

## Do you want to...

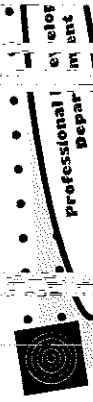
- Register for professional development offerings via the Internet or phone—24/7.
- Register for classes using a simple and reliable process—where confirmation is immediate.
- Have your professional development hours processed within days of attendance.
- Receive e-mail confirmation of registration, notification of changes, cancellations, movement waiting lists, etc.

Then eSchool Solutions' Electronic Registrar is for you!

Date: 11/29/06, Rev. A

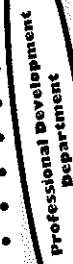
## FAQS...

- I can't remember my User ID # or my PIN. Where can I find my "business card" or PIN in my eSchool ID? Recall your User ID #, your last 4 digits of your office number, or e-mail your question to [help@Sac-City.k12.ca.us](mailto:help@Sac-City.k12.ca.us)
- I call the Professional Development hotline @ 916.325.8787. What happens if I have another question? All of your information, including the registration #, which is the same for every district.
- Do I have to register for trainings that occur at my site? No. Your administrator will contact you to complete training. These forms will be submitted to the Professional Development Department for uploading into the eSchool system.



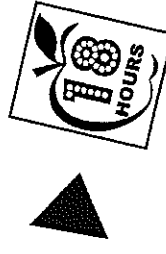
Nancy Wai,  
Administrator  
Tina Chuck,  
Office Technician

Phone: 916.325.8787  
Help Hotline: 916.325.8787  
Fax: 916.325.8787  
English Help  
CUR-F019  
[Sac-City.k12.ca.us](http://Sac-City.k12.ca.us)



# Electronic Registrar Online

Professional Development Course Registration Via the Internet  
CUR-F019



Sacramento City Unified School District

# My Profile



Click on the "My Profile" tab. Here's how to update your personal information, and, most importantly, your email address. Why? You'll receive confirmation for all the necessary training is here is a change, or an email of all the necessary information for a popular training, or you're on a waiting list. If you've moved into the class, you'll receive a note when you've moved into the class. Quick, reliable and efficient!



Want to receive credit for your training? Complete a District Training Request Form for APJ on the District's website. For more information, call the Personnel Department for more information.

## Too Many Hours?

Have more hours than you need? Remember that after the first 18 (24), any extra hours can be used for professional improvement or salary advancement. Print out your transcript (from the "My Transcript" tab), save up your hours, and when you have enough, take your transcript to the Personnel Department (call the Personnel Department for more information).

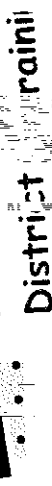
## Got Hours?

It's easy to check. Log on to eSchools, click on the "My Transcript" tab, and you'll see the hours you've accrued. Want to see the hours you've accrued for this year? Type in the date range (July 1—current date) and you'll see how many more hours you need to get to that magic number of 18 (24).

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