

Do you want to...

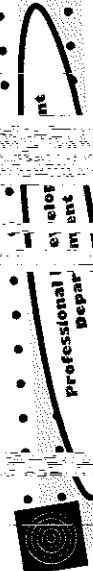
- Register for professional development on the Internet on 24/7
- Register for courses using a simple and reliable process—when confirmation is immediate
- Have your professional development hours processed within days of attendance
- Receive e-mail confirmation, changes, payment waiting lists,

Then school administrators' Electronic Registration is for you!

See: 11/29/06, v. A

FAQS...

- I can't remember my User ID # or my PIN? Find "business card" in your eSchool ID or PIN is S#.
- I need your office number.
- I need your question to e-mail: help@Sac-City.k12.ca.us
- I call the Professional Development Office @ 916.325.8787
- What happens if I have another school or I change grade levels? 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 inform you at the time of training. These forms will be submitted to the Professional Development Department for uploading into the eSchool system.



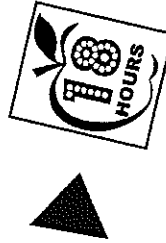
Nancy Wai, Administrator
Tina Chuck, Office Technician

Phone: 916.325.8787
Help Hotline: 916.325.8787
Fax: 916.633.2195
Email: help@Sac-City.k12.ca.us



Electronic Registrar Online

Professional Development Course Registration Via the Internet
CUR-F019



Sacramento City Unified School District

My Profile



Go to My Profile

Click on the "My Profile" tab. Here's how to update your personal information, most importantly, your email address. Why? You'll receive confirmation for this year (July) and you'll see how many more hours you need to get to that magic number of 18 (24).



Too Many Hours?

Have more hours than you need? Remember that after the first 18 (24) hours, you can use for professional development, salary advancement. Print out your transcript (from the "My Profile" tab) and save up your hours. When you have enough, take your transcript to the Personnel Department for more information.

Attend in a District

Want to receive credit for training outside of the District? Contact your District/Individual Representative under the "Forms" link on the development site (www.cusd.edu). Complete administrator's signature, and you're on your way!

My Profile

Click on the "My Profile" tab. Here's how to update your personal information, most importantly, your email address. Why? You'll receive confirmation for this year (July) and you'll see how many more hours you need to get to that magic number of 18 (24).

Go to My Profile

Click on the "My Profile" tab. Here's how to update your personal information, most importantly, your email address. Why? You'll receive confirmation for this year (July) and you'll see how many more hours you need to get to that magic number of 18 (24).



Too Many Hours?

Have more hours than you need? Remember that after the first 18 (24) hours, you can use for professional development, salary advancement. Print out your transcript (from the "My Profile" tab) and save up your hours. When you have enough, take your transcript to the Personnel Department for more information.

Attend in a District

Want to receive credit for training outside of the District? Contact your District/Individual Representative under the "Forms" link on the development site (www.cusd.edu). Complete administrator's signature, and you're on your way!