

## Do you want to...

- Register for professional development offerings via the Internet or phone—24/7.
- Register for classes using a simple and reliable process—where confirmation is immediate!
- Have your professional development hours processed within days of attendance.
- Receive e-mail confirmation of registration, notification of changes, cancellations, movement on waiting lists, etc.

Then eSchool  
Solutions'  
Electronic Registrar  
is for you!

## FAQs...

- I can't remember my User ID # or my PIN. Where can I find it?
  - a) Find your eSchool "business card" to recall your User ID. Your PIN is your last 4 digits of your SS#.
  - b) Check with your office manager.
  - c) Email your question to [eSchool-help@sac-city.k12.ca.us](mailto:help@sac-city.k12.ca.us)
  - d) Call the Professional Development Hotline @ 916.325.8787
- What happens if I move to another school or I change grade levels?

Nothing. All of your information stays the same, including the Organization #, which is the same for everyone in the District.
- Do I have to register for trainings that occur at my site?

No. Your administrator will have Scantrons for you to complete at the training. These forms will then be submitted to the Professional Development Department for uploading into the eSchool system.

Nancy Wai,  
Administrator  
Tina Chuck, Office Technician

Phone: 916.643.9028  
Help Hotline: 916.325.8787  
Fax: 916.643.2199

[eshoolhelp@sac-city.k12.ca.us](mailto:eshoolhelp@sac-city.k12.ca.us)  
**CUR-F019**

Professional Development  
Department



## Electronic Registrar Online

Professional  
Development  
Course  
Registration  
Via the Internet  
CUR-F019



Sacramento City Unified School District

# ► It's As Easy as 1, 2, 3!



## 1. Log On!

Log on to the District's Internet web site ([www.scusd.edu](http://www.scusd.edu)). Click on the "Staff Development" link to access Electronic Registrar Online (or type in [ero.eschoolsolutions.com](http://ero.eschoolsolutions.com))

## 2. Know the Numbers!

**Organization #:** 14906  
(Used for log-in only)

**Your User ID#:** \_\_\_\_\_  
(Used for log-in and Scantrons)

**Your PIN #:** (last 4 digits of SS#)  
(Used for log-in and Scantrons)

## 3. Cruise the Courses

Click on the "Course Catalog" tab and explore the training opportunities. Click on a course, click on the green button, and you've registered for a class!

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## My Profile

Click on the "My Profile" tab. Here's where you can update your personal information, and, most importantly, enter your email address. Why? You will receive a confirmation when you register for a training. In the event that a training is cancelled or there is a location or time change, you will receive an email informing you of all the necessary information.



Did you sign up for a popular training, only to discover you're on a waiting list? If you entered your email address, you will receive a note indicating whether you have moved off the waiting list and into the class. It's quick, reliable and efficient!

## Dropping A Class

Want to help out another staff member? If you know you can't attend a training in which you've already registered, be a pal and drop the class. How? Click on the "My Current Schedule" tab and click on the "Drop Class" option. You've helped out the presenter and another potential attendee—and it's easy.

## Got Hours?

It's easy to check. Log on to eSchools, click on the "My Transcript" Tab, and you'll see the hours you've accrued.



Want to see the hours just for this year? Type in the date range (July 1—current date) and you'll see how many more hours you need to get to that magic number of 18 (or 24).

## Too Many Hours?

Have more hours than you need? Remember that after the first 18 (or 24), any extra hours can be used for professional improvement or salary advancement. Print out your transcript (from the "My Transcript" tab), save up your hours, and when you have enough, take your transcript to the Personnel Department (call the Personnel Department for more information).



## Attending a Non-District Training?

Want to receive credit for a training taken outside of the District? Complete a *Non-District/Individual Request for Approval*, found under the "Forms" link on the Staff Development site on the District's website ([www.scusd.edu](http://www.scusd.edu)). Complete the form, get your administrator's signature, follow the printed directions and you're on your way!