

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

We welcome all teachers in the First Coast area, and other regions of Florida and beyond to join us for training sessions at the Schultz Center for Teaching and Leadership.

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 Duval County Public Schools
- Teachers and administrators from counties beyond Duval County Public Schools
- 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 **Register for Courses** on the black horizontal menu bar.

### 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 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.
- Review session availability and course date offerings as more than one session might be available.
- Click "Request Registration" to request your registration for this course

### 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.
- The areas in red are required.
- Click "add" at the bottom of the screen and your login now exists. *All payments must be made upon initial registration or prior to start date of course.*

### Paying for a Course:

- After completing your profile, the next page will display the course for which you requested registration and allow you pay online via PayPal. Currently, Charter School teachers in Duval County Public Schools are permitted to skip this step.

### Your Current Schedule and Drop:

- To see your current schedule, click "My Schedule". If you need to drop a course, use "Drop" listed to the left of each course under the "My Schedule" tab, and confirm.

### Exiting:

- Click Exit when you are done.