

# Setting up your EdAccess/PDMS and Schoology Account

An eLearning account is an electronic learning account. In order to access professional development and trainings on the Delaware Department of Education's platforms, everyone in the early childhood education (ECE) community will need an EdAccess eLearning account. Instructions on how to create your account can be found below.

Follow these steps to get started:

## Part 1

- Go to <https://ssoapply.doe.k12.de.us/#home>.
- In the "account type" field, choose "eLearning Account."
- Complete all fields and click "Submit." This will create your EdAccess account.
  - **Important:** Use your *personal email address* to create the account. If you change employers, you will still be able to access your account.
- Check your email for your EdAccess login information.

## Part 2

- Once your EdAccess account is created and approved, you will receive an email from **ssologinsupport@doe.k12.de.us** with login information.
- You will be given a temporary password.
  - **Do not** copy and paste the password. You **must** type it out fully.
  - Once you log in, you will create a new password.
  - Once you have chosen a new password and logged in, you will set up "Multi-Factor Authentication." You can choose to create a PIN or to receive a text with a verification code each time you log in.
- You will then be taken to the EdAccess dashboard to set up a password recovery process. You have a choice between using your phone number or creating 3 security questions to answer if you need to recover your password at any point.
- Finally, you will be logged in to your dashboard!

### Now you're ready to register for courses!

- Log in to EdAccess and click on the PDMS tile. Your information will already be loaded into PDMS and ready to use!
- In PDMS, search for and register for professional development courses. Use these codes to look up the courses transitioning from Canvas:

|  |       |
|--|-------|
| Administration of Medication Certification                     | 44395 |
| Health & Safety Training for Child Care Professionals          | 44397 |
| Maintaining Equity in Early Childhood                          | 44398 |
| Mandatory Reporting and Recognition of Child Abuse and Neglect | 44399 |

- Once you've registered for an online course in PDMS, click on the Schoology tile to open and complete the coursework.

### Part 3: Creating a Schoology account

- When you join a course on PDMS that uses Schoology (including those listed above), an account will automatically be generated for you.
- If you have not already joined a course that uses Schoology, generate an account by registering in PDMS for a course that utilizes Schoology.
- [Generating a Schoology account walkthrough with pictures](#)
  - The easiest option is to register for the course titled "Getting Started with Schoology."

### Need Additional Help?

- [Please see our IT Help Steps and Guide if you have any more questions!](#) OR use the QR code below to open the file.

