

Instructions for registering for workshops on ERO:

1. Click on **CLICK HERE** on the staff development site at www.hartserve.org (if you go through the www.hartdistrict.org site, then you'll need the organization ID 14135)
2. Enter your user name: same user name as in the SEMS online system (email Rebecca Brammer if you have problems logging on)
3. Enter your pin: SEMS number (sub)
4. **UPDATE YOUR EMAIL ADDRESS IN PROFILE!**
5. Select course catalog tab
6. Course: type workshop name OR
Curriculum: Professional development and SEARCH
7. Click on workshop name
8. Click on green register icon
9. Choose either professional growth or hourly rate for outside of school day; sub coverage
10. Choose yes or no for sub
11. Click on continue
12. You should be registered