



# Electronic Registrar Online

A product of eSchool Solutions

Now you can register for courses, check your transcript, view contact information and more via the Internet as well as the telephone.

## To Register for Classes, Dial Toll-Free 1-877-453-3443

GUIDELINES FOR USE OF THE ELECTRONIC REGISTRAR ONLINE VIA THE PHONE	
You Hear:	You Do:
Welcome greeting to the Electronic Registrar Online	Dial the new number (1-877-453-3443)
Enter NISD Organization ID followed by the pound sign	<b>15915#</b>
Enter your ID followed by the pound sign	Enter your employee number (without the e) then press the pound sign.
Enter your Personal Identification Number (SEMS PIN) followed by the pound sign	IF YOU DO NOT HAVE A PIN: Follow the prompts to select one. Select a number between 4 and 9 digits long that you will remember! Select the PIN assigned to you by the Substitute Employee Management System (SEMS), or your birthday, or another familiar number. Write it down somewhere private!
<b>First time calling</b> There is no voice greeting on file. Would you like to record one?	1 = Yes. Follow prompts to record your name to be heard when you log in. 2 = No. You will hear the question again until you record your name.
<b>Second and future calls</b> After hearing your name, you will hear the Main Menu.	1 = To Register for a Course. Follow the prompts to enter a number unique to the course offering for which you want to register. This number can be found on the course listing. 2 = To Drop a Course. Follow the prompts to cancel your registration for a course. 3 = To Review Your Course Schedule. This will give you a listing of the courses you are currently registered for. 4 = To Exit.



## Dial Toll-Free 1-877-453-3443

Only for System Administrator (Operator of ERO):	
You Hear:	You Do:
Dial the new number	Welcome greeting to the Electronic Registrar Online
<b>NEW</b> Enter <i>your</i> Organization ID followed by the pound sign	XXXXXX #
Enter your ID followed by the pound sign	Enter your ____ number, then press the pound sign.
Enter your Personal Identification Number (PIN) followed by the pound sign	See the registrant section on the preceding page.
<b>First time user</b> There is no voice greeting on file. Would you like to record one?	1 = Yes. Follow prompts to record your name to be heard when you log in.  2 = No. You will hear the question again until you record your name.
<b>Second and future calls</b> After hearing your name, you will hear the Administrator Menu.	1 = To Maintain Course Descriptions. Select this prompt to voice a course title (and BRIEF description if you would like).  2 = To Cancel a Course. Follow prompts to cancel a course.  3 = For the Registrar Menu. This connects you to the menu Registrants will hear when calling the system. You must select this prompt to register for courses yourself. (See below)  4 = To Maintain Credit Type Name Descriptions. Select this prompt to voice the credit type names. This voicing is required in order to use the Allow Credit Type Choice feature.  5 = To Exit.
Upon Selecting Option 3 from the Administrator Menu, you will hear the Main Menu.	1 = To Register for a Course. Follow the prompts to enter a number unique to the course offering for which you want to register. This number can be found on the course listing.  2 = To Drop a Course. Follow the prompts to cancel your registration for a course.  3 = To Review Your Course Schedule. This will give you a listing of the courses you are currently registered for.  4 = To Exit.