

How to Register for Financial Responsibility Training

The Financial Responsibility Training is available online via PDMS and Schoology. EdAccess is the Department of Education's Single Sign-On Solution. EdAccess grants a user access to multiple educational resources with one username and password. End users access PDMS and Schoology via EdAccess or their charter school's Single Sign-On Solution. For additional information about EdAccess, please refer to the [EdAccess FAQ](#) document available on the DOE website.

PLEASE NOTE: If you are a board or CBOC member at one of the following charter schools, you will complete the EdAccess registration steps found on the next three pages:

- Charter School of New Castle
- East Side Charter School
- Thomas Edison

If you are a board or CBOC member at any other charter school not listed above, EdAccess does not apply to you. Please contact your school's technology department for information about obtaining an account. Your charter school is implementing their own Single Sign-On solution and you need to follow their instructions on how to access their system. Once the charter school has established your account, please login based on the instructions provided by the school and then skip to page five of this document.

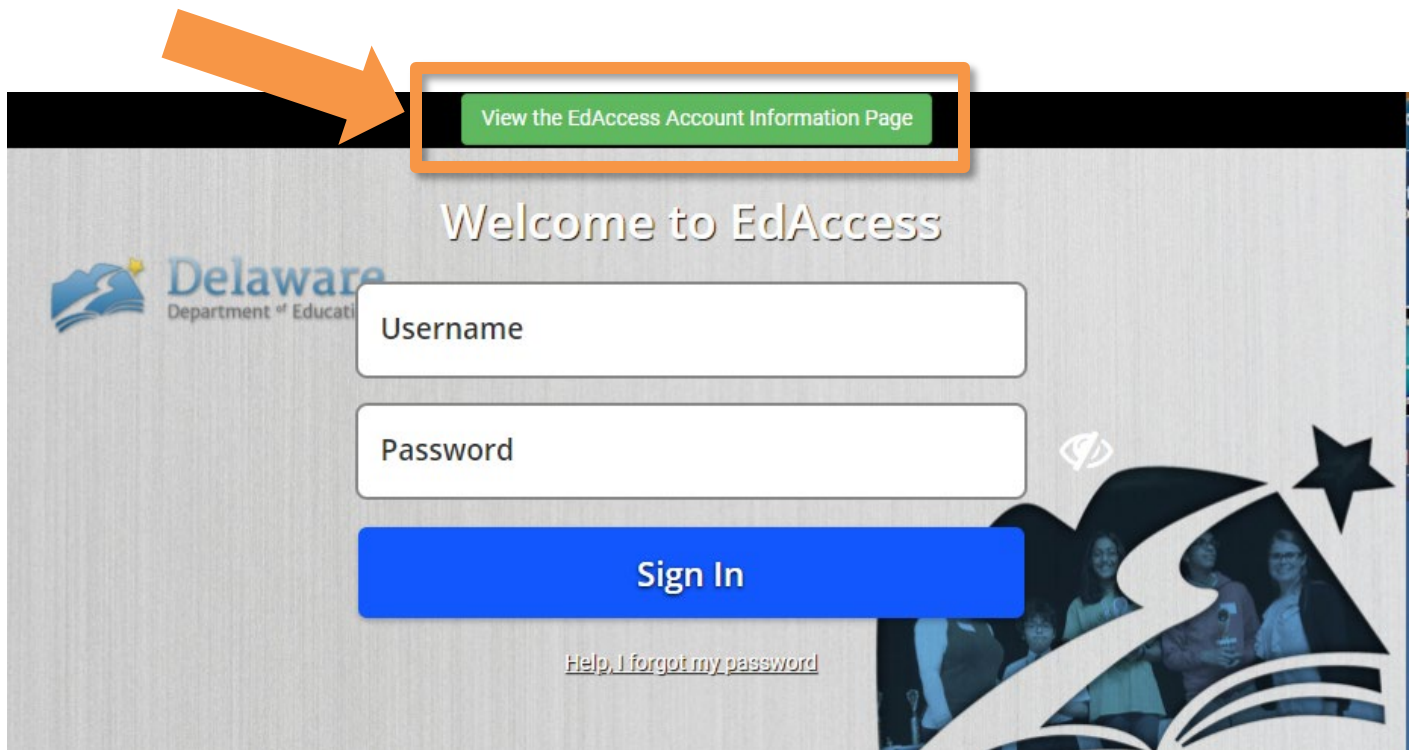
For board and CBOC members at one of the eight charter schools listed above, please go to page two of this document for instructions on establishing or accessing your EdAccess account.

For best results, use Edge, Chrome, Firefox, or Safari as your internet browser when completing the online training. Please do not use Microsoft Internet Explorer.

Go to the Department of Education homepage: education.delaware.gov Click on the “EdAccess” link:



If you already have an EdAccess (formerly IMS) account, login as normal (skip to Page 5). If you do not have an EdAccess account, click on the “View the EdAccess Account Information Page” link:



Next, scroll to the “TAKE ME TO THE ACCOUNT REQUEST PAGE” link and click the button:

Need an account?

I am a member of the general public, a state employee, or a DDOE employee:

- 1. Select the appropriate account type from the drop-down box
- 2. Fill out the required information
- 3. Verify your email address
- 4. Watch your inbox for further correspondence from our team

I am a member of a District or Charter School:

You must reach out to your District or Charter School's technology department to access your local Single Sign-On Solution (ClassLink) for applications. You do NOT need to apply for an EdAccess account.

You will also work with your technology department for any support requests. The DDOE cannot assist you directly with account management or login issues.

TAKE ME TO THE ACCOUNT REQUEST PAGE

When completing the form, please select the following field below:

Please select what type of account you would like to apply for = Delaware Charter School Account

NOTE: If you are with a District/Charter School and need assistance, you must contact your District/Charter School's Technology Department first; the Department of Education cannot assist you directly with login issues.

Select the appropriate account type. Delaware Charter School Account

For Charter Schools supported by the DDOE (Campus Community, Charter of New Castle, East Side, First State Montessori, Providence Creek, Sussex Academy, Sussex Montessori, Thomas Edison)

Full Legal First Name: As it appears on your driver's license

Full Legal Middle Name: As it appears on your driver's license

Full Legal Last Name: As it appears on your driver's license

Email Address: Please enter your work email address

Primary Phone Number: xxx-xxx-xxxx

District: Please select a district

Location: Please select a location

What is your date of birth?: mm/dd/yyyy

What are the last four digits of your SSN?: XXXX

Please select a security question: Please select a security question

Security question answer: Security question answer

What year is it? 2019 2020 2021

I accept the Terms and Conditions

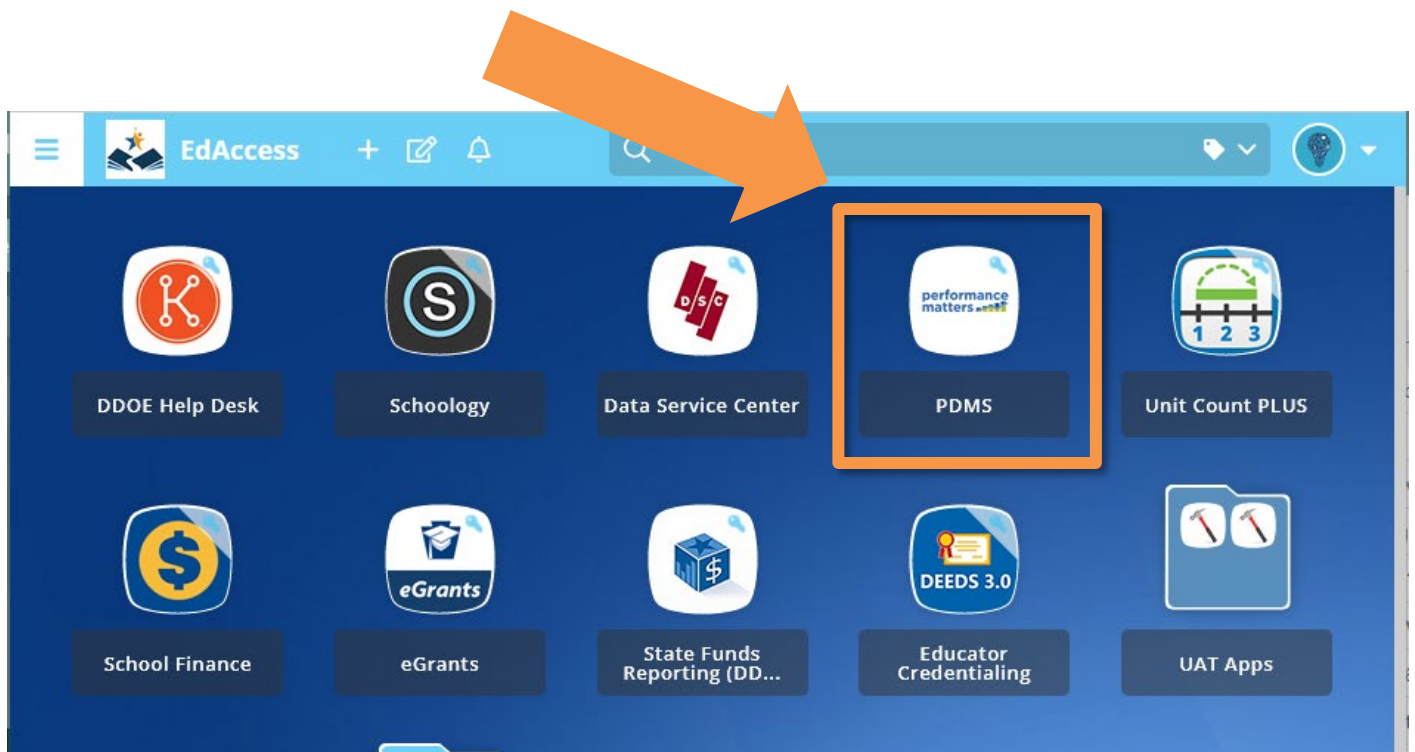
Submit Cancel

Complete the other fields (highlighted above) with your personal information. Please note that the combination of email, last four digits of your SSN, and date of birth must be unique within the EdAccess system. Select your charter school in the "District" and "Location" drop down boxes.

The answer to the security question should be retained in case a password reset is needed in the future.

Notification will be sent to your email address when your account has been approved. When you receive the notification, login to EdAccess (see pages 1-2 above). **Please note-** This is not an automatic process; someone at your charter school must approve your request and setup your account. If you are requesting access outside of normal business hours, please be aware that there will be a delay in establishing your account.

Once logged into EdAccess, click on the PDMS link:



***Note-** Your EdAccess homepage will look different than above as your access to applications will be limited to those associated with the eLearning profile, or to those applications approved by your charter school.

The PDMS application will launch in a new tab. Next, search for the Financial Responsibility Training course by clicking in the search box and typing 26379 and clicking the “Search” button.

The screenshot shows the PDMS application interface. At the top, there is a dark navigation bar with the Delaware Department of Education logo and links for Home, Course Catalog, and Administration. Below this, the main content area is divided into several sections. The 'Welcome' section contains a message about the PDMS system. The 'Course Search' section features a search box with the number '26379' entered and a 'Search' button. An orange arrow points to the search box, and an orange box highlights the search input field and button. To the right, there are sections for 'My Courses' and 'My Surveys'. The 'My Courses' section shows 'No learning op' and buttons for 'My Transcript' and 'My Courses'. The 'My Surveys' section shows 'You currently have no st'. At the bottom, there is a footer with the 'performance matters' logo and copyright information.

PLEASE NOTE: It is extremely important that you select the correct course. Please make sure the course number is 26379 and the title of the course is “Financial Responsibility Training – Charter Board and Citizen Budget Oversight Committee Members.” If the words “School District” appear in the course name, please return to the search box and type in course number “26379.” If you mistakenly take the district version of the course, you will still be required to complete the charter version in order to receive credit for the training.

On the Search Results screen, click on the “Register” button to sign up for the class:

The screenshot shows the Delaware Department of Education's Search Results page. The search term is 26379. The results list one course: #26379 Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members. The course is Instructor Led and offers 7 credits. Below the course details, there is a section titled "Select a section to register" which lists "#46379 Section 1 (2017-2018)" with a date of 09/28/2017 @ 12:00 AM and 997 seats left. A blue "Register" button is highlighted with an orange box, and a large orange arrow points from the top of the page down to this button.

On the Course Registration screen, click on the “Next” button:

Delaware Department of Education

Home Course Catalog Administration

Hello, Brook Hughes

Course Registration

Registering for Course: Financial Responsibility Training – Charter Board and Citizen Budget Oversight Committee Members

Registration Progress 25%

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title: Financial Responsibility Training – Charter Board and Citizen Budget Oversight Committee Members

Section: Section 1 (2017-2018)

Clock Hour Type: **How much do I have?**

	Hours	
Re-licensure	2.0	\$0.00

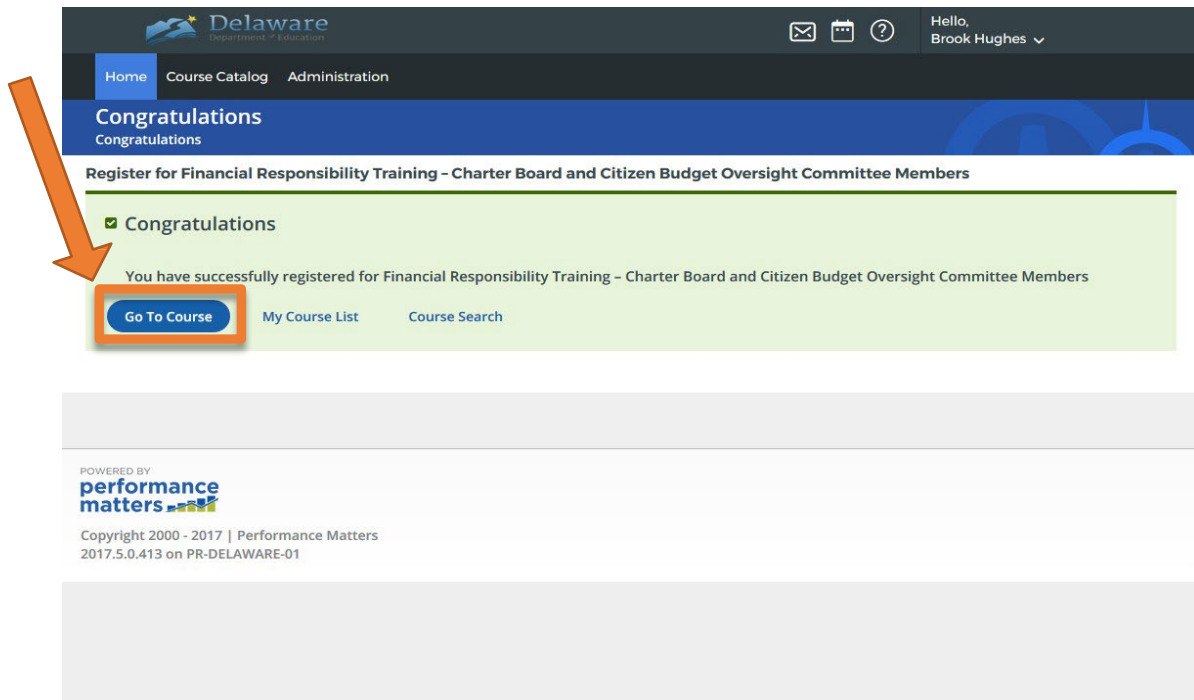
Section Notes: Brook Hughes brook.hughes@DOE.K12.DE.US

Class Dates: 09/28/2017 - 06/30/2018

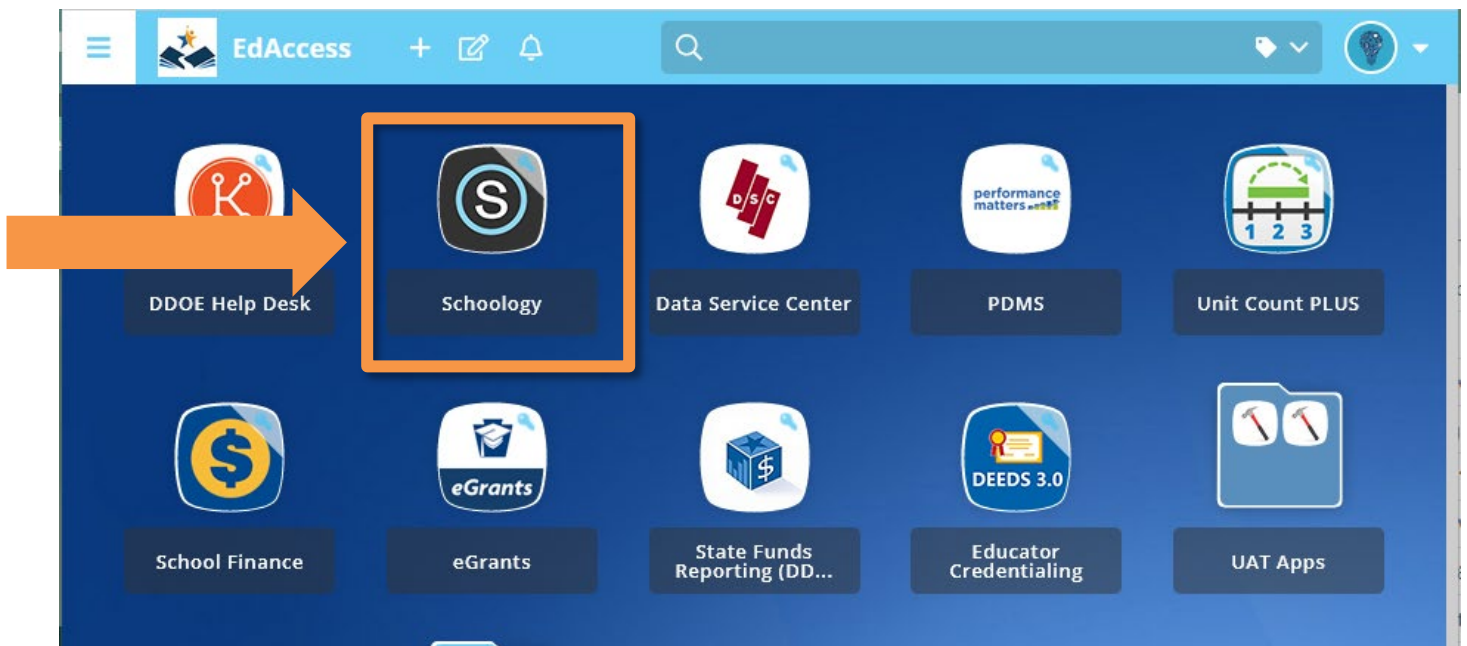
Training Location: Online thru Schoology. Course content is available 24/7.

Next

You are now registered for the course. Click on the “Go To Course” button to launch Schoology and complete the course.



If you leave the course before completing all sections and need to return to Schoology later, login to your EdAccess account (see page 3 above), then click on the “Schoology” icon to access and finish the course.



PLEASE NOTE: Charter board and Charter CBOC members must complete Course # **26379**. Please **do not** register for the **District** Financial Responsibility Training, as it is not the same course and will not fulfill your training requirement.

Important Information about Login Assistance

What if I do not know my EdAccess username or password?

If you work for a district/charter school, please contact your local technology department. DDOE cannot reset passwords for district/charter school accounts. All other account holders can visit the login support page for assistance.

If I am still having trouble logging into EdAccess where can I go for help?

If you work for a district/charter school, please contact your local technology department. DDOE cannot reset passwords for district/charter school accounts. All other account holders can visit the [EdAccess program assistance page](#) for technical assistance.