

ERO Training: Searching and Selecting a Course

Overview

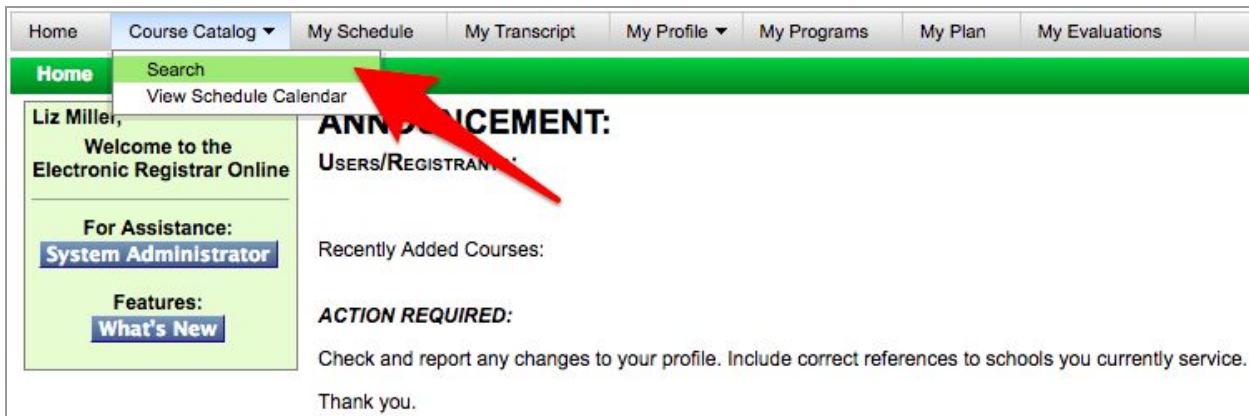
This document will walk through the steps of finding a course in the course catalog and registering for a session, which is an instance of a course.

Accessing ERO

- 1) There are 2 ways to access the Electronic Registrar Online (ERO):
 - a) From the CPS website home page, select “For Staff” in the top right and then select “Electronic Registrar” in the Staff Toolbox.
 - b) Navigate to
[https://ero3.eschoolsolutions.com/User/Login.taf? function=logout&orgId=30905](https://ero3.eschoolsolutions.com/User/Login.taf?function=logout&orgId=30905)
- 2) You can then use your CPS network credentials to log in.

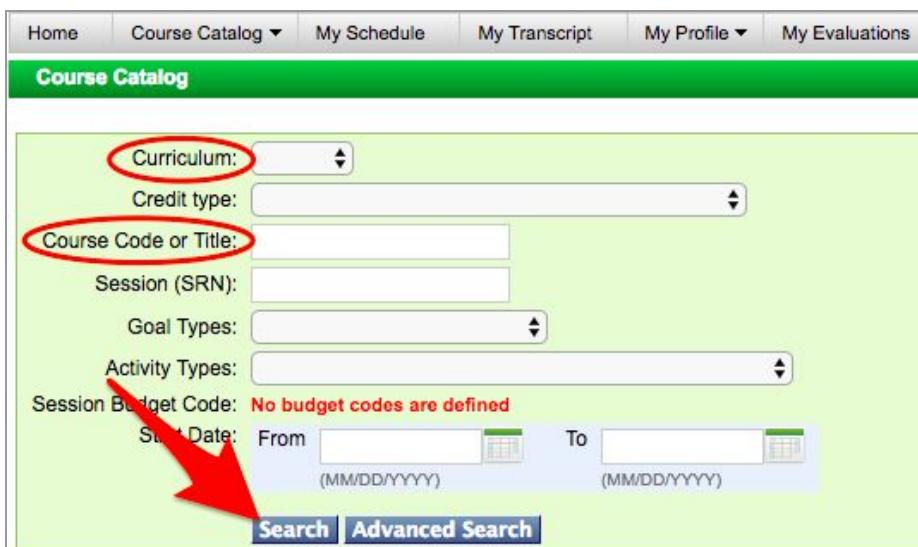
Searching for a Course

- 1) In the top menu bar, hover your mouse over “Course Catalog” and select “Search.”



The screenshot shows the CPS website home page. At the top, there is a navigation bar with links: Home, Course Catalog ▾, My Schedule, My Transcript, My Profile ▾, My Programs, My Plan, and My Evaluations. The 'Course Catalog' link is highlighted with a green background. A red arrow points from the text "hover your mouse over ‘Course Catalog’" in the previous step to the 'Course Catalog' link in the navigation bar. Below the navigation bar, there is a sidebar with a green header containing the user's name, "Liz Miller," and a welcome message: "Welcome to the Electronic Registrar Online". It also includes sections for "For Assistance: System Administrator" and "Features: What's New". The main content area has a green header with the text "ANNOUNCEMENT: USERS/REGISTRANT..." followed by "ACTION REQUIRED: Check and report any changes to your profile. Include correct references to schools you currently service. Thank you.".

- 2) If you are looking for a particular offering, you can select a Curriculum, enter Course Code or Title keywords, and/or enter Start/End Dates. Then click “Search.”
→ Note: Ignore other search fields
- 3) To browse the entire course catalog, simply leave all fields blank and click “Search.”



The screenshot shows the 'Course Catalog' search page. The top navigation bar is identical to the one in the previous screenshot. The main search form has several fields:

- Curriculum: A dropdown menu with a red circle around it.
- Credit type: A dropdown menu.
- Course Code or Title: An input field with a red circle around it.
- Session (SRN): An input field.
- Goal Types: A dropdown menu.
- Activity Types: A dropdown menu.
- Session Budget Code: A note: "No budget codes are defined".
- Start Date: A date picker with a red arrow pointing to it, labeled "From" and "(MM/DD/YYYY)".
- To: A date picker labeled "To" and "(MM/DD/YYYY)".

At the bottom of the form are two buttons: "Search" and "Advanced Search". A large red arrow points from the text "click “Search.”" in the previous step to the "Search" button.

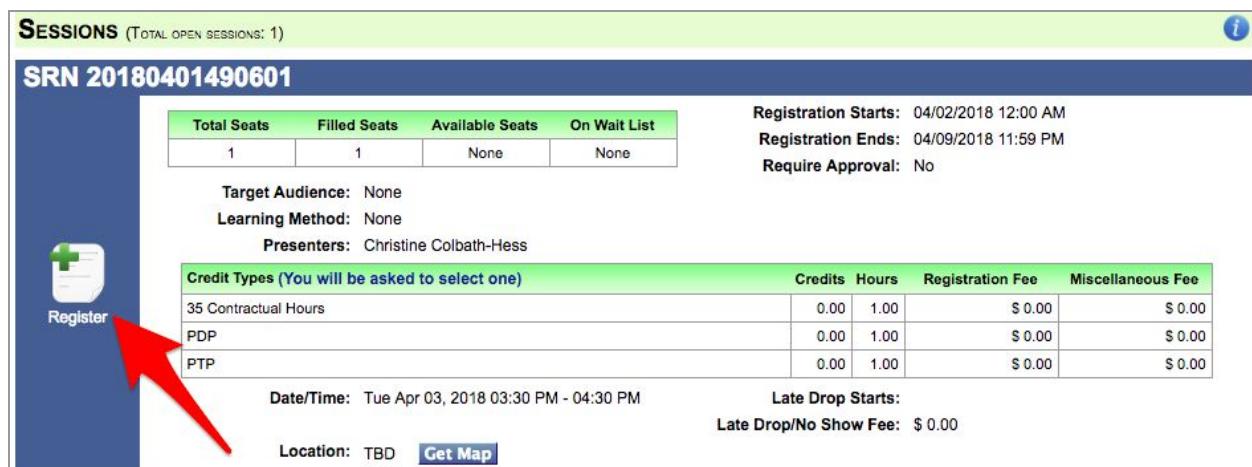
- 4) To see all courses in a calendar view, hover your mouse over “Course Catalog” and select “View Schedule Calendar.” Use the arrows to navigate between months, and click “[#] Scheduled” to view which courses are available that day.
→ Note: Click “View” in the “Details” column to see more info about each course.

Sorting and Filtering

- 1) Once viewing a results list, you can sort the results by any category (see below) by clicking on the header of that category. Click the header once to sort by that category in A-Z or 0-9 order. Click it again to reverse the order.
 - a) Course Title
 - b) Curriculum
 - c) Course Code (see ERO Training: Creating Course Codes for more info)
 - d) Starts (start date)
- 2) You can also filter the results list by selecting a Curriculum category, entering Course Code or Title keywords, and/or Start/End Dates. Then click “Search.”
→ Note: keywords must be entered in the same order in which they appear in the course title, e.g. searching for “Teacher Reader” would NOT give you the search result called “The Reading Teacher As Reader.”

Registering for a Course

- 1) To view more information for a specific course, click the Course Title (underlined). Here, you can see additional details including a brief description, number of available seats, etc.
→ Note: You can also click “Register” in the right column, which takes you to the same page.
- 2) Under “Sessions,” you will see the total number of open sessions for that course and a separate blue box for each session. Click the large “Register” button to the left of your desired session.



The screenshot shows a course registration interface. At the top, it says "SESSIONS (TOTAL OPEN SESSIONS: 1)" and "SRN 20180401490601". On the left, there's a vertical sidebar with a "Register" button and a plus sign icon. The main content area includes:

- Session Details:** Total Seats: 1, Filled Seats: 1, Available Seats: None, On Wait List: None.
- Registration Dates:** Starts: 04/02/2018 12:00 AM, Ends: 04/09/2018 11:59 PM, Require Approval: No.
- Target Audience:** None
- Learning Method:** None
- Presenters:** Christine Colbath-Hess
- Credit Types:** You will be asked to select one. Options include: 35 Contractual Hours, PDP, and PTP. Each option has a "Credits" column (0.00), a "Hours" column (1.00), a "Registration Fee" column (\$ 0.00), and a "Miscellaneous Fee" column (\$ 0.00).
- Date/Time:** Tue Apr 03, 2018 03:30 PM - 04:30 PM
- Late Drop Starts:**
- Late Drop/No Show Fee:** \$ 0.00
- Location:** TBD [Get Map](#)

- 3) Follow the instructions to select a Credit Type, if applicable. Then click “Continue” to complete the registration.