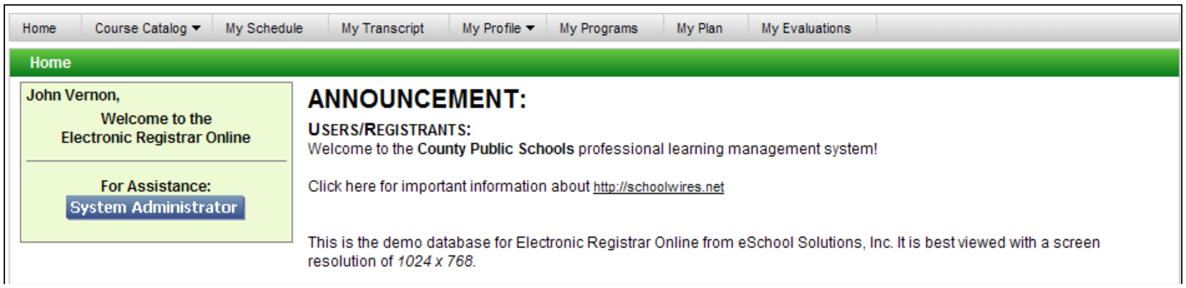
Logging In

The "**User View**" ***Home*** screen will display when you enter the URL (web address) "pd.everettsd.org" to access the Electronic Register Online. Do **not** enter "www" in front of the address,. All users of ERO are required to review and accept the Terms of Use policy in order to access the system.

Enter your **SmartFindExpress ID and PIN** and click *Login*. This is the same ID and numeric password as your absence-reporting.

If you forget your PIN, go online and enter the Organization ID and your User ID. Then, click "**Email PIN**" to have your PIN emailed to you. Organization's ID number 98201 and click *Submit*.

The system options that the user can access are displayed on the menu bar.

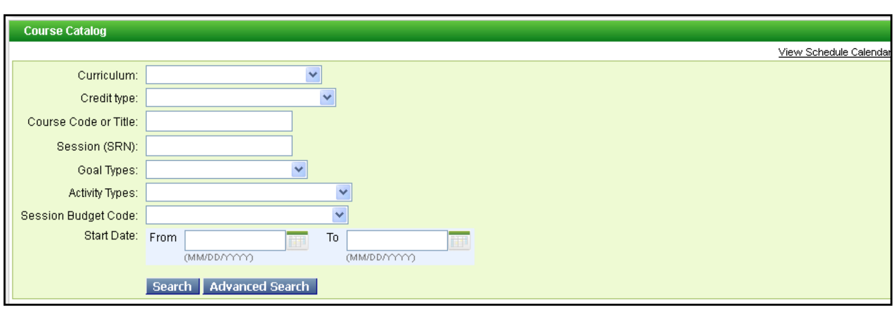


The system options include the following:

Course Catalog	Displays available courses for registration, provides access to the schedule calendar and provides the option to request out- of -district transfer credits.
My Schedule	Displays current registrations and provides access to information on any unpaid fees for courses and late drop/no shows.
My Transcript	Displays sessions that the registrant attended.
My Profile	Displays current profile information and allows users to modify PINs.
My Programs	Displays programs that the user is registered for and provides information on certifications/endorsements and issued/expiration dates.
My Plan	Displays the user's professional growth plans (PGPs).
My Evaluations	Displays evaluation forms for sessions and/or programs that the user has attended.

Course Catalog (Registration)

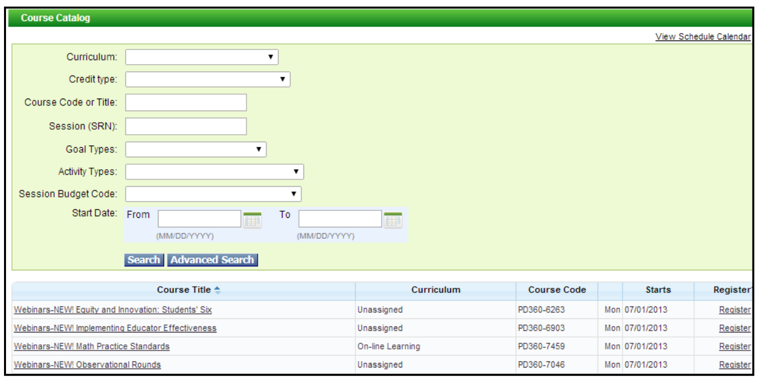
The ***Course Catalog*** *feature* is used for registration. Only courses with sessions that are open to your registrant type for registration on the date you are logged in will be visible in the online course catalog. Search results will not display for a session if the *Registration End Time* has passed, and registrations will not be allowed.



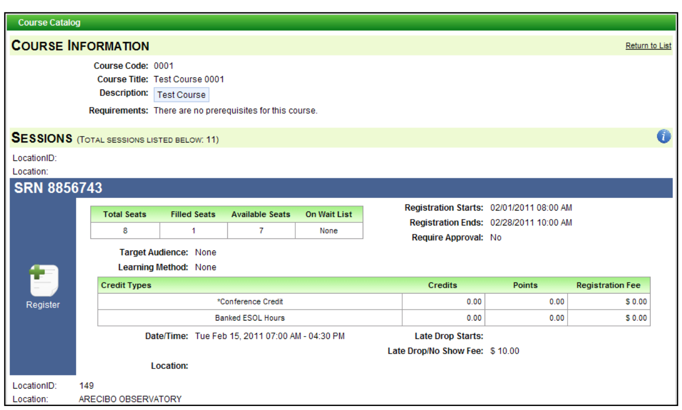
You can search by the following criteria and choose the search results format (List by Course, Curriculum Category or Date).

- Curriculum category
- Credit Type
- Course Code or Title
- Session(SRN)
    - When a specific SRN is entered as the search criteria, the system will only display course information for that specific session. No other sessions for the course are displayed. To register for the session, select the Register button. To search on a different SRN, click the Back to Search link to return to the Search screen.
    - Goal Types
    - Activity Types
- Start date or date range

The *Advanced Search* link, located to the right of the Search button offers additional search options including an option to show only sessions with seats available. Search results can be listed by Course, Curriculum Category, or Date.



In the search results, select the desired course by clicking on either the course title or select link. The course description and all sessions open for registration will appear. Also, prerequisite courses list on this screen.



The credit types and the corresponding credits and hours are listed together. The available credit types are viewable prior to registering for a Session.

For canceled sessions, the icon labeled "Course Cancelled" is shown below the SRN. The session will continue to display until the close of the registration period. Registrants will not be able to enroll in cancelled sessions.

For sessions that the user is already enrolled in, the icon labeled "Already Registered" is shown below the SRN.

For sessions that the user is on a wait list for, the icon labeled, "On Wait List" is shown below the SRN.

For sessions that have restrictions, the icon labeled "Session Restrictions" is shown below the SRN. Two types of restrictions are possible: Location (registrants from a certain location only) and Classification (registrants who are assigned to a certain subject or grade). When there are session restrictions that are not met by the user, information is provided that describes the restriction and describes why the restriction exists for the session.

For sessions that are open for registration, an icon labeled "Register" is shown below the SRN.

If a seat is available, you will receive a message on the screen that you are "Enrolled." Also, you will receive an email notification of your successful enrollment.

If the session you are attempting to register for is full, you will have the option to add your name to the wait list for that session. An email notification is sent to indicate that you have been added to a wait list for this session.

Note: *Choosing to be added to the wait list reserves the date(s) and times of that session on your schedule and prevents enrolling in other sessions at that time.*

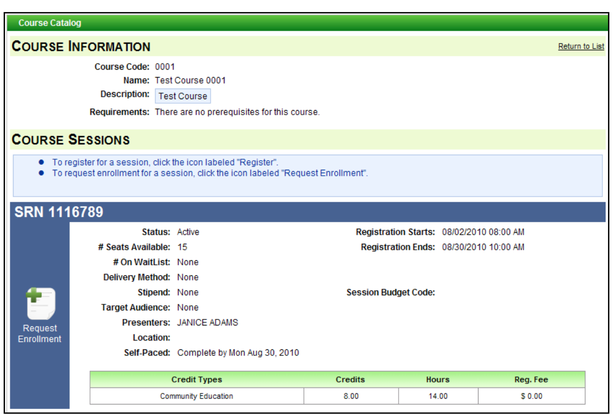
You will be automatically enrolled from the wait list when a seat becomes available. The first eligible person on the wait list is enrolled and notified via email of that change in registration status. As a registrant, you should be aware to look for that email notification and to check your schedule online for changes in your registration status. (Cancelled sessions are also notified in this.) If you are enrolled in a session from the wait list, it is your responsibility to drop that enrollment if you do not want to attend. Otherwise, you may prevent a registrant who wants to attend from doing so.

If there is a schedule conflict with a session that you are enrolled in or on the wait list for, you will be notified of the conflict and given the opportunity to drop your current enrollment or wait list status in order to attempt to enroll in the selected session. (A seat may or may not be available for that session.)

Registration for Self-Paced Sessions

When a self-paced session is accessed from the **Course Catalog** tab, the course details will display the "*Self-Paced"* and "*Complete by"* fields instead of Occurrence date/time information.

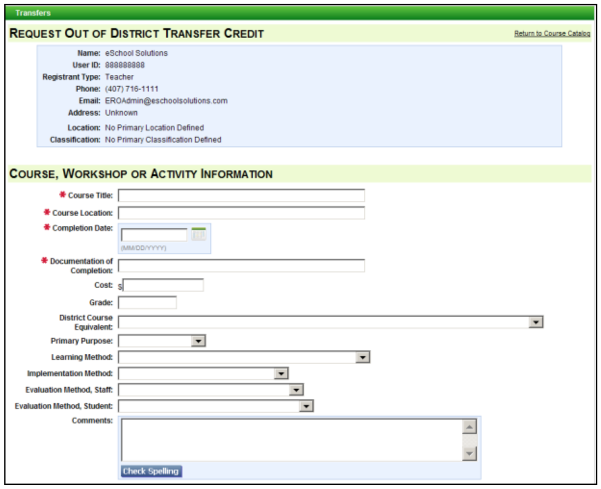
The system displays *Self-Paced* in the Date/Time field **and** displays the *Complete by* date to the right of the Date/Time field.



Upon successful registration, the Registration confirmation page will display the Self-Paced sessions and *Complete by* date information instead of Occurrence date/time information.

Course Catalog (Requesting Credit for Out-of-District Classes)

This feature is enabled for classified staff only, a registrant can complete the online form for the request by accessing the course catalog page and clicking the *Request Out-of-District Transfer Credit* link. The "*Request Out-of-District Transfer Credit*" form displays.


Transfers

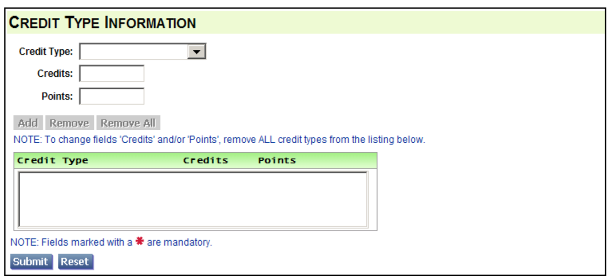
REQUEST OUT OF DISTRICT TRANSFER CREDIT

Return to Course Catalog

Name: eSchool Solutions
User ID: 888888888
Registrant Type: Teacher
Phone: (407) 716-1111
Email: EROAdmin@eschoolsolutions.com
Address: Unknown
Location: No Primary Location Defined
Classification: No Primary Classification Defined

COURSE, WORKSHOP OR ACTIVITY INFORMATION

* Course Title:
* Course Location:
* Completion Date: (MM/DD/YYYY)
* Documentation of Completion:
Cost: $
Grade:
District Course Equivalent:
Primary Purpose:
Learning Method:
Implementation Method:
Evaluation Method, Staff:
Evaluation Method, Student:
Comments:
Check Spelling


CREDIT TYPE INFORMATION

Credit Type:
Credits:
Points:

Add Remove Remove All

NOTE: To change fields 'Credits' and/or 'Points', remove ALL credit types from the listing below.

Credit Type	Credits	Points

NOTE: Fields marked with a * are mandatory.

Submit Reset

The fields on the top half of the request form are auto-populated from the user's profile. The comments field is used to enter any special notes about the request. Once the registrant completes the form and clicks *Submit*, the request form goes to the reviewers for approval.

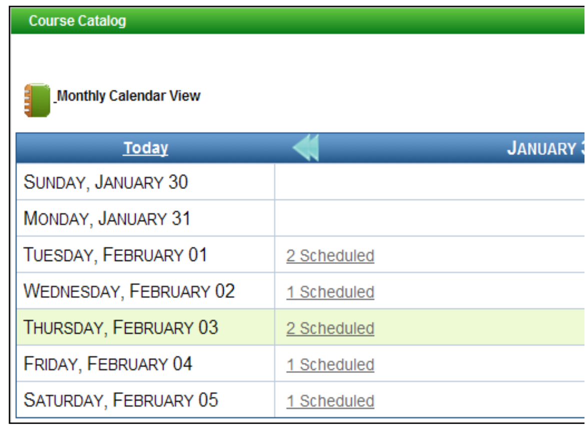
When a request is approved, it will be necessary for the registrant to provide the reviewer with their proof of completion and the reviewer will apply the transfer credit to the registrant by setting the transfer status to "Attended."

View Schedule Calendar

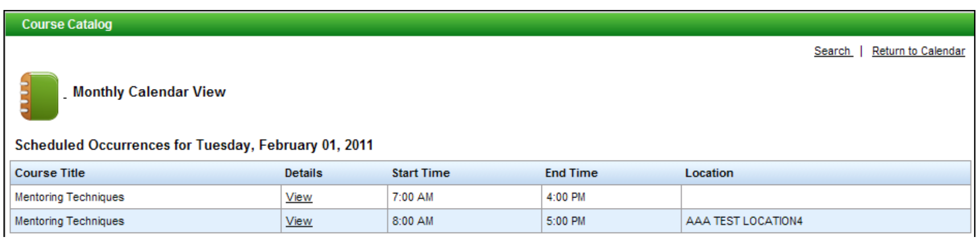
Registrants can access information on scheduled courses/sessions by clicking the *View Schedule Calendar* link. The system displays the list of scheduled occurrences by calendar date. The *Scheduled* link shows the number of scheduled courses for the calendar date. Schedules can be viewed in a weekly or monthly format. The monthly calendar view is the default.

Monthly View

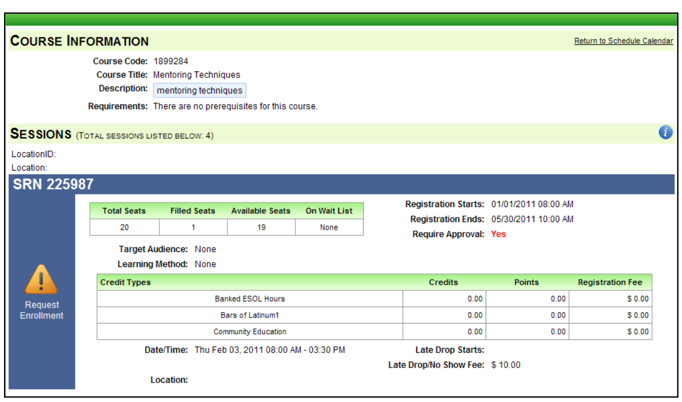
Weekly View



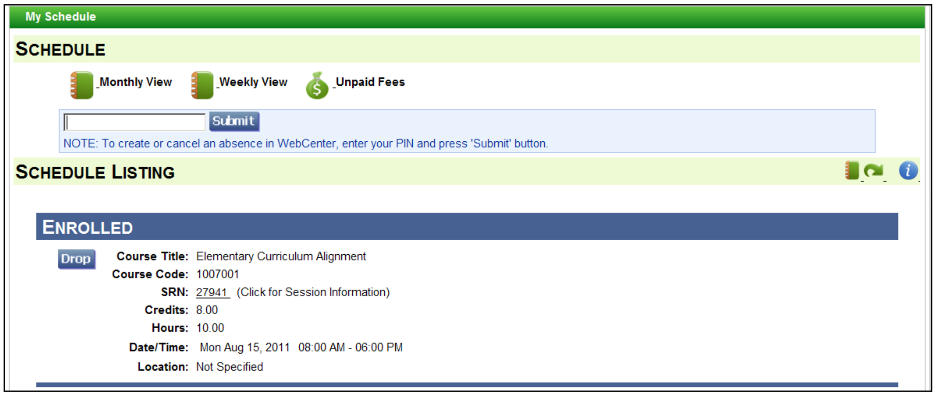
When a link on a calendar date is selected, all sessions scheduled for that date are displayed. The course information includes the course title, details, start and end time and location.



Selecting the *View* link in the details column will display the existing course information, register page.



My Schedule displays the current schedule of registrations and the sessions for which the user is on a wait list. It also provides an export function for exporting schedules to your Outlook calendar. Schedules can be displayed in a weekly or monthly calendar view. Users can also review their self-paced sessions and view information on any unpaid fees for courses and late drop/no shows. The PayPal payment option can be used to make any payments on courses and fees. Only sessions in the future appear on this tab.

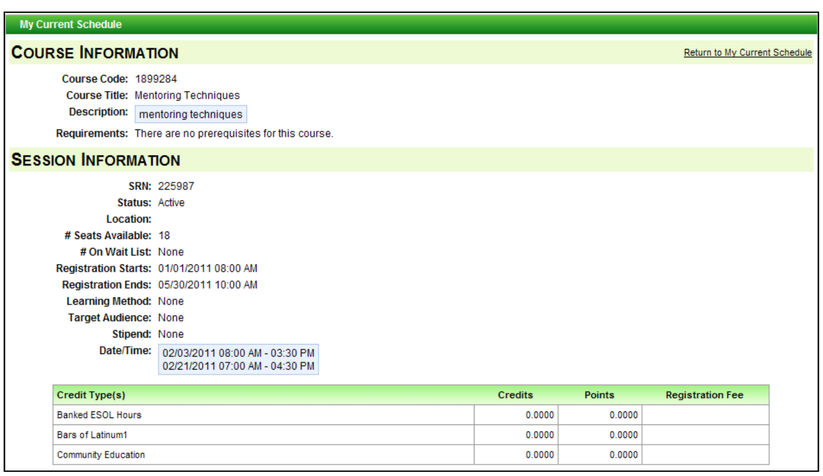


- Sessions for which you are **registered** appear in the "Schedule" section.
- Sessions for which you are on the **waitlist** appear in the "Waitlist" section.
- Sessions for which you have **requested** enrollment appear in the "Requested" section.
- **Cancelled** sessions remain on your schedule until the last session date. They are marked with a red "CANCELLED."

You can perform the following activities from this tab:

- **Print** your schedule using your Internet browser's print option.
- View driving instructions by clicking on the location name link. This opens a MapQuest window.
- To **drop** enrollment in a session or from a wait list, click on "Click to Drop." You will be asked, "Are you sure?" Click on "Yes" to drop from that session. Click on "No" to remain enrolled or on the wait list for the session.
- To **drop** enrollment in a session during the late drop period, click on "Click to Late Drop." This link only displays if the "late drop" period for the session has begun.

To view additional information on a session, click on the underlined session number. The Course Information screen will display.



Exporting Schedules to Outlook Calendar

Registrants who are logged into ERO can export their schedules to your MS Outlook calendar. All session occurrences in the registrant's schedule are exported in one file.

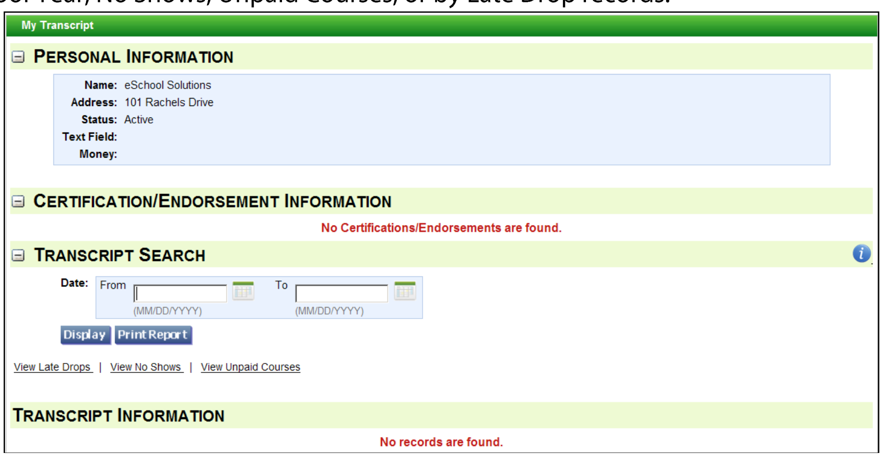
The *Export My Schedule* icon,  displays on the **My Schedule** tab if a registrant has a schedule.

Schedules can be exported to MS Outlook or to another desktop calendar.
To export an ERO schedule, follow these steps:

1. Click the *Export My Schedule* icon. A "File Download" dialog will display. Depending on the browser being used, the name and file type are identified on the dialog and you are asked whether you want to open or save the file.
2. Click Save.
3. Open your desktop calendar program. (i.e., Outlook, Lotus Notes)
4. Select File, Import & Export.
5. Select file format iCalendar or Vcalendar to import.
6. Browse to the schedule file you saved from ERO (*.ics).
7. Select the file and click the OK, Insert, or Import button.

My Transcript

The ***My Transcript tab*** displays sessions that the registrant attended. Attended registrations can be sorted by Credit Type, School Year, No Shows, Unpaid Courses, or by Late Drop records.



The last session occurrence must have started in the past and the registrant must be marked attended before the session is displayed on the transcript.

Certifications/endorsements and issued/expiration dates are not listed at this time.

When reviewing course information for self-paced sessions, the label, "Self-paced" displays in the Date/Time field and the *Complete by* date displays to the right of the Date/Time field.

To view transcript information for a specific date range, enter the month, date, and/or year using the provided "Date Range" drop-down menus and click on "Search."

To view additional information on a particular session, click the **SRN** link.

Printing a Certificate of Completion

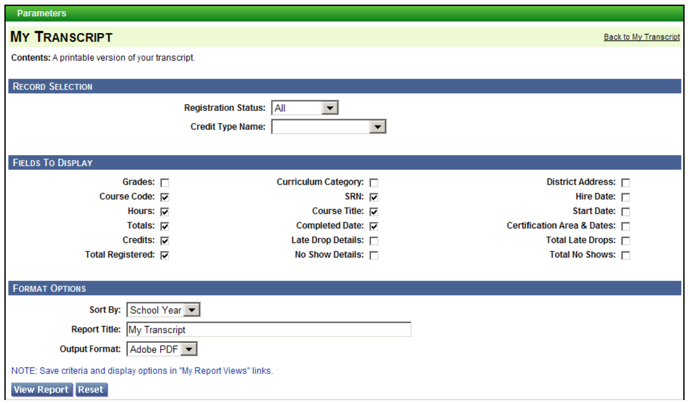
To print a certificate of completion, click on the *Certificate* button next to the desired session. The certificate is immediately displayed. Use the print function of your internet browser to print the certificate. Certificates print on a full page in landscape orientation. The credit types and associated credits and hours are displayed.

My Transcript Report

This report allows you to print personal transcript reports for your records.

Choose the "Print Report" button

1. Use the Record Selection section to select courses to be shown on transcript
2. Use the Fields to Display section to select information that will appear on the report.
3. Click "View Report" to view report.
4. Use the Printer icon in the Adobe Window.
5. Use the Back button in the browser window to return to the Report setup page
6. Use the "Back to My Transcript" link to return to the My Transcript page.

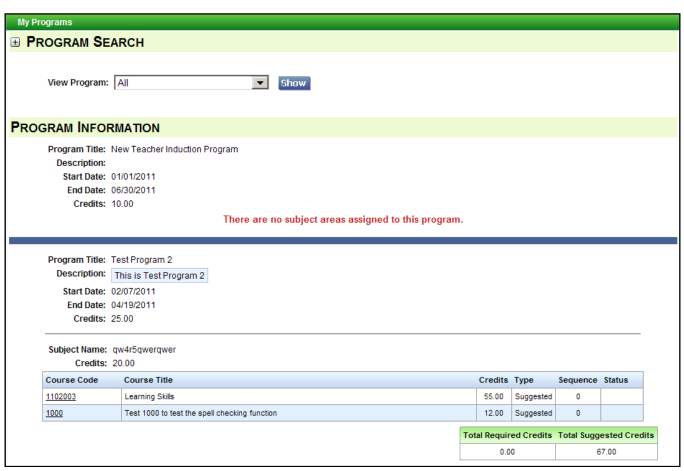


My Profile

My Profile displays current profile information and does not allow registrants to modify their PIN. Registrants cannot update contact information in this database. (**Note:** *Updated information in this database is <u>not</u> sent to the payroll or Human Resources database. Follow district policy to inform the district of changes for the purpose of databases other than this one.)* Your email address must be kept current and should remain your district email address.

My Programs

My Programs displays information on programs that the registrant is assigned to and provides the option to search for programs by date and create program detail reports. A **program** is a group of required and suggested courses that must be taken to meet an overall requirement.



Once a course has been attended, the word, “Attended” will display in the Registrant Status column. The Course # link will display past information about your attended registration.

If registered for a session of a course listed in a program, the word, “Registered” will display in the Registrant Status column. The *Course #* link will display detailed information about that registration.

If the requirements of a course listed in a program have been met by attending training out of the district, and the district is collecting that information, the word, “Transfer” will display in the Registrant Status column next to the course taken to meet that requirement.

The Recommended Sequence column displays the suggested order in which the program courses should be taken. If no order was suggested, a zero value displays.

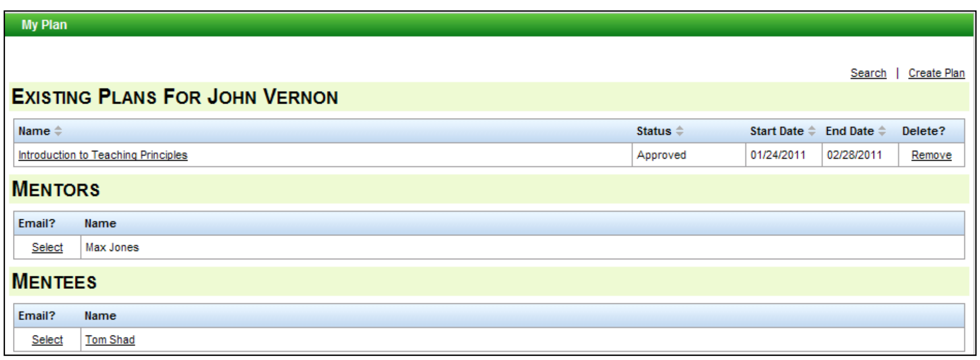
Use the *Course #* link for sessions not attended or registered to search the course catalog for sessions that are open for registration.

The Program Search option allows registrants to search for programs by date range. The View Programs drop-down will only list the programs within the date range. If no date range is entered, all programs will display in the drop-down menu.

My Plan

The Professional Growth Plan (PGP) feature is designed to address the goals that a registrant needs or wants to meet with course work or other learning activities. PGPs consist of goals, learning activities and comments.

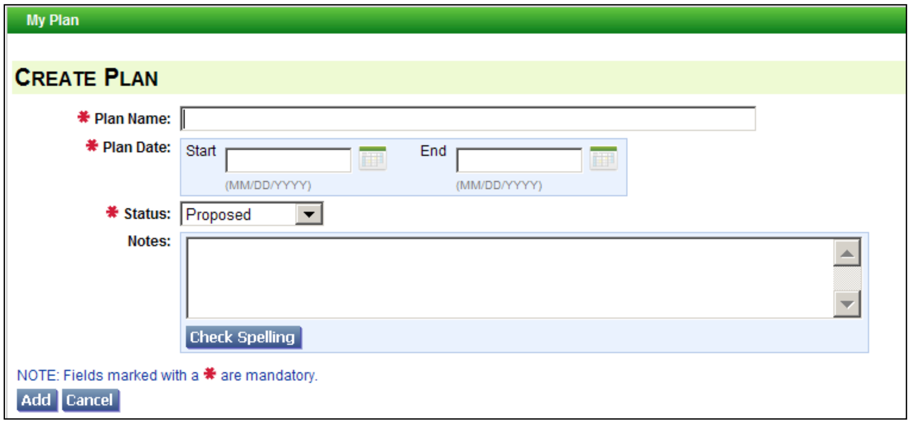
The My Plan page allows registrants to view, create, modify, delete and search for PGPs. When the My Plan page is accessed, the page lists any existing PGPs and the mentors/mentees assigned to the PGP. If no plans exist, plans can be created by clicking on the Create Plan link.



The first step in the process of adding a PGP is to add the plan details. The steps that follow include adding goals, learning activities and comments to the plan. Comments can be added to goals and to learning activities.

Adding a New PGP

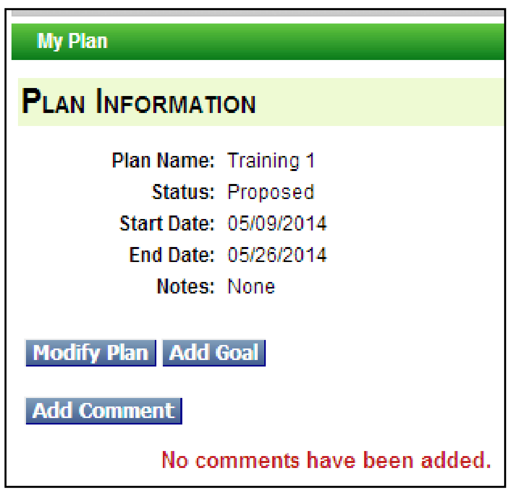
Clicking on the Create Plan link displays the Create Plan page. The Create Plan page allows users to enter the information for the new plan. A plan must have a name, start/end date and status. The default status for a new plan is “Proposed,” however, a plan can be created with the status of “Approved.” The Notes field is optional and can be used to add information about the plan that might be useful to mentors/mentees.



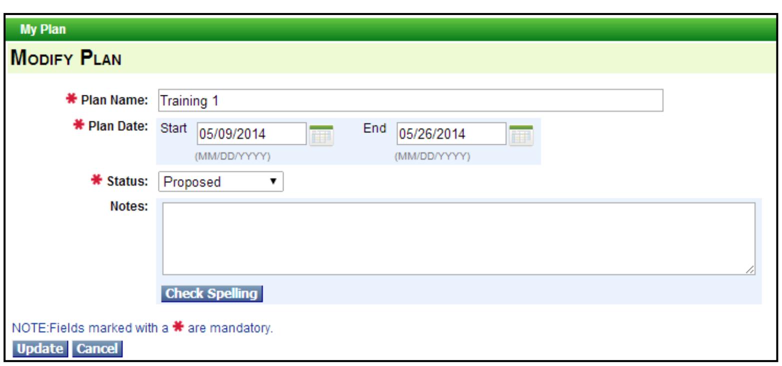
Once a plan is created, it is displayed on the My Plan page. Clicking on the plan name displays the Plan Information page. From the Plan Information page, users can access the screens used to add goals, learning activities and comments to plans.

Plan Information Page

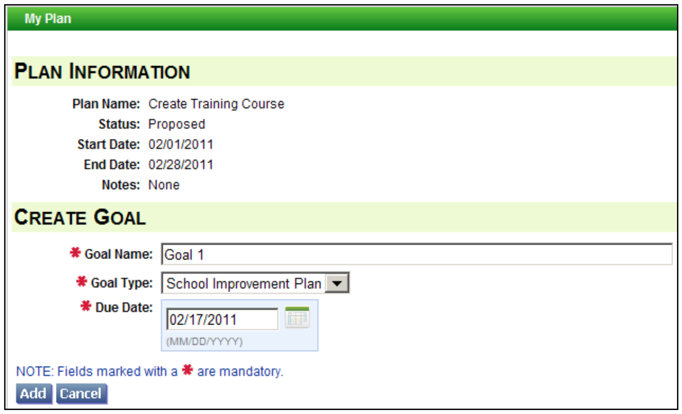
Clicking on a plan name on the My Plan page displays the Plan Information page. Users can modify the details of the plan and add goals to the plan.



The ***Modify Plan*** button displays the page for updating plan information.



The ***Add Goal*** button displays the fields for adding a new goal. Goals must have a name, due date and be associated with a goal type.



After a goal is added to a plan, goal information is displayed in the Goals and Learning Activities Information section of the Plan Information page. Goal information can be modified and learning activities and comments can be added to the goal.

Adding Learning Activities to Goals

The Add Learning Activity button displays the fields for adding information on the learning activity. Learning activities are tasks that must be completed to reach the associated goal. The learning activity name, type, due date and status are required fields.

Once a learning activity is added, it is displayed on the Plan Information page, Goals and Learning Activities Information section. To modify the learning activity details, click the Modify Learning Activity button. To add a comment to the learning activity, click the Add Comments button.

Adding Comments to Goals and Learning Activities

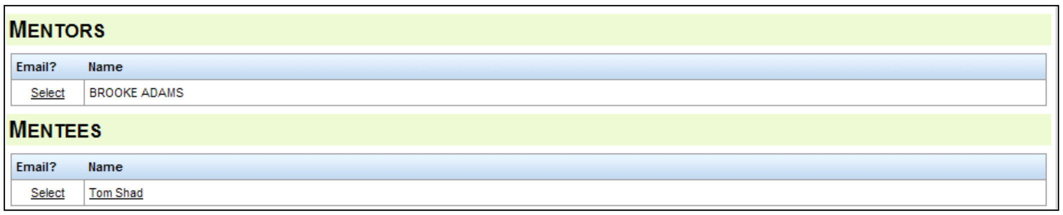
The Add Comment button displays the field for adding a comment to a goal or learning activity.

After the comment is added, it is displayed in the Comment Log. All comments are identified by the person's name and include a date/time stamp. Comments can only be deleted or modified by school administrators.

Viewing Existing Plans

Clicking on a plan name on the My Plan page displays the Plan Information page. The Plan Information page shows the plan details and the goals, learning activities and comments associated with the plan. From this page, registrants can modify plan details, add/modify/delete goals, add/modify/delete learning activities and add/view comments.

Mentors/Mentees assigned to the plan are listed on the My Plan page. Mentors can view the plans of their mentees. Registrants can send email to mentors/mentees by clicking on the Select link in the Email column. An email page is displayed with the email address of the person pre-filled.

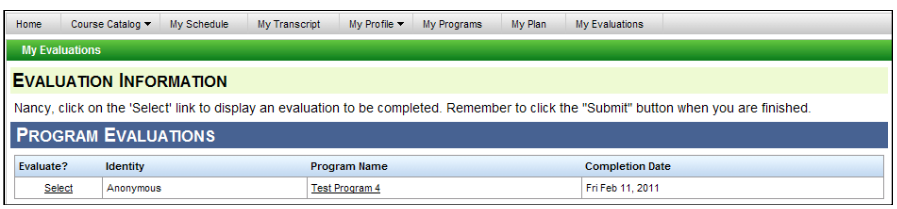


Email Notifications

When a registrant creates or modifies a PGP with the status of "Proposed," an email notification is automatically sent to the plan mentors. Plan mentees receive an email notification when a mentor sets a plan to the status of Approved, Update Needed, or Declined.

My Evaluations

The ***My Evaluations*** tab provides access to evaluation forms for sessions and/or programs in the past that you have attended. Not all sessions and programs will have an evaluation. An "Anonymous" evaluation does not include the name of the respondent. An "Identified" evaluation includes the respondent's name and other details along with survey answers.



To complete the evaluation for the session or program, click the *Evaluate* link. Each evaluation form includes instructions on using the form including information on whether the evaluation is anonymous or identified and how responses must be entered. Evaluations for programs include Program Name and Program End Date fields.

After entering your responses, click "Submit" at the bottom of the form to save the evaluation answers. You may only respond to an evaluation one time. After responding, the session or program is removed from the list of evaluations for you to complete.

To view additional information about the session or program before evaluating it, click the Session number link or Program Name link on the Evaluation page.

Home Page Notification of Pending Evaluations

Notification of pending evaluations is displayed on the home page. The notification shows the number of evaluations that are pending. Clicking on the notification box displays the My Evaluations page.