



Orange County Schools Teachers Online Registration Manager

User's Guide

To log on to OCSTORM.

- ❖ From the OCS Web page, click on Staff and scroll down to OCSTORM.
- ❖ From OCSTORM, select the link you need: End User, Facilitator, or Approver. Most people will be signing in as an End User.
- ❖ Log in using your current OCS username and password.

If you are a first time user, edit your profile by completing the following steps:

- ❖ On the OCSTORM web page go to the tab labeled INSTRUCTIONS, click on EDIT PROFILE INFORMATION.
- ❖ Follow the instructions on the screen and edit your profile.
- ❖ Your employee number may be the last four or five digits of your SS#.
(If you have trouble logging in to your profile, please call Gwen Moore @ ext 12710)

Find and Register for a Workshop:

- ❖ Click on Calendar.
- ❖ Click on the name of the workshop you want.
- ❖ Click on the register button at the top of the form.
- ❖ Fill in your Employee Number and click on the Retrieve Employee Data button.
- ❖ Submit Registration.
- ❖ You should receive a "Thank You . . . You are registered" message.

View or Cancel a Workshop

- ❖ Click on Registrations.
- ❖ Enter your employee number. Press Enter. The workshop titles you have registered for will appear.
- ❖ Select the workshop you wish to cancel. Click on the Cancel Registration button at the top of the form. You should receive a "You have successfully cancelled your registration" message.

Complete The Evaluation (You must complete the evaluation to receive CEU credit.)

- ❖ Click on the evaluation tab. Key employee number in twice type "go". Select the workshop you attended **(if it is not listed, the workshop facilitator has not yet verified attendance so credit can be awarded).**
- ❖ Complete the evaluation and print a certificate.