

DIRECTIONS FOR SELF-REGISTRATIONS FOR DISTRICT WORKSHOPS

Norman Public Schools' certified staff may register online at any computer with Internet using the following steps:

1. HOME PAGE
From our Norman Public Schools' home page, select the **Electronic Registrar Online** link under Personnel and log in to ERO using your EID (District Employee Identification Number) and your PIN (District SEAS Number) as your password.
2. PERSONAL PAGE
From your personal ERO "Welcome" screen, click on the **Course Catalog** tab.
3. District Courses
Under the bar titled, **Search for District Courses**, select **Curriculum** and choose a curriculum area. Option: If you know the date(s) of an open workshop, you may enter the date(s) to view a list.
4. Open Workshops
Click on the **Search** button.
*If there are workshops available in that area for open enrollment, they will be listed below as links. Example: "Curric – Technology" and hit "search."
Available workshops will be listed.*

If there are no open workshops, you will get the following message: "No courses were found matching the specific criteria."
5. AVAILABLE WORKSHOP(S)
For course information on an available workshop, click on a title and specific information will appear. To return to the previous screen, select "Back to Search Results."
6. ENROLLMENT/REGISTRATION
Click on the workshop for general information. To register, select the highlighted word, **Register**, at the right of the selected workshop/course or select the **Request Enrollment** icon on the left of the information page and **Continue**.
7. CONFIRMATION
Your request for enrollment will be confirmed, or you may be placed on a waiting list. Substitute and absence information has not been activated. Print a personal copy and select button **Return to Catalog**.

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