

Online Registration for Paraprofessional Testing and Retesting

PLEASE PRINT AND READ BEFORE PROCEEDING!



**You must apply for a paraprofessional position before
continuing with the process!**

NEW USERS:

Have this document in front of you before proceeding to the registration for proficiency testing.
*****Please be aware that some features may not work with “pop-up blocker” enabled. By holding down the “CTRL” key while trying to access a feature, you may continue.**

- Click on the **BLUE** “register” link (Step Four, second bullet) for initial proficiency testing and re-testing.
- You will be directed to the “eSchool Solutions Electronic Registrar Online” page indicating that this is the page for Cypress-Fairbanks. **Please do nothing else until you follow the next step.**
- **NO USER ID OR PIN IS NEEDED AT THIS POINT.**
- **DO NOT ATTEMPT TO SIGN INTO THE “BOX.”**

- Click on **BROWSE PUBLIC CATALOG.**
 - Check **YES** in the box, **“I accept these terms and conditions.”**
 - Click the tab, **ACCEPT.**
- Place the cursor on the **COURSE CATALOG** tab.
 - Click **Search.**
 - **DO NOT** click “View Schedule Calendar.”
 - Click **Search** to view course catalog. Leave all lines blank.
 - Click on the appropriate course title: ***Paraprofessional Proficiency Testing.***
- To your left will be a **BLUE** area/column.
 - **GREEN** icon indicates the course is open for registration.
 - The SRN number is the actual date of testing. Scroll down to choose your preferred date and time. Make sure there are seats available.
 - After clicking on the green icon, you will be sent to a new page.
 - This is the **NEW PROFILE** page. (You will tell us who you are and create your user ID and PIN.)
 - **RED** areas are required fields.
 - **USER ID** is a phone number WITHOUT the area code. (No dashes or slashes)
 - **PIN** is the SAME PHONE NUMBER as the USER ID. (No dashes or slashes)
 - Status drop-down box
 - Choose **ELIGIBLE**
 - Registrant Type:

- Choose ONE of the two options:
 - *Paraprofessional Full-Time Applicant*
 - *Paraprofessional Full-Time Needing Retesting*
- Primary Location:
 - *Suite 229 North—ISC North-Human Resources Department*
 - or
 - *ISC-10300 Jones Rd., Suite 229*
- Primary Classification:
 - Choose ONE of the two options:
 - *Paraprofessional Full-Time Applicant for Testing*
 - *Paraprofessional Full-Time Needing Retesting*
- Phone Number:
 - NOTE: You only need to provide ONE PHONE NUMBER, not three as indicated. Please be sure it is an active and accurate phone number where we can reach you.
- Email:
 - A valid email is strongly suggested. If you do not have a valid email, we suggest registering for free services (e.g., Yahoo, MSN).
- Click **ADD** to submit your profile.
 - A new screen will then appear confirming enrollment.

RETURNING USERS:

- Sign in with your user ID and PIN
 - Phone number without area code.
 - Same phone number for both.

- You may do the following:
 - Review information concerning the upcoming orientation
 - Tab entitled **MY CURRENT CATALOG**
 - Click on **LOCATION** to obtain a map to the Instructional Support Center (ISC-North).
 - Click on **DROP** to cancel the course and not attend.
 - To schedule another session after dropping a course you could not attend or if you are needing to retest
 - Place your cursor on the **COURSE CATALOG** tab
 - Click **Search**
 - **DO NOT** click “View Schedule Calendar.”
 - Click **Search** to view course catalog. Leave all lines blank.
 - Click on the appropriate course title: ***Paraprofessional Proficiency Testing***
 - Choose SRN date and time.
 - Click on **GREEN REGISTER** icon



REMEMBER:
IF YOU ARE RETESTING, YOU NEED TO WAIT 30-CALENDAR DAYS
BEFORE TESTING AGAIN.

UPON CHECKING IN, PLEASE BE PREPARED TO PRESENT PHOTO IDENTIFICATION (e.g., driver's license, passport, employee badge).
TESTING WILL NOT BE PERMITTED WITHOUT A PHOTO ID!

PLEASE LEAVE ALL VALUABLES IN YOUR CAR BEFORE ENTERING THE TESTING AREA.

NO TOTE BAGS, OVERSIZED PURSES, BRIEFCASES, OR OTHER LARGE BAGS WILL BE ALLOWED IN THE TESTING AREA.