

HOW TO REGISTER FOR A COURSE IN eSCHOOLS

1. Open web browser (Internet Explorer or Netscape Communicator)
2. Type in: <http://ero.eschoolsolutions.com>
3. Click on brown “**Log On**” button
4. Enter:
ORGANIZATION ID: 42358
USER ID: *your social security #*
PIN: *last 4 digits of social security #*
5. Click on gray “**Login**” button below these fields
6. Click on gray “**Course Catalog**” tab at top of page
7. Enter specific workshop Session Reference Number in “**Session:**” box
8. Click “**Search**” button next to Session box
9. Click on the Course Title to see detailed information about workshop.
If there is more than one session of workshop, scroll down to choose date of workshop you want to attend
10. Click on green “**Register**” button to left of workshop information. Find out immediately if you are registered or on waiting list
11. If on a waiting list:
 - a) click on “**My Profile**” tab at top of page,
 - b) Click on “**Modify Profile**”,
 - c) Enter your e-mail address in the e-mail field,
 - d) Click on “**Update**” at bottom of screen.If your e-mail address is entered into eSchoolSolutions, you will receive an automatic e-mail message if/when a space in the workshop becomes available.



HOW TO DROP A COURSE IN eSCHOOLS

1. Open web browser (Internet Explorer or Netscape Communicator)
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3. Click on brown “**Log On**” button
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ORGANIZATION ID: 42358
USER ID: *your social security #*
PIN: *last 4 digits of social security #*
5. Click on gray “**Login**” button below these fields
6. Click on the gray “**My Current Schedule**” tab at top of page
7. Find name of workshop to drop
8. Click on “**Click to Drop**” in left column next to workshop information

