

Howard County Public School System

How to Use ERO (Electronic Registrar Online) for Non-Employees, Employees on Leave, and Substitutes

Follow these directions if you are **NOT a full-time employee** of the Howard County Public School System. These directions apply to non-HCPSS employees, employees on leave from Howard County Public Schools, and substitute teachers for Howard County.

Getting Started:

- Launch your Web browser (Firefox, Internet Explorer, Safari)
- Go to the ERO Website: <http://ero3.eschoolsolutions.com/user/Login.taf>

Logging In:

- You are now at the ERO login screen.
- Enter the Organization ID, which is 21042.
- Click "Browse the Public Course Catalog."
- If prompted, click the checkbox to accept the terms of use.

Searching for Courses:

- Click the drop down arrow next to "Course Catalog," and either click the "Search" or "View Schedule" calendar option.
- Click the down arrow next to "Curriculum" to select "CPD Credit Courses" **OR**
- Type in a keyword in the "Course code or title" box that you know is in the workshop's name, such as "Reading" and click "Search."

View Course Information:

- Next your search will display a list of courses.
- Review session availability and course date offerings as more than one session might be available.
- Click "Request Enrollment" to request your registration for this course.
- Click "Continue."
- You will receive an electronically generated email that says you have successfully requested enrollment in the session.

Completing your Profile:

- You will 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, telephone number and email address.
- The areas marked with a red asterisk are required.
- Your **Primary Location** is: Community – Public.
- Click "Add" at the bottom of the screen. Your login now exists.
- As soon as an HCPSS system administrator approves your profile, your registration will be entered. ***ALL registration fees must be made immediately upon registration. Your registration is not confirmed until we receive your payment.***

Paying for the Course:

- **The registration fee for ALL CPD courses for Non-Howard County employees is \$80.00 per credit hour (\$240.00 for a 3-credit course).** The registration fee displayed in ERO is for Howard County employees only.
- Immediately upon registration, please submit payment (payable to HCPSS) in the form of personal check or money order and send to HCPSS, 10910 Route 108, Ellicott City, MD 21042, Attention: Tricia Murphy.

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.