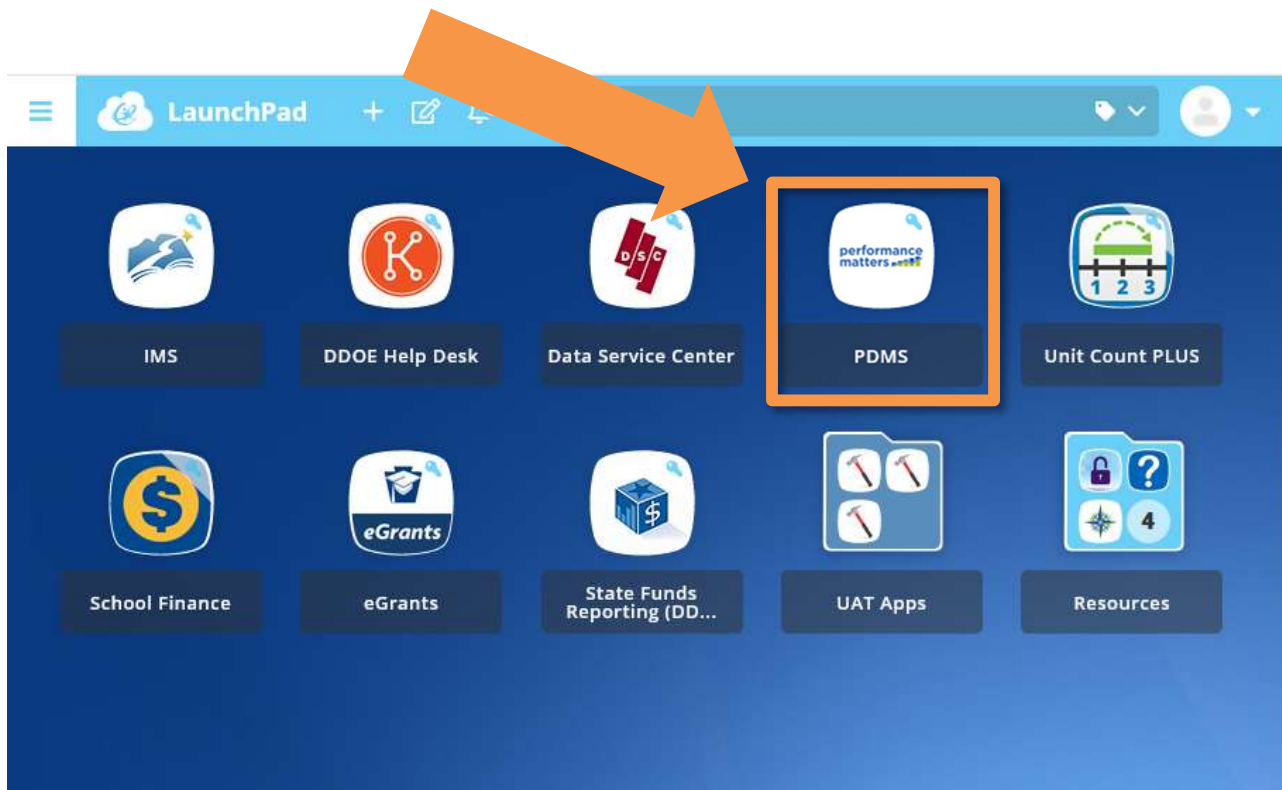


How to Register for Financial Responsibility Training

The Financial Responsibility Training is available online via PDMS and Schoology. To access the required applications, please contact your district's Technology Department to request a Single Sign-On account. Your school district has implemented their own Single Sign-On solution and you need to follow their instructions on how to access their system. Once the school district has established your account, please login based on the instructions provided by the district and then see below for the course registration instructions.

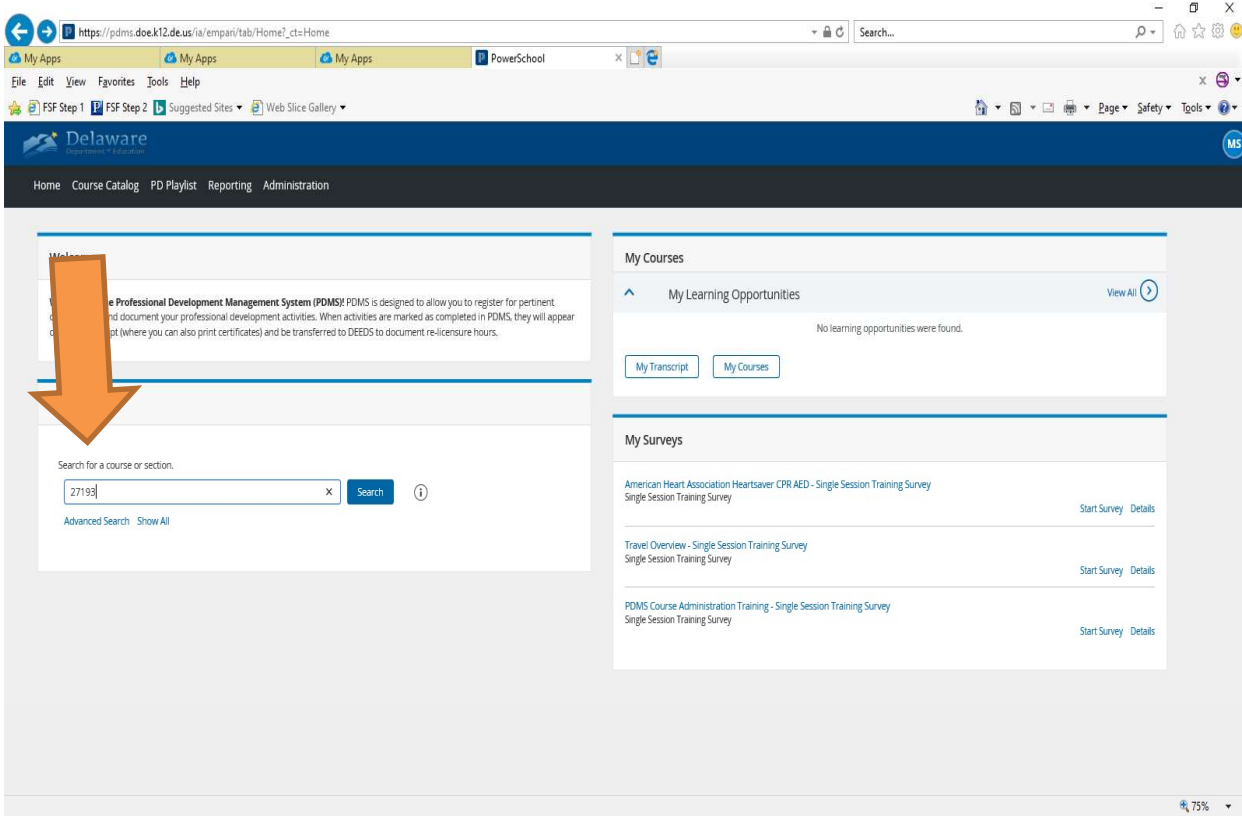
For best results, use either Google Chrome or Mozilla Firefox as your internet browser when completing the online training. Please do not use Microsoft Internet Explorer.

Once logged into your Single Sign-On account, locate and click on the PDMS link:



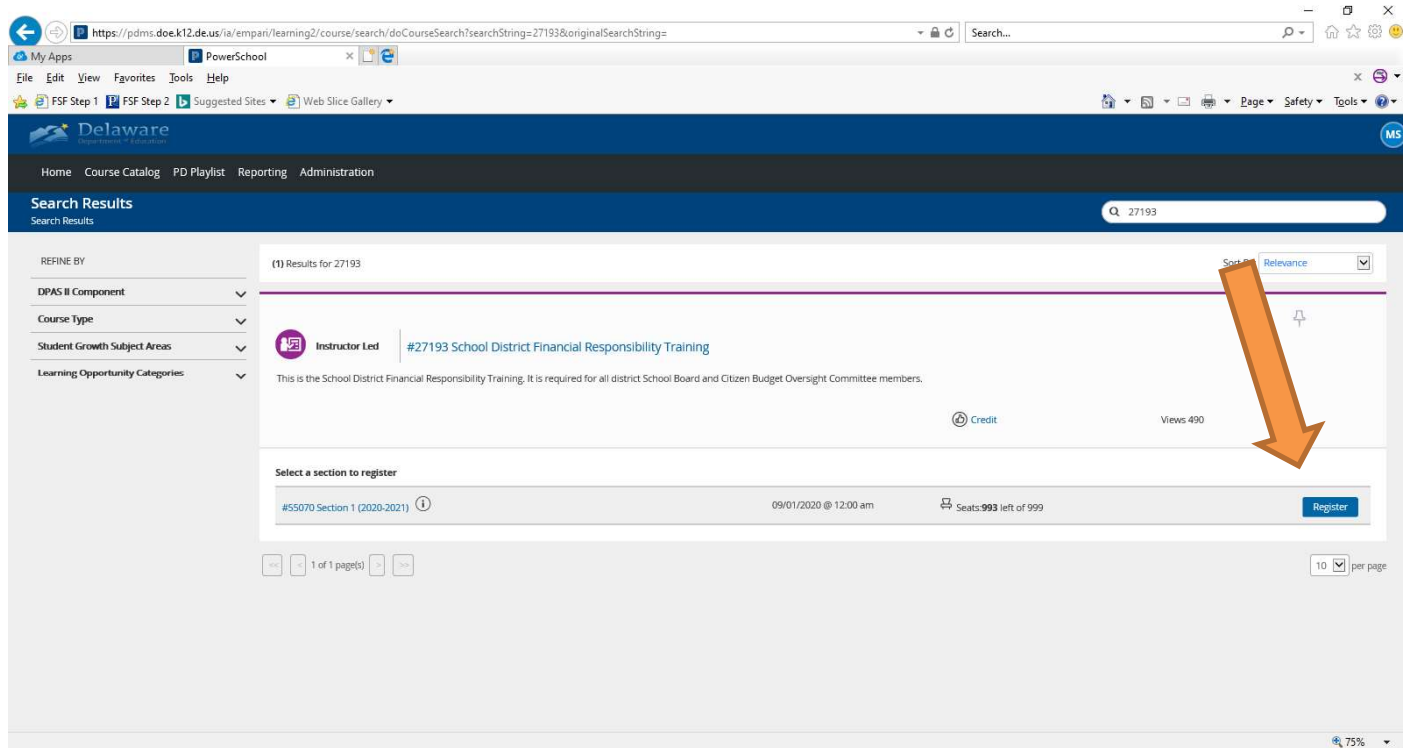
***Note-** Your Single Sign-On homepage will look different than above as your access to applications will be limited to those applications approved by your school district.

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 **27193** and clicking the “Search” button.

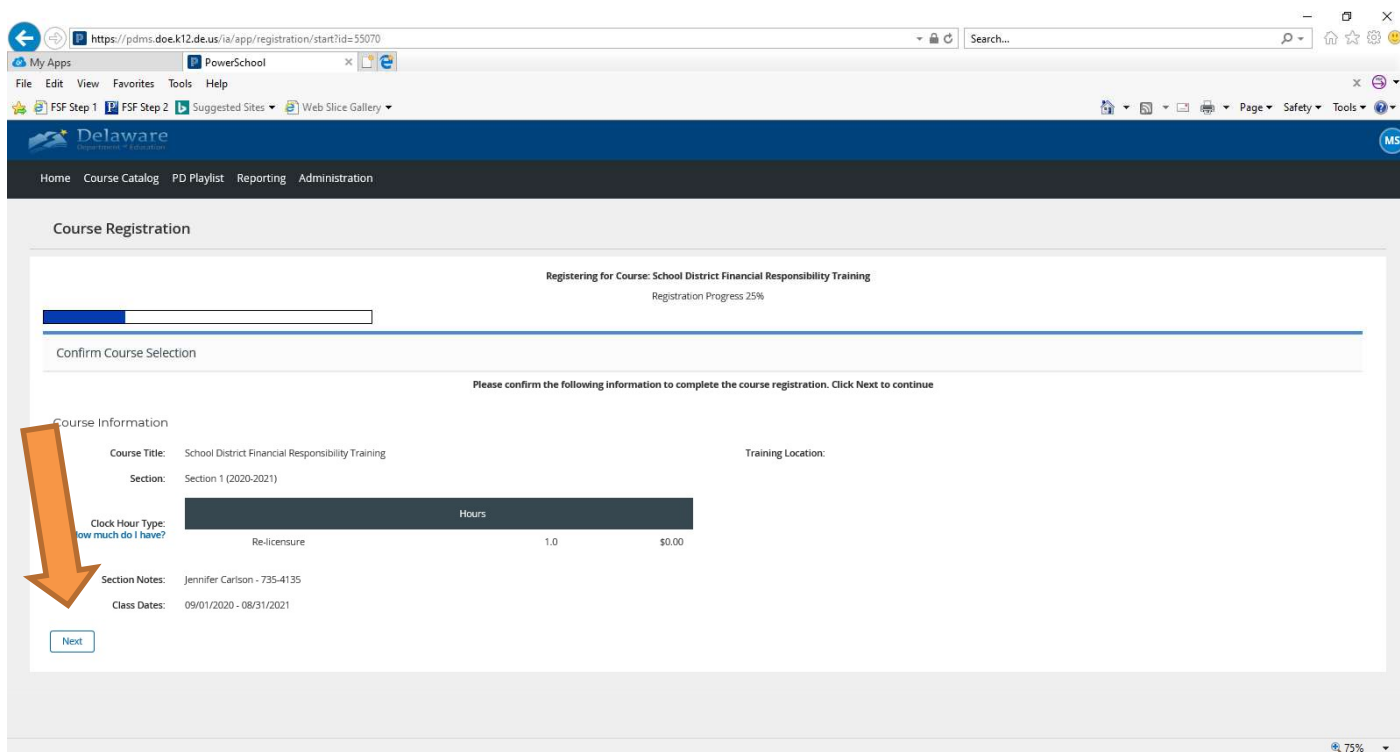


PLEASE NOTE: It is extremely important that you select the correct course. Please make sure the course number is **27193** and the title of the course is **“School District Financial Responsibility Training.”** If the word “Charter” appear in the course name, please return to the search box and type in course number “27193.” If you mistakenly take the charter version of the course, you will still be required to complete the district version in order to receive credit for the training.

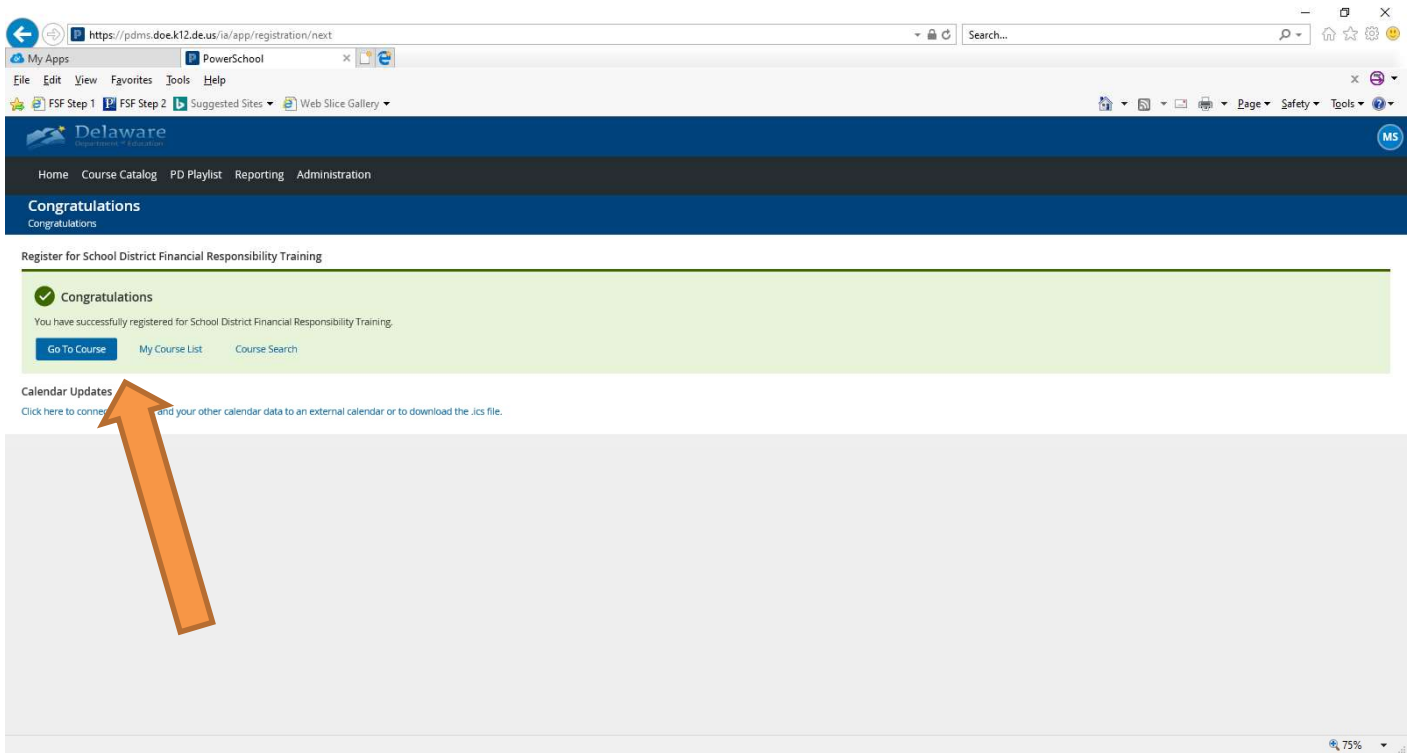
On the Search Results screen, click on the “Register” button to sign up for the class:



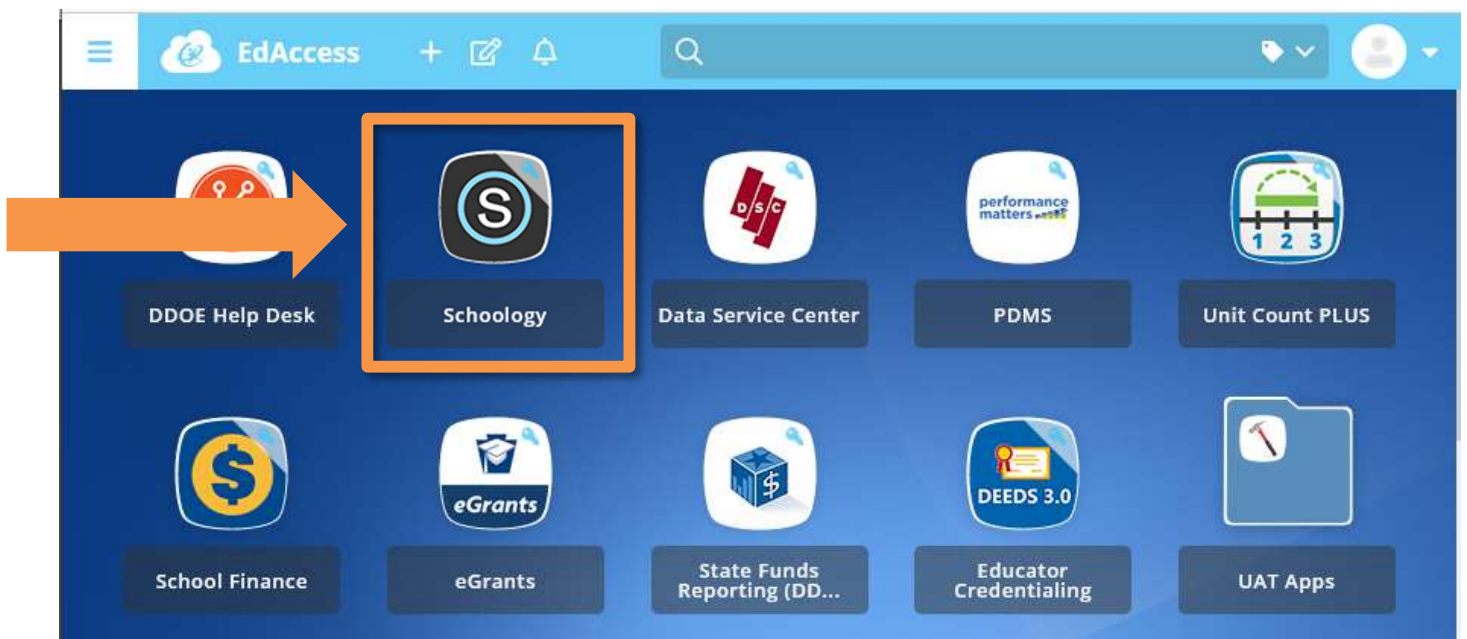
On the Course Registration screen, click on the “Next” button:



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: District board and District CBOC members must complete Course # **27193.** Please **do not** register for the **Charter** Financial Responsibility Training, as it is not the same course and will not fulfill your training requirement.

Important Information about Login Assistance

If you encounter login issues, please contact your district's Technology Department for assistance. Department of Education staff cannot reset passwords for district accounts.