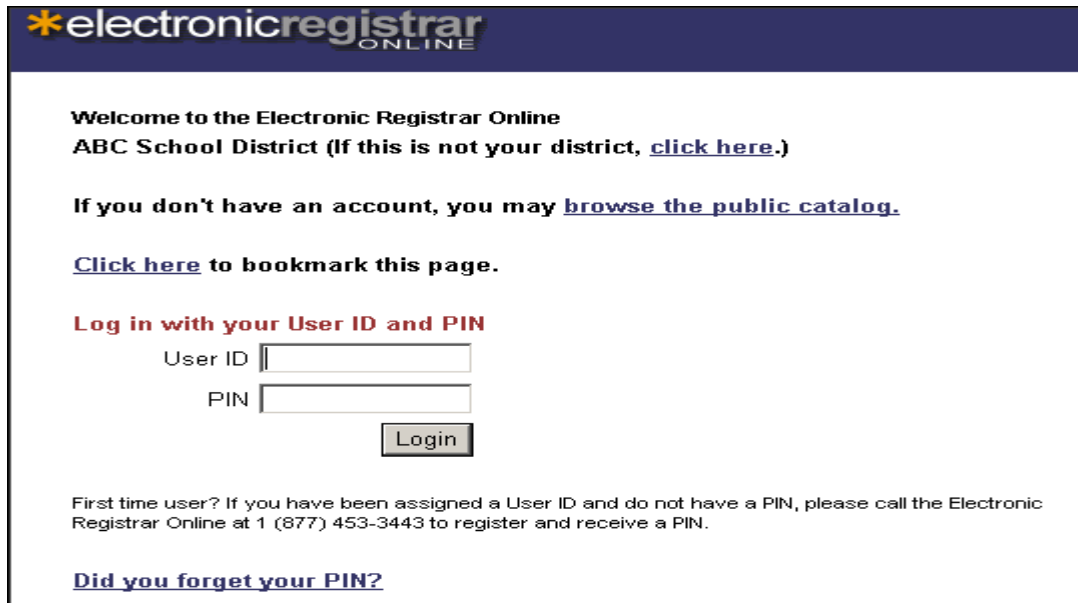


## GUIDELINES FOR USE OF THE ELECTRONIC REGISTRAR ONLINE VIA THE INTERNET

**Requirements:** An Internet Service Provider (i.e.: Internet access)

Enter the User ID and PIN, then press the <Enter> key on your keyboard or click on Login. This will take you to the Home screen for your User level.

User ID = \_\_\_\_\_  
PIN = \_\_\_\_\_



The screenshot shows the login interface for the Electronic Registrar Online. At the top, there is a dark blue header with the logo and text '\*electronicregistrar ONLINE'. Below the header, the page content is white. It starts with a welcome message: 'Welcome to the Electronic Registrar Online ABC School District (If this is not your district, [click here.](#))'. This is followed by a link: 'If you don't have an account, you may [browse the public catalog.](#)'. Then, another link: '[Click here](#) to bookmark this page.'. The main section is titled 'Log in with your User ID and PIN' in red. It contains two input fields: 'User ID' and 'PIN', each with a small cursor icon. Below these fields is a 'Login' button. At the bottom, there is a note: 'First time user? If you have been assigned a User ID and do not have a PIN, please call the Electronic Registrar Online at 1 (877) 453-3443 to register and receive a PIN.' and a link: '[Did you forget your PIN?](#)'.

Use the [Did you forget your PIN?](#) link to have ERO electronically email your PIN to the address in the database.

## Functions of the Electronic Registrar Online for all Registrants

Home	Screen Appears upon Login
Announcements	Please read your announcements before continuing with the Electronic Registrar Online.
Assistance	If assistance is needed use the Email System Administrator Link.

Course Catalog	Screen Appears by Clicking on the Tab that reads "Course Catalog"
Curriculum search	Search for courses by choosing a curriculum from the drop down box (click in the box or on the down arrow to view the list). Click on Search or press Enter. All courses that are appropriate for the curricula will be listed alphabetically.
Course search	Search for courses by entering a word found in the title of the courses. Click on Search or press Enter.
Session search	Search for <b>one</b> course by entering the session reference number (SRN). Click on Search or press Enter.
Date Range search	Search for courses by entering a date range. Click on Search or press Enter. All courses with offerings starting between the dates entered will be listed by date.
Display Results	You may choose how you would like for the search results to display. The default is by Course Title. Other options are: Curriculum Category, and Date.
See a Course Description	After searching has completed, select a course from the list by clicking on either the course title or the word "Register" that appears to the left of that course title. The Course Description screen appears along with session and occurrence information.
Register	To register for a session click on the circle in the blue box to the left of the session you desire. The box will have a green circle if you are eligible to register. You may be required to select a credit type. The circle will be red if you are already registered for that session. The circle will have a line through it if you have been restricted from attending (i.e.: You are not part of the intended audience.)
	Successful registration will say ENROLLED.
	If there is a CONFLICT in your schedule of courses for which you are registered, it will not allow you to register for that session. This will be indicated on the screen along with the session that conflicts.
	If the session is FULL, you will have the option to be added to a waiting list. This list will automatically register you when/if a space becomes available. You will be notified via email when/if you are added. It will also appear on your Current Schedule.

My Current Schedule	Screen Appears by Clicking on the Tab that reads "My Current Schedule"
View Current Schedule	Appears upon selecting the indicated tab. The courses/sessions for which you are currently registered are listed here. You may view the course description by clicking on the Course Title.
Drop	Click on the word "Drop" to the left of the course/session that you want to drop. This occurs instantly.
Weekly Calendar View	By clicking on the words "Go to weekly view" you can see your schedule in a week-by-week view. Move from one week to another using the left and right arrows next to the month and year.
Monthly View	Click on "Go to monthly view" to see your schedule in a monthly calendar. Move from one month to another using the left and right arrows next to the month and year. To return to the list of courses/sessions, click on "Go to Schedule".

<b>My Transcript</b>	<b>Screen Appears by Clicking on the Tab that reads "My Transcript"</b>
View Entire Transcript	Click on "My Transcript" to view your entire transcript.
View Partial Transcript	Enter a date range and then click on "Display".
Display by School Year or Credit type	Click on the links to "View by Credit Type" or "View by School Year".
Print Certificate of Completion	After selecting the transcript view, click on the "Certificate" option to the left of the attended course.

<b>My Profile</b>	<b>Screen Appears by Clicking on the Tab that reads "My Profile"</b>
View Profile	Click on "My Profile".
Modify Contact Information for THIS SYSTEM ONLY (This is NOT connected to any other systems or databases.)	To update your address, phone number(s), and email address click on "Modify Profile" in the shaded bar just under the tab name. The fields you are allowed to update will appear as boxes. Change the information as necessary to keep information current. Click on UPDATE at the bottom left of the screen to save your changes.
	For changes other than those listed above you must contact someone in the personnel/payroll office.

<b>My Evaluations</b>	<b>Screen Appears by Clicking on the Tab that reads "My Evaluations"</b>
Choose Session to Evaluate	From the list sessions that you have attended, click on "Evaluate" to complete an Online Evaluation for that session. Not all sessions will have an evaluation. An evaluation can only be completed once. Your responses are anonymous.

### Screen Navigation:

**Click on a Menu Tab across the top of the screen or the Menu Link at the bottom of every screen.**

### To logout and end the Electronic Registrar Online session:

**Click on EXIT at the top of the screen and Close your Internet Browser completely.** If these steps are not taken, someone may be able to access your information using the browser's back arrow.

Electronic Registrar Online requires the use of the following browser versions:

#### **Windows/PC**

Internet Explorer 6.0 and above  
Netscape 6.0 and above  
Opera  
Firefox 1.0 and above

#### **Macintosh 9.x**

Netscape 6.0 and above

#### **Macintosh 10.x**

Netscape 6.0 and above  
Firefox 1.0 and above  
Safari 1.0 and above  
Camino 1.0 and above