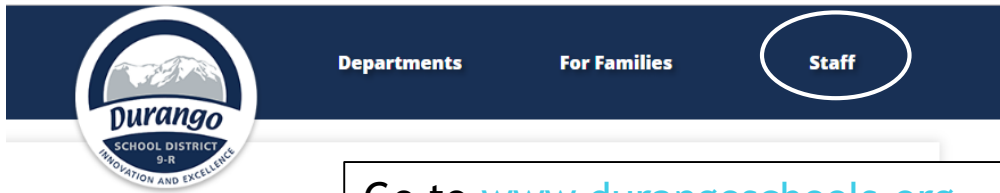


# Electronic Registrar Online (ERO)

## User Guide: Accessing the Platform

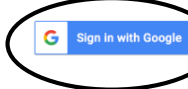
This guide is designed to provide basic user information for the ERO platform.



1. Go to [www.durangoschools.org](http://www.durangoschools.org), select Staff, then 9-R Connection.

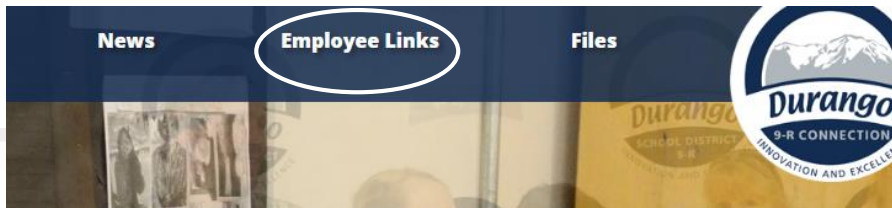
Sign in to Our Website!

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

A composite image showing a woman's face and two screenshots of the ERO login interface. The left screenshot shows the district selection menu with "District: Durango School District 9-R" and "Attention Welcome to ERO!". The right screenshot shows the login form with fields for "Email" and "PIN", a "Login" button, and a "First time user?" message. A "Change District" link is circled in the right screenshot, and an arrow points from it to the "Attention" message in the left screenshot. Another arrow points from the "First time user?" message to the "PIN" field.

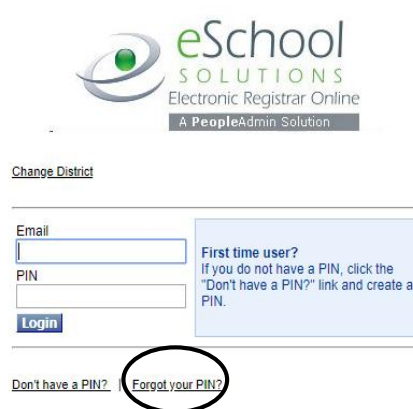
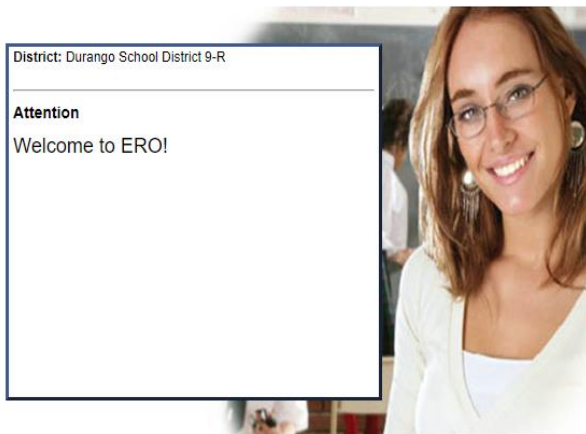
2. Sign in using your district email address and PIN. If you are a new user, your PIN will be a standard 1234.

### 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?



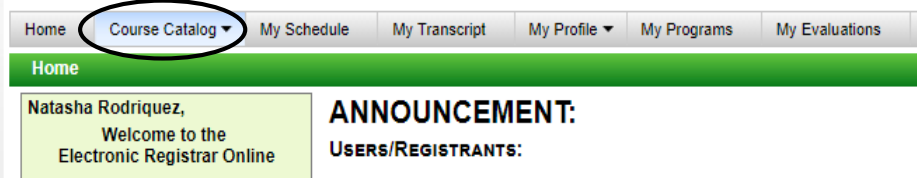
1. If you have an account but forgot your PIN, select **Forgot your PIN** and enter your Durango School District email.



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

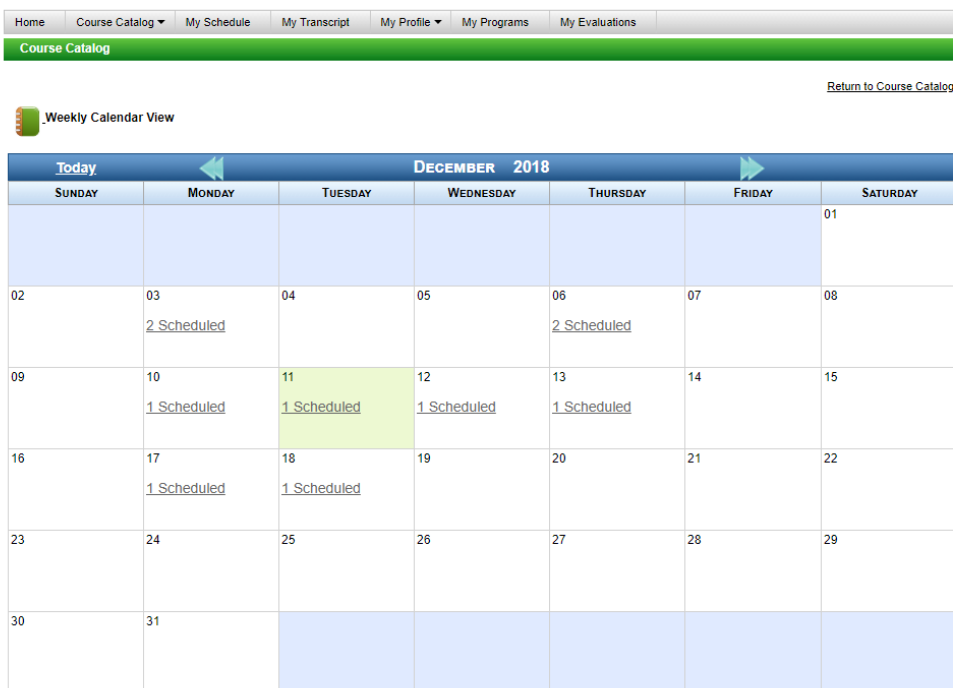
# Electronic Registrar Online (ERO)

## User Guide: Registering for Professional Development



1.

- After logging on, you will see the homepage above. Select Course Catalog then View Schedule Calendar to access courses that are being offered for Professional Development.



2.

- Select the date in which you are seeking to take the course.


# Electronic Registrar Online (ERO)

## User Guide: Registering for Professional Development

A PeopleAdmin Solution

Home Course Catalog My Schedule My Transcript My Profile My Programs My Evaluations

Course Catalog [Search](#) [Return to Calendar](#)

 Monthly Calendar View

Scheduled Occurrences for Friday, October 26, 2018

Course Title	Details	Start Time	End Time	Location
Eureka Math Training	<a href="#">View</a>	7:45 AM	3:20 PM	Administration
Creating a Culture of Respect	<a href="#">View</a>	8:00 AM	12:00 PM	Big Picture High School
Analytical Curriculum Mapping of Social Emotional Interv	<a href="#">View</a>	8:00 AM	12:00 PM	Phoenix Program
CPR/FIRST AID TRAINING	<a href="#">View</a>	8:30 AM	4:00 PM	Durango High School
Preparing for Winter	<a href="#">View</a>	8:30 AM	9:29 AM	Transportation
"Buzz" Session for Paraprofessionals: Share Ideas, New	<a href="#">View</a>	8:45 AM	9:45 AM	Durango High School
CPI Non-Violent Crisis Intervention - Full Class	<a href="#">View</a>	8:45 AM	4:00 PM	Durango High School
Destiny in Depth	<a href="#">View</a>	8:45 AM	10:55 AM	Durango High School
Google Forms	<a href="#">View</a>	8:45 AM	9:45 AM	Durango High School
Introduction to Conversational Spanish	<a href="#">View</a>	8:45 AM	9:45 AM	Durango High School
Mining the Silver Lining: Recognizing & Supporting High	<a href="#">View</a>	8:45 AM	9:45 AM	Durango High School
Native American Ute Culture Competency	<a href="#">View</a>	8:45 AM	10:15 AM	Durango High School
PERA-Legislative Changes On New Law	<a href="#">View</a>	8:45 AM	9:45 AM	Durango High School
Safety and Inclusion for our LBGTQ Students	<a href="#">View</a>	8:45 AM	10:15 AM	Durango High School
School Safety Team Training ICS100SCa	<a href="#">View</a>	8:45 AM	11:15 AM	Durango High School

3.

To learn more about a course being offered select View.

Home Course Catalog My Schedule My Transcript My Profile My Programs My Evaluations

Course Catalog [Return to Schedule Calendar](#)

**COURSE INFORMATION**

Course Code: 1819FMECHVEubank  
Course Title: Classroom Hosted Visit - FME Math team Lesson Study  
Description: Lesson Studies provide vertical collaboration among colleagues in which subject matter is increased, instructional knowledge is increased, student engagement is increased, and collective efficacy is increased.  
Requirements: There are no prerequisites for this course.

**SESSIONS** (TOTAL OPEN SESSIONS: 1)

**SRN 1819152070128**

Total Seats	Filled Seats	Available Seats	On Wait List
5	0	5	None

Registration Starts: 12/03/2018 12:00 AM  
Registration Ends: 12/21/2018 11:59 PM  
Require Approval: No

Target Audience: None  
Learning Method: None  
Coordinators: DYLAN CONNELL  
JAMIE YARBROUGH  
Presenters: JULIA KITCHEN

Credit Types	Credits	Hours	Registration Fee
Licensed Compensation Points	1.33	4.00	\$ 0.00

Date/Time: Mon Dec 17, 2018 07:30 AM - 11:30 AM  
Late Drop Starts:  
Late Drop/No Show Fee: \$ 0.00

Location: Florida Mesa Elementary [Get Map](#)

Additional Information: Participants must communicate with Instructional Specialist, Julia Kitchen, prior to registration.

4.

To register, select the green Register icon. A successful registration confirmation page will appear.

# Electronic Registrar Online (ERO)

## User Guide: Dropping a Course

1.

To drop a course that you have registered for, select My Schedule.

A PeopleAdmin Solution

Home Course Catalog **My Schedule** My Transcript My Profile My Programs My Evaluations

**My Schedule**

**SCHEDULE**

Monthly View Weekly View Unpaid Fees

**SCHEDULE LISTING**

**ENROLLED**

**Drop** Course Title: Beginning Conversational Spanish  
Course Code: 1819BegCon  
SRN: [181915206523](#) (Click for Session Information)  
Date/Time: Mon Dec 17, 2018 04:30 PM - 06:00 PM  
Location: Administration [Get Map](#)

2.

Select the Drop icon.

Home Course Catalog My Schedule **My Schedule** My Transcript My Profile My Programs My Evaluations

**DROP CONFIRMATION**

If you drop to register for another session, that session may already be full.

Are you sure you want to drop?

**OK** Cancel

3.

Select OK on the Drop Confirmation screen above.