

HOW TO LOG ON TO ELECTRONIC REGISTRAR ONLINE

Getting to the Electronic Registrar Online

1. In the address field at the top of your Internet browser screen type:
ero.eschoolsolutions.com
2. Hit enter. The following screen will appear:

3. Click on the button that reads

“Log On”



The log on screen appears with three boxes reading: **Organization ID**, **User ID**, and **PIN**.

4. Fill in the appropriate information to log on. This will return the screen to the view above.

Organization ID:	<input type="text"/>
User ID:	<input type="text"/>
PIN:	<input type="text"/>
<input type="button" value="Login"/>	

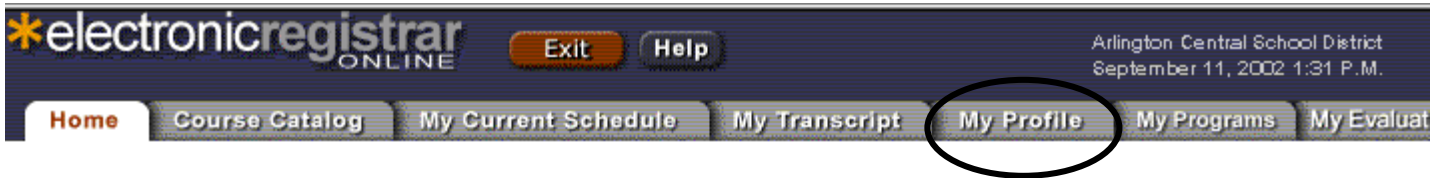
Organization ID = 41907

User ID = The Number Provided by the District (Beginning in 54321)

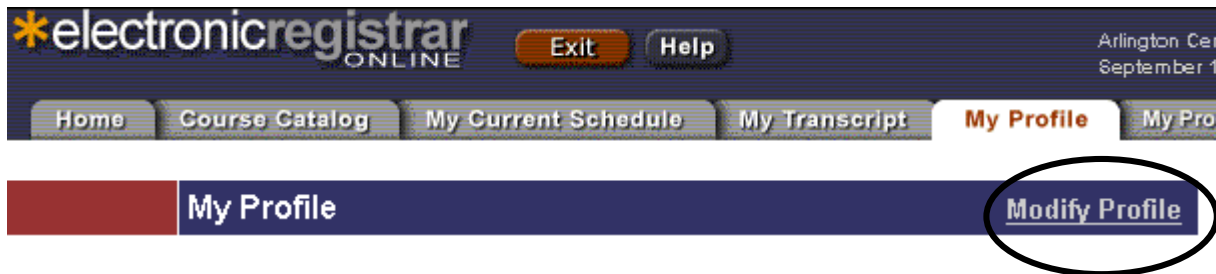
PIN (Personal Identification Number) = The Last 4 Digits of Your Social Security Number

HOW TO MODIFY YOUR PROFILE

1. Click on the "My Profile" tab



2. To update your address, phone number(s), and email address, click on "Modify Profile".



Please make sure to enter your **email address** because all communications such as confirmations, waiting list notification, and cancellations will be sent to that address.

3. Click on **UPDATE** at the bottom left of the screen to save your changes.

HOW TO SEARCH AND REGISTER FOR CLASSES

1. Click on the "Course Catalog" tab




The following screen will be displayed:



2. Click on the Search button to display all of the course offerings.
3. In this example, there is one course being offered. In order to display more information about the Pegasus Email class, click on Register.

Courses Found -Searched on:	
Course Title	Course #
Register Pegasus Email	TE2002

The course description is displayed on the following screen.

Course Description		Back to Search Results
Course Code	TE2002	
Name	Pegasus Email	
Description	This tool is one of the fastest ways to communicate and collaborate with colleagues and friends. You will learn how to send/read email, add attachments and create signatures and address books.	
Requirements	There are no prerequisites for this Course.	
Course Sessions		Choose a session to register
SRN 2002100	Status: Active	Location:
	Credit: 0.00	Number of Seats: 15
Register	Hours: 3.00	Registration Starts: 09/10/2002
	Reg Fee:	Registration Ends: 10/01/2002
	Stipend:	
	Instructors: GLEN BOTTO	
	Date/Time: 09/17/2002 02:45 PM - 04:15 PM	
	09/18/2002 02:45 PM - 04:15 PM	

4. To register for the class, click on the **Register** icon.

To Exit from the Electronic Registrar Online:

1. Click on EXIT or Close your Internet Browser completely. Otherwise, someone may be able to access your information using the browser's back arrow.