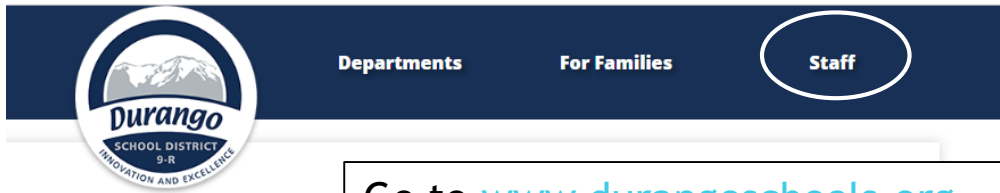


Electronic Registrar Online (ERO)

User Guide: Accessing the Platform

This guide is designed to provide basic user information for the ERO platform.



1. Go to www.durangoschools.org, select Staff, then 9-R Connection.

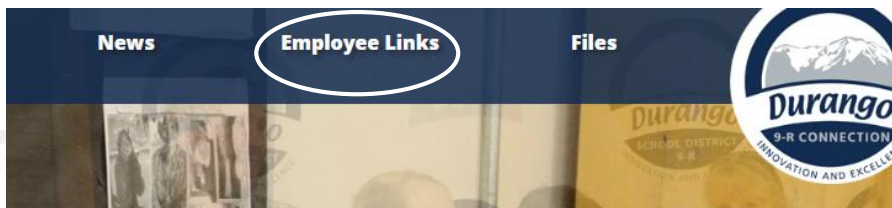
Sign in to Our Website!

Please click the blue "Login with Google" button below to access 9-R Connection with your district email.



2. Sign in with Google, then select Employee Links.

3.



4.

Select the Electronic Registrar/Professional Development link.

**ELECTRONIC REGISTRAR /
PROFESSIONAL DEVELOPMENT**

For help contact:
Human Resources

Note: You can Google, "ERO and login" to access the homepage as well.

Electronic Registrar Online (ERO)

User Guide: Entering Your Credentials



Please enter your Organization's ID
81301
If you have forgotten your Organization ID, please contact your System Administrator.

1. Enter our Organization ID: 81301

The screenshot shows the ERO login interface. On the left, a box highlights the "District: Durango School District 9-R" and "Attention Welcome to ERO!" text, with an arrow pointing to the "Change District" link. On the right, a box highlights the "Email" and "PIN" input fields, with an arrow pointing to the "Login" button. A "First time user?" message is also visible. At the bottom, there are links for "Don't have a PIN?" and "Forgot your PIN?".

2. Sign in using your district email address and PIN. If you are a new user, your PIN will be a standard 1234.

Please note:

If the District does not say Durango School District 9-R, select Change District to enter the Organization ID.

Electronic Registrar Online (ERO)

User Guide: Forgot Your PIN?

District: Durango School District 9-R

Attention

Welcome to ERO!



Change District

Email

PIN

Login

First time user?

If you do not have a PIN, click the "Don't have a PIN?" link and create a PIN.

Don't have a PIN?

Forgot your PIN?

1.

If you have an account but forgot your PIN, select **Forgot your PIN** and enter your Durango School District email.



Forgot your PIN?

Enter your email and click 'Email PIN' to email your PIN.

Email:

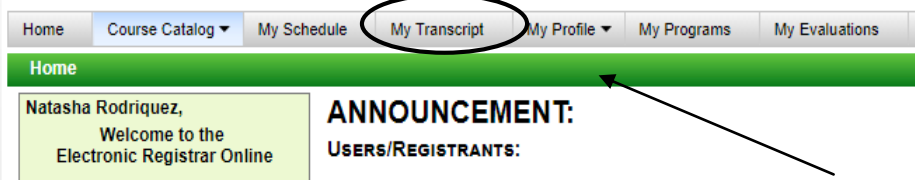
Email PIN Back

2.

The platform will email a standard PIN. Once logged in, you can change this PIN by selecting **My Profile, Modify PIN**.

Electronic Registrar Online (ERO)

User Guide: How to Access Your Transcript



1.

- Select the My Transcript tab.

A screenshot of the 'My Transcript' page. The page has a green header bar with 'My Transcript' and a sub-header 'PERSONAL INFORMATION'. Below this is a section for 'CERTIFICATION/ENDORSEMENT INFORMATION' with a message: 'No Certifications/Endorsements are found.' The main section is 'TRANSCRIPT SEARCH' with a date range selector (From: [] To: []) and buttons for 'Display' and 'Print Report'. Below the search section is 'TRANSCRIPT INFORMATION BY SCHOOL YEAR' with a sub-header '07/01/2018 - 06/30/2019' and a 'Change View Credit Type' link. The transcript information is presented in a table with three rows, each representing a course. Each row has columns for 'Course Location', 'Course Title', 'Completed', 'Hours', 'Credit Types', 'Credits', and 'Hours'.

Course Location:	Course Title:	Completed:	Hours	Credit Types	Credits	Hours
					0.00	16.00
					0.00	8.00
					0.00	6.00

2.

- This page will list any PD you have previously participated in, including your credit and hour totals.

Electronic Registrar Online (ERO)

User Guide: How to Adjust Your Transcript's Date Range

My Transcript

PERSONAL INFORMATION

CERTIFICATION/ENDORSEMENT INFORMATION
No Certifications/Endorsements are found.

TRANSCRIPT SEARCH ⓘ

Date: From To

TRANSCRIPT INFORMATION BY SCHOOL YEAR [Change View: Credit Type](#)

07/01/2018 - 06/30/2019

Course Location:
Course Title:
Completed:

Credit Types	Credits	Hours
	0.00	16.00
	0.00	8.00
Hours	0.00	6.00

- From this page, you are able to customize your date range as well as print your report.

1. • If you are running your transcript to view your hours for the *ESP Compensation System* for the 18/19 school year, enter the following date range in the space provided above: 07/01/2018-Current (today's date), then select Print Report.

Electronic Registrar Online (ERO)

User Guide: Cont.

Note: ESP = hours for advancement. Certified = hours for license re-certification & credits (points) for advancement.

My TRANSCRIPT

[Return to My Transcript](#)

Contents: A printable version of your transcript.

RECORD SELECTION

Registration Status:

Credit Type Name:

Completion Date: To
(MM/DD/YYYY) (MM/DD/YYYY)

Credit Threshold:

Hours Threshold:

Apply Threshold:

2.

- Double check the Completion Date range. Do not change the Fields to Display options.
- Select View Report
- Sort by: School Year

FIELDS TO DISPLAY

Grades:

Course Code:

Hours:

Totals:

Credits:

Total Registered:

Curriculum Category:

SRN:

Course Title:

Completed Date:

Late Drop Details:

No Show Details:

Session Start Date:

FORMAT OPTIONS

Sort By:

Report Title:

Output Format:

NOTE: Save criteria and display options in "My Report Views" links.

Totals for 07/01/2018 - 06/30/2019	Credits	Hours
	0.00	6.00
Hours	0.00	15.00
Licensed Compensation Points	1.66	9.00

3.

= 1.66 credits = 30 hours

- To add your hour and/or credit totals:

- 1) Scroll through your transcript until you see "Totals" (add all totals in the columns to get your final number for each category).