

# Online Registration for Substitute and Paraprofessional Training

**PLEASE PRINT AND READ BEFORE PROCEEDING!**



**You must be invited to register for this training from the Substitute Office. Please do not proceed to register if you have not received an invitation.**

## **NEW USERS:**

Have this document in front of you before proceeding to the registration for training.

**\*\*\*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 following link:  
[https://ero4.eschoolsolutions.com/user/Login.taf?\\_function=logout&orgId=77065](https://ero4.eschoolsolutions.com/user/Login.taf?_function=logout&orgId=77065)
- 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 your cursor on the **COURSE CATALOG** tab
  - Click **Search**
  - **DO NOT** click “View Schedule Calendar.”
  - A **GREEN** box will appear.
- **GREEN** Box
  - Leave all lines blank.
  - Click **Search** button at the **BOTTOM** of the box.
  - A box with courses will appear below the **GREEN** box.
  - Click on the appropriate course title:
    - **Substitute New Applicant Training/Orientation – Teacher**
    - **Substitute New Applicant Training/Orientation – Paraprofessional**
  
- A **BLUE** area/page will come up.
  - The **GREEN** icon, on the left side of each session option, indicates the course is open for registration.

- Scroll down to choose your preferred date and time. If seats are available, click the **GREEN** icon next to your preferred session.
  - 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
    - Click **ELIGIBLE**
  - Registrant Type:
    - Click **NEW SUBSTITUTE APPLICANT**
  - Primary Location:
    - Click **SUITE 229 NORTH—ISC NORTH-HUMAN RESOURCES DEPARTMENT**
    - or
    - Click **ISC-10300 JONES RD., SUITE 229**
  - Primary Classification:
    - Click one of the following options:
      - **SUBSTITUTE - NURSE**
      - **SUBSTITUTE - PARAPROFESSIONAL**
      - **SUBSTITUTE - TEACHER**
  - 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 SCHEDULE**
      - Click on **GET MAP** 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 or course
      - Place your cursor on the **COURSE CATALOG** tab
      - Click **Search**
      - **DO NOT** click “View Schedule Calendar.”
      - A **GREEN** box will appear.
      - Leave all lines blank.
      - Click **Search** button at the **BOTTOM** of the box.
      - A box with courses will appear below the **GREEN** box.
      - Click on the appropriate course title: **Substitute New Applicant Training/Orientation.**
      - Choose SRN date and time.
      - Click on **GREEN REGISTER** icon