

HOW TO USE THE ELECTRONIC REGISTRAR ONLINE

FROM ANY NISD COMPUTER

1. Log on to the following website: www.nisd.net
2. Select the orange **INTRANET** button
3. Select the **ERO (Electronic Registrar Online)** link from the left hand column of the **Quick Links** box

You are now on the Electronic Registrar online page.

Enter your **Employee ID Number** (do not type in the letter e)

Then put in your **PIN number** (this is your SEMS pin) if you don't know your PIN number or cannot remember it, **dial 522-8987** and follow the prompts.

FROM YOUR HOME COMPUTER, USE THE FOLLOWING INSTRUCTIONS:

1. Delete anything in your address box and type **ero.eschoolsolutions.com** and enter
2. Type in the district number **15915** and enter
3. Type in your **Employee ID#** (e number, without the e) and your **PIN number** and you are in.
4. If you do not know your PIN, or forgot your PIN, **dial 522-8987** and follow the prompts.

TO SEARCH FOR CLASSES BY DATE:

This search will show you all current sessions you can register for in date order.

1. Click on the **Course Catalog** tab
2. Scroll down to the **Display Results as:** and choose **List by date** from the drop down menu.
3. You do not need to enter any other information to search by date.

TO DO AN ALPHABETICAL SEARCH FOR ALL CLASSES YOU CAN TAKE:

This search will show you all current sessions you can register for in alpha order.

1. Click on the **Course Catalog** tab
2. Scroll down to the **Display Results as:** and choose **List by course** from the drop down menu.
3. You do not need to enter any other information to an **Alphabetical** search.

TO SEARCH BY CURRICULUM CATEGORY:

This search will show you all current sessions you can register for in a particular curriculum category.

1. Click on **Curriculum:** Choose the category you wish to search by and hit the **search** button.

If you have any problems please call 397-7922 for assistance.