

- Welcome to your initial training on Electronic Registrar
- During this training you will learn how to access the program and log in to the system, as well as learn how to update your profile.
- The simplest way to do this is to open your browser and navigate to the Warrick County School Corporation website (www.warrickschools.com)
- Open the ELECTRONIC REGISTRAR link
- This will open the login page for Electronic Registrar
- On this screen you are prompted to enter your USERNAME and PIN code. Your USERNAME is your employee identification number which can be found in the upper left hand corner of your pay stub. Use whole numbers only. No decimal points or trailing zeros. Your PIN code is your date of birth. You simply enter the numbers with no slashes or dashes. For example: March 10, 1965 would be entered as 31065. Do NOT use a leading zero when entering the month. DO use a leading zero in the day field if it is a single digit.
- Once you have entered this information, click the login button.
- The first time you log in you may get a screen that asks you to read and accept the terms and conditions. If that is the case, click the appropriate box and then click on ACCEPT.
- The next screen is the WELCOME screen, which will be the first screen you see each time you login.
- Be sure to read the ANNOUNCEMENTS each time you login, as these will change frequently to reflect the most recent information. As you can see, the current announcement for users reads as follows:
- So, let's get started updating your profile.

- First, go to the MY PROFILES tab, and click.
- All of your profile information is located on this page. Some profile information still needs to be completed. At this time, you are asked to review your profile information for accuracy. Note any inaccuracies in the data that you find, so that you can submit the information later for correction.
- Next, click the MODIFY PROFILE link in the top/right corner of your profile page. Complete all of the required fields. When finished, scroll to the bottom of the page and click UPDATE. This is very important, as no data will be saved unless you click the UPDATE button.
- Now, go to the HOME tab and click to return to the home page. If you noted any incorrect information on your profile, please click on the SYSTEM ADMINISTRATOR link on the left side of the page. This will open up your email and allow you to notify the System Administrator of the errors. Edits will be made as soon as possible after your message has been received. Please use the SYSTEM ADMINISTRATOR for all of your inquiries.
- When you are ready to leave the program, simply click the EXIT button.
- Thank you for updating your profile. Registration and certification functions will become available soon, and you will receive additional training at that time.