

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

Follow these directions if you are NOT a full time employee or one of the following:
These directions apply to:

- Substitute teachers in Duval County Public Schools
- Part-time teachers employed by Duval County Public Schools
- Paraprofessionals employed by Duval County Public Schools
- PT/OT Staff employed by Duval County Public Schools

If you should continue to experience problems after reviewing and attempting the directions, please call 904.348.5700

Getting Started:

- First launch Internet Explorer.
- Go to the Schultz Center website, www.schultzcenter.org
- Click **Register for Courses** on the black horizontal menu bar.

Logging In:

- This will bring you to the ERO log in screen.
- Click "Browse Public Catalog"
- If prompted, click the checkbox to accept the terms of use

Searching for Workshops:

- Click the drop down arrow next to "Courses," and either click the "search" or "view schedule calendar" option.
- Click the down arrow next to "Curriculum" to select the subject area, **or...**
- Type in a word in the "Course code or title" box that you know is in the workshop's name, such as "Literacy", and click, "Search."

View Course Information:

- This will display the search results, a list of courses.
- Click the course title of the workshop.

Registering for a Workshop:

- After reading the course information, click "Request Enrollment" to register for the workshop or course.
- Next, select your credit type when applicable (either DCPS or non DCPS).

Completing your Profile:

- 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.
- ***IMPORTANT: Your UserID must be your employee ID number and your PIN must be your 4 digit school number + the last 4 digits of your employee ID number.*** For example – if your employee ID number is 45123 and your school number is 3260, then your "UserID" will be 45123, and your "PIN" will be 32605123. The areas in red are required.
- Click "add" at the bottom of the screen and your login now exists.

Your Current Schedule:

- To see your current schedule, click "My Schedule".

Dropping a Course:

- If you need to drop a course, click "Drop," listed to the left of the course title.
- 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.