

# APS Electronic Registrar Online (ERO) Directions

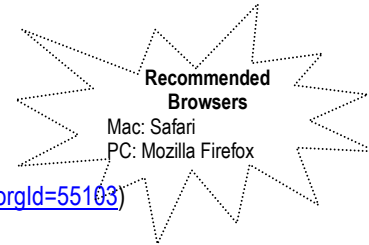
ERO is our online catalog of professional learning opportunities. Arlington Public Schools (APS) subscribes to the Electronic Registrar Online (ERO), an eSchool Solutions product, to manage the online registration and management of offerings. Users login and search for offerings by title, date, curriculum category, credit type, or keyword.

## Log into ERO (Electronic Registrar Online)

- From the **APS Home Page** ([www.apsva.us](http://www.apsva.us))
- Click on **Staff Resources**
- Click on **Electronic Registrar Online (ERO)** (<https://ero3.eschoolsolutions.com/user/Login.taf?orgId=55163>)

**User Name:** <your employee ID number>

**Pin:** For A, T and P Scale <your birth date mmddyyyy >



## Registering for a Session

Click on the **Course Catalog** tab at the top of the screen and use one of these methods to select a course and session.

### By Course

1. Enter the title (or at least one word from the title) **or** course number in the box to the right of **Course**.
2. Click on **Search**.
3. Scroll down to find the course for which you wish to register.
4. Click on the word **Register** to the left of your chosen course **or** click on the **Course Title**
5. A list of sessions (course meetings) will appear.

### By Session

1. Enter the **SRN** (session reference number) in the box to the right of **Session**.
2. Click on **Search**.
3. The title of the course corresponding to the SRN will appear.
4. Click on the word **Register** to the left of your chosen course **or** click on the **Course Title**.
5. A list of sessions (course meetings) will appear.

- Choose a session to register for by clicking on the register icon in the blue box to the left of the session you desire. The box will have a green plus sign if you are eligible to register. You will get a message in red if you have already been registered for the session. If you are not part of the intended audience, you will get a message stating that you are unable to register.
- If you are successfully enrolled in the session, you will receive a message.
- If there is a **CONFLICT** in the schedule of courses for which you are registered, it will not allow you to register for that session. This will be indicated on the screen along with the session that conflicts.
- If the session is **FULL**, you will have the option to be added to a waiting list. This list will automatically register you when/if a space becomes available. You will be notified via email when/if you are added. It will also appear on your Current Schedule.
- You will not be able to register or find a session or course if the registration period has closed for that offering. Contact the specific Office sponsoring that offering.
- **Return to Catalog** to register for additional courses.
- Once you have completed your tasks in ERO, click on **EXIT** or close your Internet browser completely. Otherwise, someone may be able to access your information using the browser's back arrow.
- Check your APS email regularly for updates and cancellations.

**Other ERO Features** **My Current Schedule-** The courses/sessions for which you are currently registered are listed here. Click on the word **Drop** to the left of the course/session that you want to drop. This occurs instantly.

**My Transcript-** To view entire transcript, click on "Display" without entering a date range to view your entire transcript. View a partial transcript by entering a date range. To print a certificate of completion, select the transcript view and click on the "**Certificate**" option to the left of the attended course.

**My Profile-** This information is populated by the HR system. This information can not be changed in the ERO system.

**My Evaluations-** From the list of available evaluations for sessions that you have attended click on 'Evaluate' to complete an evaluation for that session