



Using the Electronic Registrar Online [ERO]

Before You Begin

The Electronic Registrar Online [ERO] is an online staff/professional development tool which enables employees to locate and register for training opportunities within the school division.

Employees will need to obtain their employee ID and a FOUR digit PIN. If you do not have these items please call or email Phyllis Pinion – 540-586-1045 ext. 222 or ppinion@bedford.k12.va.us.

Using ERO

The Electronic Registrar Online [ERO] can be accessed through the Bedford County website.

1. Open your browser and go to the Bedford County website.

www.bedford.k12.va.us

2. Find the **Electronic Registrar** link on the left under **Quick Links** and double click.

Electronic Registrar



Bedford County Public Schools

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Electronic Registrar
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Welcome to Bedford County Public Schools' web page. Bedford County is located at the foot of the beautiful Blue Ridge Mountains in the heart of central Virginia. The public school system of Bedford County is dedicated to excellence in education and strives to ensure that all children of school age receive the highest quality education appropriate to their individual needs and abilities.

Using Electronic Registrar Online [ERO]

Bedford County Public Schools August 12, 2008

Bookmark this page

Welcome to the Electronic Registrar Online

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

Login [Forgot your PIN?](#)

User ID

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 on the previous page or call the Electronic Registrar Online at 1 (877) 453-3443 to register and create a PIN.

Secured by Thawte
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.

3. Enter your employee ID [which will be a FIVE digit number] and your FOUR digit PIN. Click on the **Login** button.

Note: If you have forgotten your PIN, click on the **Forgot your PIN** link to have ERO email your PIN to you.

4. The **Home** tab will open upon entering the site. From here there is access to the course catalog, the User's current schedule, transcript, profile, and programs, as well as links to online help.

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

EDWARD HOISINGTON,

Welcome to the Electronic Registrar Online

Announcements

None

For Assistance: Email your System Administrator

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

Search for district courses

[View Schedule Calendar](#)

Curriculum:

Credit type:

Course Code or Title:

Session (SRN):

Session Budget Code: **No budget codes are defined**

Start Date Range: From: To:
(MM/DD/YYYY) (MM/DD/YYYY)

Results: List by Course

[Advanced Search](#)

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5. To search for course offerings, click on the **Course Catalog** tab. Use the dropdown arrow next to the Curriculum label to search for a particular course within that curriculum.

Using Electronic Registrar Online [ERO]

Example: A search for courses within the Literacy Curriculum will produce the following course selections.



[View Schedule Calendar](#)

Search for district courses

Curriculum: Literacy

Credit type: ▼

Course Code or Title:

Session (SRN):

Session Budget Code: No budget codes are defined

Start Date Range: From: To:
(MM/DD/YYYY) (MM/DD/YYYY)

Results: List by Course ▼

[Advanced Search](#)

Course Title	Course Code	Starts	
Assessment is NOT a Dirty Word	LIT07019	Mon 11/10/08	Register
Closing the Achievement Gap	LIT07018	Mon 11/03/08	Register
Economics in the Classroom	LIT07017	Tue 10/21/08	Register
Foldables!	LIT07014	Tue 10/14/08	Register
Getting More from Benchmark and Inform	LIT07013	Thu 10/09/08	Register
High Stakes - Low States Writing and Rubric Scoring	LIT07006	Thu 09/18/08	Register
I've Given the PALS Assessment. Now What Do I Do?	LIT07011	Thu 10/02/08	Register
Implementing Word Study in the Related Arts Curriculum	LIT07010	Tue 09/30/08	Register
Introduction to the Response to Intervention (RTI) Model	LIT07007	Mon 09/22/08	Register
Literature Circles	LIT07008	Tue 09/23/08	Register
Qualitative Reading Inventory (QRI) Refresher Course	LIT07012	Mon 10/06/08	Register
Quality Teaching and Learning	LIT07015	Thu 10/16/08	Register
Removing the Mask: Giftedness in Poverty - Book Study (4 Sessions)	LIT07009	Mon 09/29/08	Register
UVA - EDIS 589A CRISS - Reading Comprehension Strategies	LIT07003	Sat 09/20/08	Register
Working with Students: Discipline Strategies for the Classroom - Book Study (3 sessions)	BHV01004	Thu 09/25/08	Register
Writing Student Achievement Goals	LIT07016	Mon 10/20/08	Register

6. To register or find out more information about the course, click on the **Course Title** or the **Register** link.

7. The **Course Information** will be displayed. To register for the course, click on the **Register** icon



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Select a session by clicking on the green circle labeled "Register."
 If enrollment in a session must be approved, click the green circle labeled "Request Enrollment."

Course Information [Back to Search Results](#)

Course Code	LIT07019		
Name	Assessment is NOT a Dirty Word		
Description	Assessment is a necessary component of the instructional cycle. Learn about key components of good multiple choice, essay and short answer questions as well as methods of assessing students in creative ways.		
Requirements	There are no prerequisites for this course.		

Course Sessions (Choose a session to register)

 Register	SRN	Status: Active	Location:	Bedford Science and Technology Center	
	2008070191	# Seats Available: 34	Registration Starts:	07/29/2008 12:00 AM	
		# On WaitList: None	Registration Ends:	11/09/2008 11:59 PM	
		Delivery Method: Workshop	Late Drop Starts:		
		Stipend: None	Late Drop/No Show Fee:	\$ 0.00	
		Target Audience: None	Session Budget Code:		
		Presenters: BOBBI JOHNSON			
		Date/Time: 11/10/2008 03:30 PM - 05:30 PM			
		Credit Types	Credits	Hours	Reg. Fee
		Recertification Points	5.00		

Additional Information: Target Audience: Teachers

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- Once you have registered for the course, a **Registration** window will be displayed – confirming the registration was successful.

EDWARD, you have successfully registered for the following course and session.

Registration for Session Successful					Return to Catalog
	Date & Time	Course Title	Course #	Session #	
Enrolled	Mon Nov 10, 2008 03:30 PM - 05:30 PM	Assessment is NOT a Dirty Word	LIT07019	2008070191	

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Note: If you are on a waiting list for any courses, you will be notified via email should those courses become available.

- Should you need to drop a course, click on the **My Current Schedule** tab. Remember it is a professional courtesy and the responsibility of the registrant to drop the course in a timely manner so that those who have been wait listed can enroll.

***electronicregistrar ONLINE** [Exit](#) [Help](#) Bedford County Public Schools August 12, 2008 10:19 PM

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[Weekly Calendar View](#) [Monthly Calendar View](#) [Self-Paced Sessions](#) [View Unpaid Courses](#)

EDWARD, welcome to your course schedule.
If you are on a waiting list for any courses, you will be notified via email should those courses become available.

Click on the Session # link for detailed information on instructors, fees and credits.

Schedule		
Course #	Course Title	Session #
Click to Drop LIT07019	Assessment is NOT a Dirty Word	2008070191
	Location Bedford Science and Technology Center	
	Date & Time Mon Nov 10, 2008 03:30 PM - 05:30 PM	

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- To drop a course, click on the **Click to Drop** link to the left of the window. The next screen to appear will ask if you are sure you want to drop this course – click **Yes** to drop or **No** to remain enrolled in the course.
- The **My Transcript** tab allows you to see courses you have already taken and displays the recertification points received for those courses.
- The **My Profile** tab allows you to see your demographic information – there is a **Modify Profile** link; however, the only information you are able to change is your home address and email.