

ERO Directions

Log into ERO (Electronic Registrar Online)



<http://ero.henrico.k12.va.us>

User Name: <your email user name>
Password: <your email password>

Recommended Browser

Mac: Safari

PC: Internet Explorer

**Always use this address with user name and password to access ERO. The old log in page and pin numbers no longer work. Bookmark this address for future reference and delete other bookmarked URLs.

Registering for a Session

Click on the **Course Catalog** tab at the top of the screen and use one of these methods to select a course and session.

By Course

1. Enter the title (or at least one word from the title) **or** course number in the box to the right of **Course**.
2. Click on **Search**.
3. Scroll down to find the course for which you wish to register.
4. Click on the word **Register** to the left of your chosen course **or** click on the **Course Title**.
A list of sessions (course meetings) will appear.

By Session

1. Enter the **SRN** (session reference number) in the box to the right of **Session**.
2. Click on **Search**.
3. The title of the course corresponding to the SRN will appear.
4. Click on the word **Register** to the left of your chosen course **or** click on the **Course Title**.
A list of sessions (course meetings) will appear.

- Choose a session to register for by clicking on the circle in the blue box to the left of the session you desire. The box will have a green circle if you are eligible to register. The circle will be red if you are already registered for that session. The circle will have a line through it if you have been restricted from attending (i.e., you are not part of the intended audience.)
- Successful registration will say ENROLLED.
- If there is a CONFLICT in the schedule of courses for which you are registered, it will not allow you to register for that session. This will be indicated on the screen along with the session that conflicts.
- If the session is FULL, you will have the option to be added to a waiting list. This list will automatically register you when/if a space becomes available. You will be notified via email when/if you are added. It will also appear on your Current Schedule.
- Return To Catalog to register for additional courses.
- Once you have completed your tasks in ERO, click on EXIT or close your Internet Browser completely. Otherwise, someone may be able to access your information using the browser's back arrow.
- Check your HCPS email regularly for updates and cancellations.

Other ERO Features

Tab	Description
My Current Schedule	The courses/sessions for which you are currently registered are listed here. You may view the course description by clicking on the Course Title. Click on the word Drop to the left of the course/session that you want to drop. This occurs instantly.
My Transcript	To view entire transcript, click on "Display" without entering a date range to view your entire transcript. Or view a partial transcript by entering a date range. To print a certificate of completion, select the transcript view and click on the "Certificate" option to the left of the attended course.
My Profile	This information is populated by the HR system. This information can not be changed in the ERO system.
My Evaluations	From the list of available evaluations for sessions that you have attended, click on "Evaluate" to complete an evaluation for that session. An evaluation can only be completed once and MUST be completed to process payment.