

For METROPOLITAN NASHVILLE PUBLIC SCHOOLS

Requirements:

An Internet Service Provider (i.e.: Internet access)

Getting to the Electronic Registrar Online

1. In the address field at the top of your Internet browser screen type:
ero.eschoolsolutions.com *Do not enter "www" before the address!*
2. Press the <Enter> key on your keyboard or click on "Go". A screen similar to the following screen will appear:

Metropolitan Nashville Public Schools
December 28, 2009 11:22 AM

Welcome to the Electronic Registrar Online

Please enter your Organization's ID

If you have forgotten your Organization ID, please contact your System Administrator

Secured by Thawte
2009-12-28

Your security is important to us.
The Electronic Registrar Online is a secure site as denoted by *https* in the address field of your browser. To view your browser's encryption level, click the *Help* menu at the top of the browser window for maximum protection.

Organization's ID is 37204.
(The zip code for Bransford Ave location.)

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3. Enter the Organization ID, which is **37204**. (The zip code for Bransford Ave. location.)

Metropolitan Nashville Public Schools
December 28, 2009 10:25 AM

Right-click [here](#) and choose 'Bookmark this link...' to bookmark this page.

Welcome to the Electronic Registrar Online
Metropolitan Nashville Public Schools (If this is not your district, [click here.](#))

Login

User ID

PIN

[Don't have a PIN?](#) | [Forgot your PIN?](#)

First time user?
If you have been assigned a User ID and do not have a PIN, click the "Don't have a PIN?" link or call the Electronic Registrar Online at 1 (877) 453-3443 to register and create a PIN.

Secured by Thawte
2009-12-28

Your security is important to us.
The Electronic Registrar Online is a secure site as denoted by *https* in the address field of your browser. 128-bit encryption is recommended for maximum protection. To view your browser's encryption level, click the *Help* menu at the top of the browser window, then select *About*.

First, bookmark this site.
Since you do not have a PIN, you need to click **Don't have a PIN?**

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4. Be sure to **Bookmark** the web address. The first time you try to access ERO, you will need to create a PIN by clicking in **Don't have a PIN?**

Welcome to the Electronic Registrar Online

Metropolitan Nashville Public Schools (If this is not your district, [click here.](#))

Register and Create PIN

You can also register and create your PIN by telephone at: 1 (877) 453-3443

*User ID:

*Create PIN: (4 to 9 digits, numbers only)

*Re-type PIN:

Your User ID is the 6 digit number given to you via email.

Your PIN is 4 to 9 digits long and is ALL NUMBERS!



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- Once you click Submit, you will be logged into the system. If you have an administrator role, that is the default role. You will see tabs at the top of the window to help you navigate. Please be sure to contact **YMCA Learning Experiences at 615.259.9622 x70138 or srasmussen@ymcamidtn.org** you need further assistance.



TO REGISTER FOR A COURSE

1. Click on the Course Catalog tab at the top of the screen. Using the drop down menu for curriculum , select NAZA. Then click Search.

Search for district courses View Schedule Calendar

Curriculum: NAZA (46000-46999)

Credit type: *All Courses*

Course Code or Title: *General Courses (00000-09999)*

Session (SRN): Art (ART 10000-19999)

Session Budget Code: Career Technical Education (CTE 43000-43999)

Start Date Range: Chancery SMS (CHAN 20000-20999)

Results: Content Management System(44000-44999)

NAZA (46000-46999)

PL Site Based Training (PL 39000-39999)

Praxis (PRAX 32000-32599)

Pre-K (32600-32999)

Reading (Read 33000-33999)

Safe and Drug-Free Schools & Communities (SDFS 34000-34999)

Safety and Security (SAS 35000-35999)

Science (SCI 36000-36999)

Small Learning Communities (SLC44000-44999)

2. Find the course you would like to attend under the Course Title Column. Click the Registration link on the right of the screen.

Search for district courses View Schedule Calendar

Curriculum: NAZA (46000-46999)

Credit type: No credit types are defined

Course Code or Title:

Session (SRN):

Session Budget Code: No budget codes are defined

Start Date Range: From: To:

Results: List by Course

[Advanced Search](#)

Course Title	Course Code	Starts	
Intro to Positive Youth Development	46001	Tue 01/12/10	Register
Youth PQA Basics for Self-Assessment	46002	Tue 01/26/10	Register

3. Once you identify which course works for you, select the green registration button on the left of the screen.

The screenshot shows the 'electronicregistrar ONLINE' interface. At the top, there are navigation tabs: Home, Course Catalog, My Current Schedule, My Transcript, My Profile, My Programs, My Plan, and My Evaluations. Below the tabs, there are instructions: 'Select a session by clicking on the green circle labeled "Register."' and 'If enrollment in a session must be approved, click the green circle labeled "Request Enrollment."'

The main content area is titled 'Course Information' and includes a 'Back to Search Results' link. The course details are as follows:

- Course Code: 46001
- Name: **Intro to Positive Youth Development**
- Description: This workshop presents an overview of positive youth development in the context of Nashville's Five Principles for engaging and equipping young people. Experience frameworks, strategies and tools that will strengthen your relationships and programming with middle school youth. Be prepared for rich conversations, personal reflection and power-packed interactive activities that will inspire and equip you in your work.
- Requirements: There are no prerequisites for this course.

Below the course information is the 'Course Sessions (Choose a session to register)' section, which lists two sessions:

SRN	Status	Location
20104600101	Active	Downtown YMCA
20104600102	Active	Downtown YMCA

Each session entry includes a 'Register' button (a green circle with a white registration icon) on the left. To the right of the session details, there is a table with columns for Credits, Hours, and Reg. Fee. For both sessions, Credits are 0.00 and Hours are 4.00. The registration fee is \$ 0.00.

Additional information for both sessions states: 'If you have trouble registering, contact YMCA Learning Experiences at 615.259.9622 x 70138. MNPS personnel should check with their principals before registering.'

Click here to register.

4. You should receive an email confirmation in your inbox.

To DROP A REGISTERED COURSE

1. From the tabs at the top of the screen, select My current schedule. Click the “Click to Drop” link on the left of the screen. You will be no longer be registered for this course.

The screenshot shows the 'electronicregistrar ONLINE' interface. At the top, there are navigation tabs: Home, Course Catalog, My Current Schedule, My Transcript, My Profile, My Programs, My Plan, and My Evaluations. Below the tabs, there are links for Weekly Calendar View, Monthly Calendar View, Self-Paced Sessions, and View Unpaid Courses. A welcome message for 'Shai' is displayed, followed by a note about waiting lists. A callout box points to the 'My Current Schedule' tab and the 'Click to Drop' link, with the text: 'Use tabs to find “My Current Schedule.” Click “Click to Drop.”' Below this, a 'Schedule' table is shown with columns for Course #, Course Title, and Session #. The first row contains 'Click to Drop' (circled), '48001 Intro to Positive Youth Development', and '20104600101'. Below the table, the location is 'Downtown YMCA' and the date & time is 'Tue Jan 12, 2010 08:00 AM - 12:00 PM'. At the bottom, there is a footer with 'eSchool SOLUTIONS', 'Terms of use', 'Privacy', and 'Copyright © 2000-2010'.

Use tabs to find “My Current Schedule.” Click “Click to Drop.”

Course #	Course Title	Session #
Click to Drop 48001	Intro to Positive Youth Development	20104600101

Location [Downtown YMCA](#)

Date & Time Tue Jan 12, 2010 08:00 AM - 12:00 PM

Home Course Catalog My Current Schedule My Transcript My Profile My Programs My Plan My Evaluations Help

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