



## On-Line Registration for Professional New Hire Contract Signing Sessions

**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 link in the **WELCOME NEWSLETTER**.
- 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 promptly at 9:00 am) **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 promptly at 1:00 pm) **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 promptly at 4:30 pm ) **If you click on "register" you will then be able to see all of the session dates available.**

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 060120101 – this would mean 06 (Month) 01 (Day) 2010 (YEAR) 1 (AM) or 2 (PM) or 3 (evening sessions).

- 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, **IMPORTANT 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 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 Human Resources Office at 281-897-4083.