

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

Follow these directions if you are NOT a full time employee of Duval County Public Schools. These directions apply to:

- Retired teachers or administrators formerly with DCPS
- Teachers and administrators from other counties
- Teachers and administrators employed by private schools
- Charter School Employees

### Getting Started:

- First launch Internet Explorer.
- Go to the Schultz Center website, [www.schultzcenter.org](http://www.schultzcenter.org)
- Click **Course Registration System**, and then click **Register Online**
- **TIP:** Save this website to your Favorites List for a direct link.

### Logging In:

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

### Searching for Workshops:

- Click the "Course Catalog" tab to begin looking for a workshop or course.
- Click the down arrow next to "Curriculum" to select the subject area, **or...**
- Type in a word that you know is in the workshop's name, such as "Literacy", even if you don't know the whole name.
- You don't need to select any other fields, just click "Search".
- If you know the date of a course you can also search by using the "View Schedule Calendar" option within the course catalog.

### View Course Information:

- This will display the search results, a list of courses.
- Click either the link that says "Register" or the linked name of the workshop. Either way, you'll go to the same course information screen. If there is more than one session of the course offered please make sure to note the course date you would like to attend.

### Completing your Profile:

After you click "Register", you'll be taken to a screen where you will complete your profile. NOTE: You only have to do this once. You are able to choose your own user id and pin number. Both fields can be any combination of numbers up to eight digits.

Fill in all of the required red areas and include your mailing address and/or school billing address and telephone number. *This information is needed in order to invoice you for the registration fee for taking a course offered by the Schultz Center for Teaching and Leadership.*

The areas in red are required.

### Registering for a Workshop:

- After reading the course information, click "Register" to register for the workshop or course.
- You will see a screen that says, "Registration Successful". You'll also be emailed a confirmation email, so be sure to check your email.

### Your Current Schedule:

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

### Dropping a Course:

- If you need to drop a course, click "Click to Drop" listed to the left of each course under the "My Current Schedule" tab.
- You will be prompted to click Yes or No to confirm.

### Exiting:

- Click Exit when you are done.