



## On-Line Registration for Professional New Hire Contract Signing Sessions **Please print and read before proceeding!**

**NEW USERS:** have this document in front of you before proceeding with the registration for a contract signing session.

*\*\*\*\* Please be aware that some features might not work with “pop-up blocker” enabled. By holding down the “CTRL” key while trying to access a feature, you can continue.*

- Click on the blue link [**Step Five**] on the “Professional New Hire” webpage
- You will be directed to the “Electronic Registrar On-Line” 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 in.**
- Click on **BROWSE PUBLIC CATALOG.**
- Check YES in the box “I accept these terms and conditions”.
- Click the tab “ACCEPT”

To find a specific course:

- Click on the **COURSE CATALOG** tab at the top
- Under CURRICULUM choose “Prof. New Hire Contract Signing”
- Hit SEARCH to see the course catalog of sessions

To find a specific contract signing session

- Click on the appropriate course based on the following:
- Prof. New Hire Contract Signing – Morning Sessions (sessions are scheduled to begin at 8:30 am) **The course start date will say 6/7. If you click on “register” you will then be able to see all of the session dates available.**
- Prof. New Hire Contract Signing – Afternoon Sessions (sessions are scheduled to begin at 1:00 pm) **The course start date will say 6/7. If you click on “register” you will then be able to see all of the session dates available.**
- Prof. New Hire Contract Signing – Final Sessions (sessions scheduled at begin at 4:00 pm on August 10<sup>th</sup>, 11<sup>st</sup> and 13th)

Registering for a session:

- To your left will be a blue area. A green icon means the course is OPEN for registration. A red icon means the course is NOT OPEN for registration at this time.
- The session date will be reflected as “SRN” an example of the date would be 060720091 – this would mean 06 (Month) 07 (Day) 2009 (YEAR) 1 (AM) **or** 2 (PM) **or** 3 (evening sessions).

- Look to see how many seats are still available. If the class is full we STRONGLY recommend that you do not get placed on the waiting list but that you select a different session.
- After clicking on the green icon, you will be sent to the USER PROFILE page.

#### Completing the User Profile page:

- This is where you are going to officially register for a session. All of the 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 your user ID. No area code, dashes or slashes.
- Enter your name (this name should be reflected exactly as it is on your application)
- STATUS drop down box, select “Eligible”
- REGISTRANT TYPE, select “Professional/Teacher”
- LOCATION, select “ISC-West Building, Computer Labs”
- PRIMARY CLASSIFICATION, select “Professional/Teacher”
- PHONE NUMBER, enter all numbers that apply (with area code this time)
- EMAIL – A valid email address is strongly suggested. Confirmation, cancellations and openings for the waiting list are communicated through email only.
- Click ADD to save your profile

A new screen will then appear confirming your enrollment. An email will also be generated confirming your enrollment.

Congratulations! You have successfully registered for a Contract Signing Session.



#### RETURNING USERS

- Sign in with your USER ID and PIN (phone number without area code or dashes)
- You can do the following:
  - Click on the tab entitled “Current Schedule”
  - To print a map to the session, click on “Location”
  - To review details on the session, click on “Session Number”
  - To drop or cancel your registration in a session, click “Drop”

To schedule a new session, click on “Course Catalog” and follow the directions again to register for a new session.

The system is not set up at this time to view “My Transcripts” or “My Programs” so please disregard these tabs.

If you have difficulty accessing the On-Line Registrar, please contact the CFISD HELP DESK at 281-897-4357 or the Human Resource Office at 281-897-4083.