

**Prince George's County Public Schools
Department of Health Services
Certified Medication Technician Program**

Instructions to Register Electronically for CMT Classes

1. You must be registered in Electronic Register Online (ERO)
2. If you are registered in SEMS (Substitute Employee Management System) and you are already registered in ERO, you may use the same user ID and PIN.
3. If you are not registered in SEMS, follow these steps.
 - a. Call 1-877-453-3443
 - b. Enter your organization ID: **20772**
 - c. Enter your used ID (your EIN)
 - d. The system will then prompt you to select a number between four and nine digits in length as your PIN. **Write it down!**
 - e. **If you forget your PIN**, go to the ERO website.
 - f. Enter the organization ID (20772) and your used ID (your EIN).
 - g. Click **Email PIN** to Have your PIN emailed to you

Once you have a PIN, you must access ERO.

Go to www.pgcps.org

Click on **Employees** at the top of the home page on the right side.

Go to the bottom of the page and find the Employee Resources Section.

Click on **Electronic Registration Online (ERO)**, which is the 9th item in the left hand column.

1. A **login** screen will be displayed. Enter the 5 digit organization code: **20772**.
2. Enter your user ID (EIN)
3. Enter your PIN
4. Click **login**.
5. Click the **Course Catalog** tab.
6. Enter CMT in the Course box.
7. Click CMT- **Certified Medication Technician Training** displayed below the search criteria.

To register for the CMT course.

1. Read the CMT course information so that you understand the requirements and expectations.

2. Print a copy of the course information in landscape to share with your principal.
3. Select the 4 day class session that you wish to attend.
4. Click on the green **register** button in the left column.
5. You will receive an email confirming your registration, if you have registered correctly.
6. **If you do not receive a confirmation email immediately, contact Corine Cochran or Nancy Eaton at the Department of Health Services at 301-749-4556.**