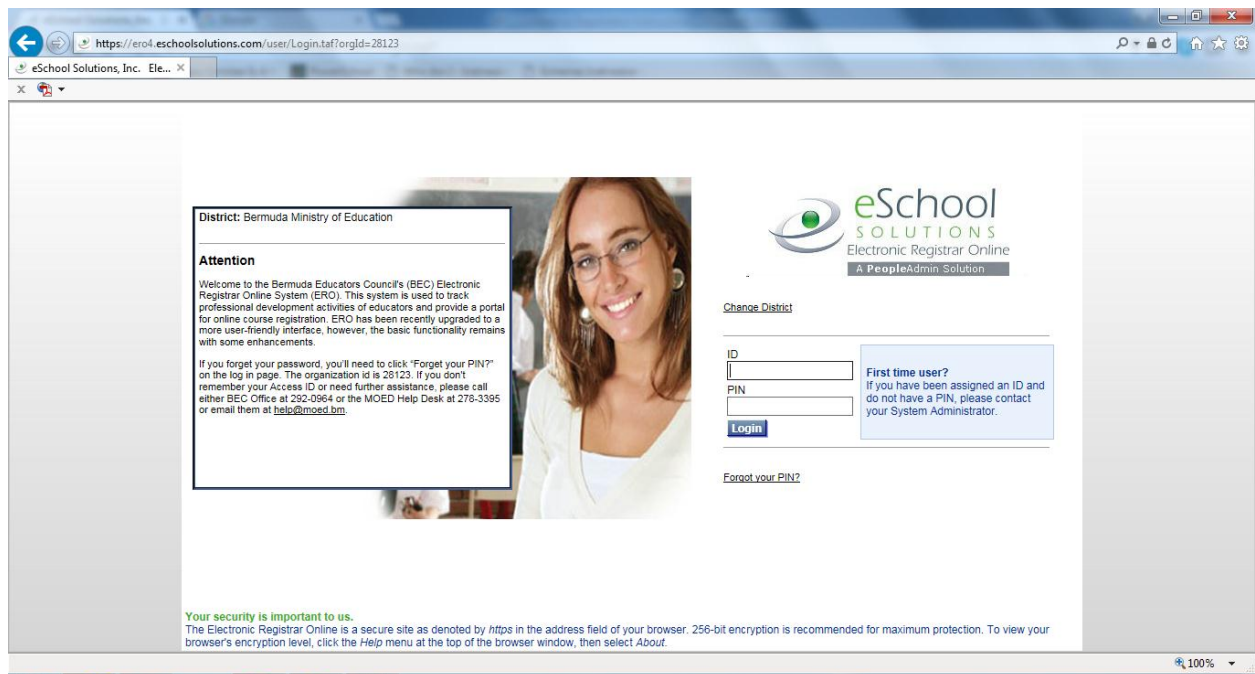


ERO Conference Registration Instructions

On behalf of the BUT Conference Committee 2016, we are pleased to announce that registration is now open for our conference!

Here's how to register:

1. Read through the offerings in the course catalogue and decide on either **2 half day sessions** or **one full day session**. Write down the workshop name AND course code.
2. Go to -
https://ero4.eschoolsolutions.com/user/Login.taf?_function=logout&orgId=28123
3. Enter your ID and Pin



The screenshot shows a web browser window displaying the login page for the Electronic Registrar Online (ERO) system. The address bar shows the URL: <https://ero4.eschoolsolutions.com/user/Login.taf?orgId=28123>. The page features a sidebar on the left with the following content:

District: Bermuda Ministry of Education

Attention

Welcome to the Bermuda Educators Council's (BEC) Electronic Registrar Online System (ERO). This system is used to track professional development activities of educators and provide a portal for online course registration. ERO has been recently upgraded to a more user-friendly interface, however, the basic functionality remains with some enhancements.

If you forget your password, you'll need to click "Forgot your PIN?" on the log in page. The organization id is 28123. If you don't remember your Access ID or need further assistance, please call either BEC Office at 292-0964 or the MOED Help Desk at 278-3395 or email them at help@moed.bm.

The main content area on the right includes the eSchool SOLUTIONS logo, the text "Electronic Registrar Online" and "A PeopleAdmin Solution". Below this is a "Change District" link, followed by input fields for "ID" and "PIN", and a "Login" button. A "First time user?" section provides instructions: "If you have been assigned an ID and do not have a PIN, please contact your System Administrator." A "Forgot your PIN?" link is also present.

At the bottom of the page, a security notice reads: "Your security is important to us. The Electronic Registrar Online is a secure site as denoted by https in the address field of your browser. 256-bit encryption is recommended for maximum protection. To view your browser's encryption level, click the Help menu at the top of the browser window, then select About."

(If you don't remember your pin, click "Forgot your PIN". Enter your ID which is usually your government employee number then click "email PIN". If you are unsure of ID please email butconference@gmail.com for assistance.)

4. Select – Course Catalog

- Click "Search" in the drop down menu.

The screenshot shows the eSchool Solutions Electronic Registrar Online interface. The browser address bar displays the URL: <https://ero4.eschoolsolutions.com/ero1/user/userHome.do?jsessionid=4803730BCF4348194926DFC09E89451C>. The page header includes a "Logout" link, a "Switch To Administrator View" button, and the eSchool SOLUTIONS logo with the tagline "Electronic Registrar Online" and "A PeopleAdmin Solution". The navigation menu is open, showing options: Home, Search, View Schedule Calendar, and Request Out of District Transfer Credit. The "Search" option is highlighted. Below the navigation menu, there is a "Welcome to the Electronic Registrar Online" message, a "For Assistance: System Administrator" button, and a "Features: What's New" button. The main content area contains a "WELCOME:" section with a "USERS/REGISTRANTS:" heading and a welcome message: "Welcome to the Bermuda Educators Council's (BEC) Electronic Registrar Online System (ERO). This system is used to track professional development activities of educators and provide a portal for online course registration. ERO has been recently upgraded to a more user-friendly interface, however, the basic functionality remains with some enhancements." Below this, there is a note: "If you forget your password, you'll need to click 'Forgot your PIN?' on the log in page. The organization id is 28123. If you don't remember your Access ID or need further assistance, please call either BEC Office at 292-0964 or the MOED Help Desk at 278-3395 or email them at help@moed.bm." The footer includes "Terms of Use | Privacy | www.eschoolsolutions.com" and "© 2000-2016 eSchool Solutions, Inc. All rights reserved." The browser status bar at the bottom shows the URL: <https://ero4.eschoolsolutions.com/User/Catalog.taf?auth=3133451863496&personID=2126> and a zoom level of 100%.

5. Type in Course Code then click "Search" (be sure to enter the course code for the correct day)

Eg. **BUTMON0000**

Monday - Middle/High/Special Schools

BUTTUE0000

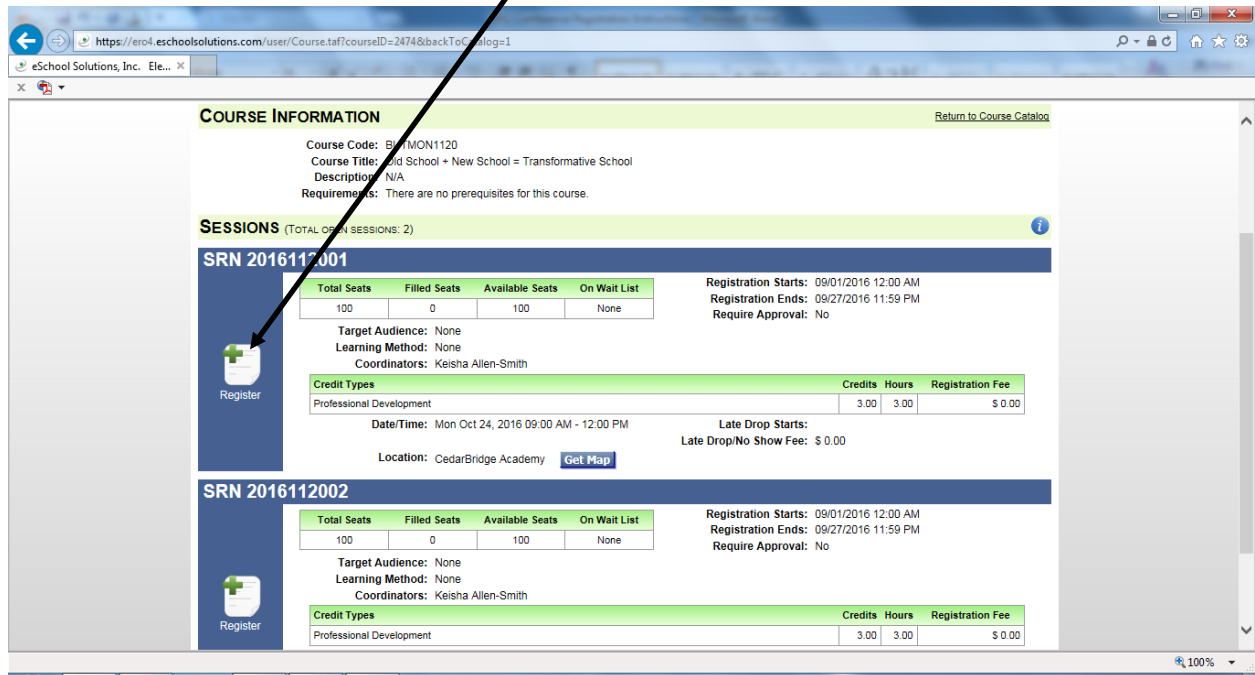
Tuesday - Preschools and Primary Schools

The screenshot shows the eSchool Solutions web application interface. At the top, there is a navigation bar with a logo on the left and a "Logout" link on the right. Below the navigation bar is a menu with options: Home, Course Catalog, My Schedule, My Transcript, My Profile, My Programs, My Plan, and My Evaluations. The "Course Catalog" option is selected. Below the menu is a search form with the following fields:

- Curriculum: [Dropdown menu]
- Credit type: [Dropdown menu]
- Course Code or Title: [Clear icon]
- Session (SRN): [Text input]
- Goal Types: [Dropdown menu]
- Activity Types: [Dropdown menu]
- Session Budget Code: **No budget codes are defined**
- Start Date: From [Date picker] To [Date picker]

At the bottom of the search form are two buttons: "Search" and "Advanced Search". The "Search" button is highlighted with a black arrow pointing from the example course code "BUTMON0000" in the text above. The footer of the page contains the text: "Terms of Use | Privacy | www.eschoolsolutions.com © 2000-2016 eSchool Solutions, Inc. All rights reserved."

6. The a.m. session is on top and the p.m. session is on the bottom. Select your session then click “Register”. (Please ensure you select the desired time e.g. Morning or afternoon session)



The screenshot displays the ERO course registration interface. At the top, the browser address bar shows the URL: <https://ero4.eschoolsolutions.com/user/Course.taf?courseID=2474&backToCatalog=1>. The page is titled "COURSE INFORMATION" and includes the following details:

- Course Code: BPTMON1120
- Course Title: Old School + New School = Transformative School
- Description: N/A
- Requirements: There are no prerequisites for this course.

Below the course information, the "SESSIONS" section is displayed, indicating a total of 2 sessions. Two sessions are listed:

SRN 2016112001

Total Seats	Filled Seats	Available Seats	On Wait List
100	0	100	None

Registration Starts: 09/01/2016 12:00 AM
Registration Ends: 09/27/2016 11:59 PM
Require Approval: No

Target Audience: None
Learning Method: None
Coordinators: Keisha Allen-Smith

Credit Types	Credits	Hours	Registration Fee
Professional Development	3.00	3.00	\$ 0.00

Date/Time: Mon Oct 24, 2016 09:00 AM - 12:00 PM
Late Drop Starts:
Late Drop/No Show Fee: \$ 0.00
Location: CedarBridge Academy [Get Map](#)

SRN 2016112002

Total Seats	Filled Seats	Available Seats	On Wait List
100	0	100	None

Registration Starts: 09/01/2016 12:00 AM
Registration Ends: 09/27/2016 11:59 PM
Require Approval: No

Target Audience: None
Learning Method: None
Coordinators: Keisha Allen-Smith

Credit Types	Credits	Hours	Registration Fee
Professional Development	3.00	3.00	\$ 0.00

A black arrow points from the text in step 6 to the "Register" button (represented by a green plus icon) for the first session (SRN 2016112001).

7. Once registered, a confirmation will pop-up on the screen which states that you have successfully registered. You will also automatically receive a confirmation email from ERO.