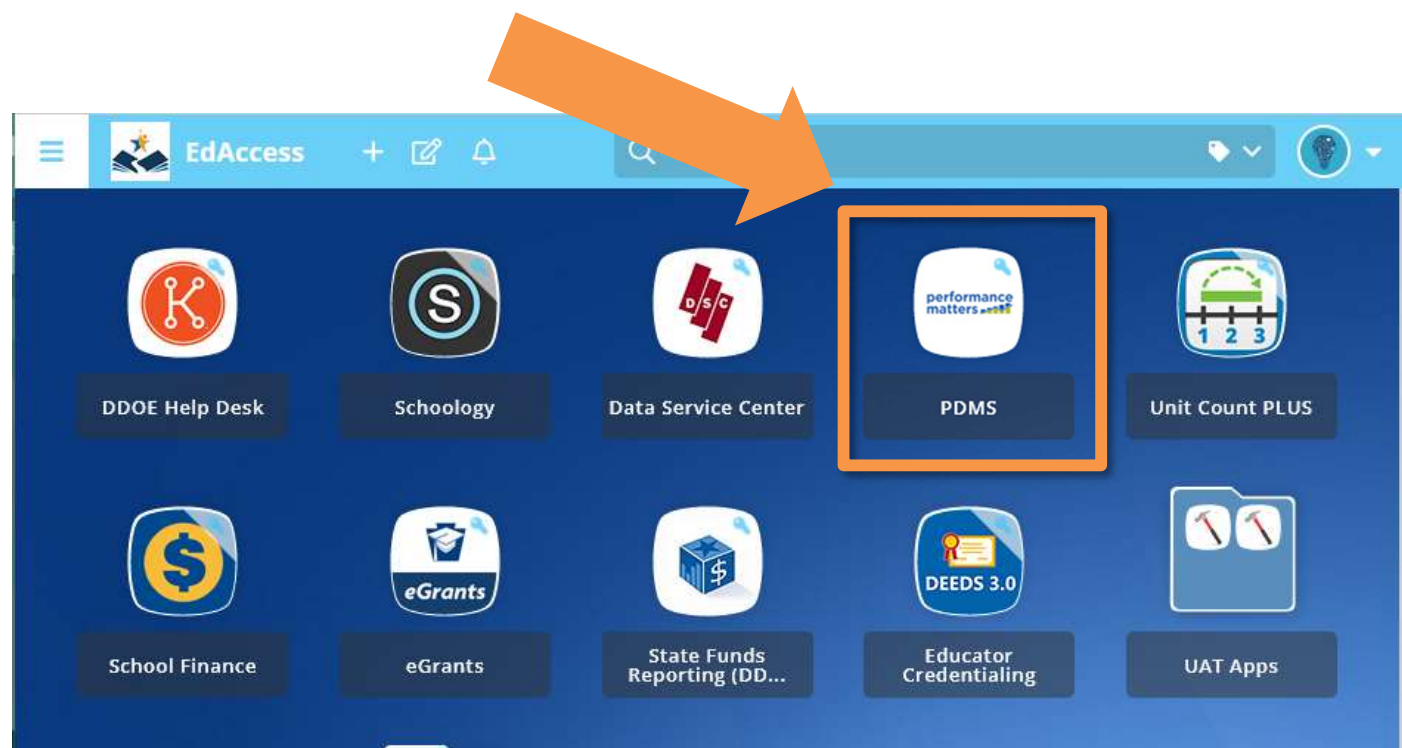


How to Register for Financial Responsibility Training

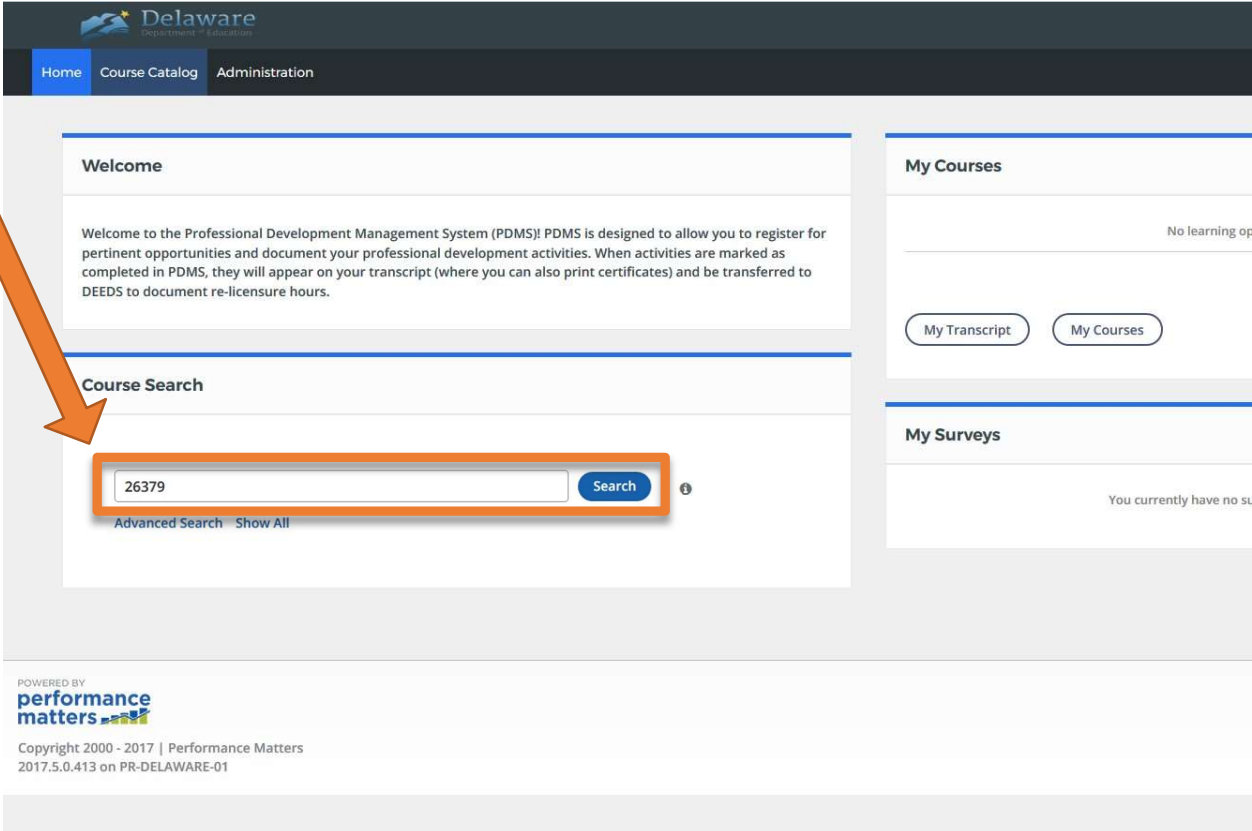
The Financial Responsibility Training is available online via PDMS and Schoology. End users access PDMS and Schoology through their charter school's Single Sign-On Solution. Please contact your school's technology department for information about obtaining an account. Your charter school has implemented 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 follow the instructions below.

Once logged into your school's Single Sign-On Solution, click on the PDMS link:



***Note-** Your ClassLink homepage will look different than above as your access to applications will be limited 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 displays the Delaware Department of Education's Professional Development Management System (PDMS) interface. At the top, there is a navigation bar with 'Home', 'Course Catalog', and 'Administration' links. The main content area is divided into several sections: 'Welcome', 'Course Search', 'My Courses', and 'My Surveys'. The 'Course Search' section is highlighted with an orange box, and an orange arrow points to the search input field which contains the number '26379'. A 'Search' button is located to the right of the input field. Below the search box are links for 'Advanced Search' and 'Show All'. 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: 'Copyright 2000 - 2017 | Performance Matters 2017.5.0.413 on PR-DELAWARE-01'.

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. At the top, the logo for the Delaware Department of Education is visible, along with navigation links for Home, Course Catalog, and Administration. A search bar contains the number 26379. Below the search bar, the page displays search results for course #26379. The results are sorted by Course Title: A to Z. The course is titled "#26379 Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members" and is categorized as "Instructor Led". A description below the title reads: "Welcome to the online version of the Financial Responsibility Training for Charter School Board and Citizen Budget Oversight Committee (CBOC) Members." Below the description, there is a "Credit" icon and the text "7". At the bottom of the course entry, 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 "Seats: 997 left of 999". 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. At the bottom of the page, there are navigation controls including "1 of 1 page(s)" and "10 per page".

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

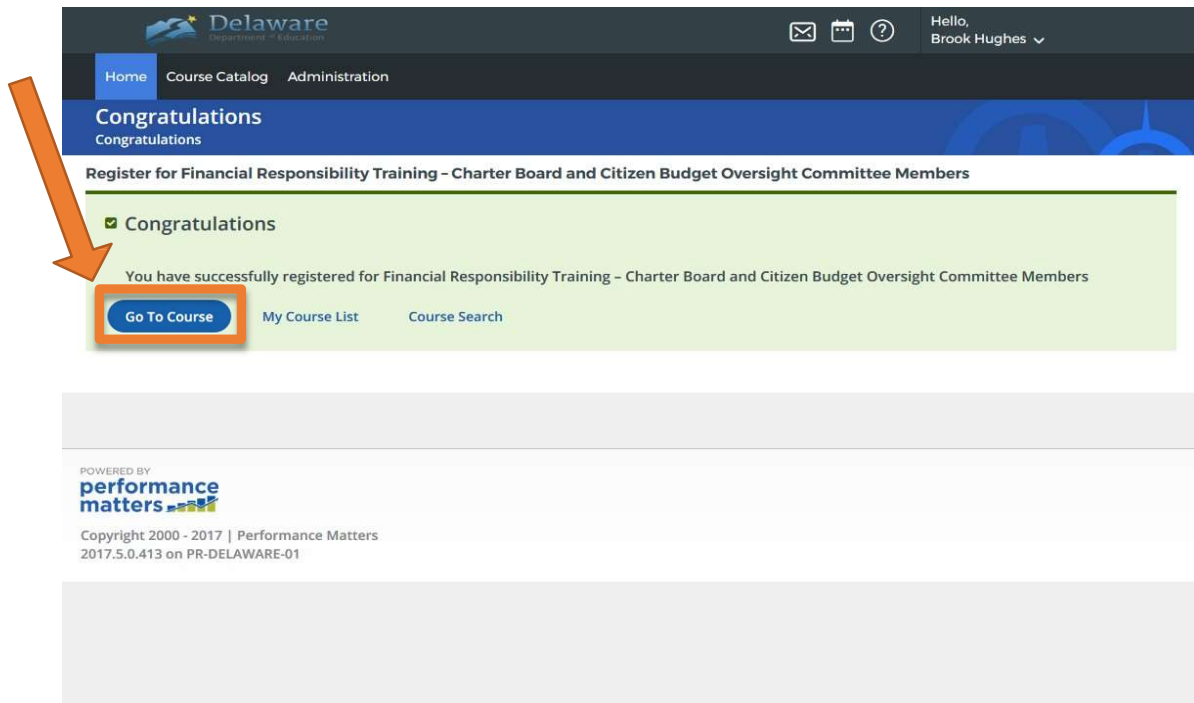
Please confirm the following information to complete the course registration. Click Next to continue

Course Information

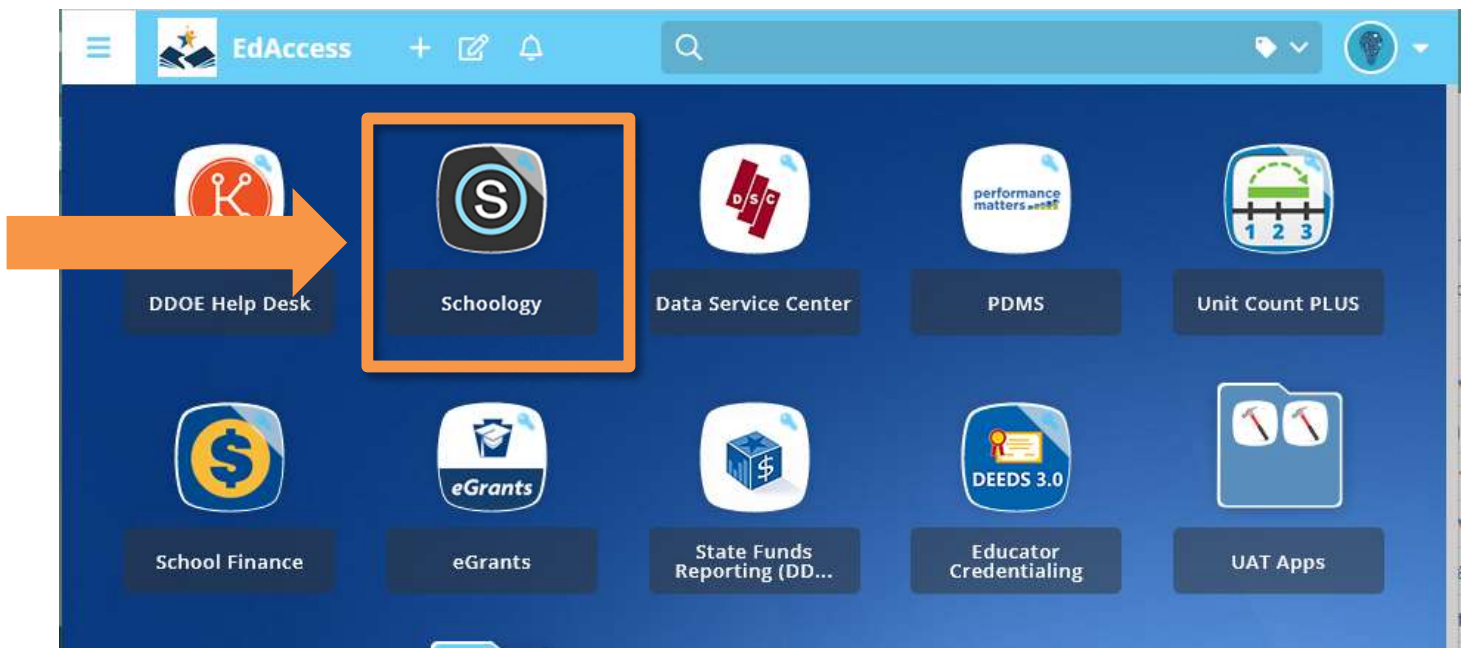
Course Title:	Financial Responsibility Training – Charter Board and Citizen Budget Oversight Committee Members	Training Location:	Online thru Schoology. Course content is available 24/7.
Section:	Section 1 (2017-2018)		
Clock Hour Type:			
How much do I have?	Re-licensure	2.0	\$0.00
Section Notes:	Brook Hughes brook.hughes@DOE.K12.DE.US		
Class Dates:	09/28/2017 - 06/30/2018		

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 Single Sign-On account, 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.