

Registering Online

Online registration can be a tricky due to changes in browser software which have occurred since the original professional development database was developed. These problems have been noted and will be addressed in 2013 as the CEO moves to a new administration package. At this stage registration is best completed using Internet Explorer on a PC. Mac users have very little success. If you are a Mac user or experience problems please provide the details listed in Part B below and send it through to gary.carey@syd.catholic.edu.au. Upon receipt of the data, your information will be added to the database and uploaded to the Institute.

Part A: Registering online (best completed using Internet Explorer on a PC)

1. go to the CEO Sydney Website <http://www.ceosyd.catholic.edu.au>
2. move your cursor over “teachers” on the green navigation band near the top of the webpage, a drop down box will appear, then click on “continual learning”,
3. this will take you to a new page, click on “professional development” in the menu on the left hand side of the page,
4. when the new page opens click on “Inservice Guide” which appears in green on the right side of the page
5. when the Inservice Guide loads, scroll down the left hand menu of the new page and click on “Science”
6. when the new page opens, locate and click on *Advancing Science by Enhancing Learning in the Laboratory (ASELL) project 2013* – course code IWGC61
7. click on the blue label in the table near the bottom of the page e.g. “[Session 1](#)”
8. when the new page opens, complete the registration details by following the prompts. Personnel from the University or DEC will need to register as teachers from another diocese, e.g. Sydney, Broken Bay, Parramatta or Wollongong, whichever is geographically closest.
9. for further information click “Back” until you come to the screen where you clicked on Science and read the explanation in the middle of the page.

Part B: Registration details for those people unable to complete online registration. Please send these details to gary.carey@syd.catholic.edu.au

School Details

School Name
School Street Address
Suburb
Postcode

Participant details

Title
First name
Preferred name
Surname
Email address
NSW IoT number