

How to Register for Financial Responsibility Training

Go to the Department of Education homepage: <https://www.doe.k12.de.us/>

Click on the “IMS” link:



The screenshot shows the Delaware Department of Education website. At the top, there is a navigation bar with the State of Delaware logo, a search bar, and links for "State Services & Information", "Sign In", and "Register". Below this is a secondary navigation bar with "DOE Home", "Select Section", and "Select Language" dropdowns. The main header features the Delaware Department of Education logo and a row of icons for "IMS", "DEEDS", "Directory", and "Higher Ed". A large orange arrow points from the text above to the "IMS" icon. Below the header is a horizontal menu with categories: "DOE Main", "Schools", "Instruction and Assessment", "Supports", "Educators", "Accountability and Performance", and "DIAA". Underneath are sub-links: "About DOE", "News & Newsletters", "Public Information", "ESSA", and "Governance". The main content area features a large banner for the "DELAWARE OPPORTUNITY GRANT 2017-2018" with the state seal. To the right of the banner is a box titled "OPPORTUNITY GRANT 2017-2018" containing text about competitive subgrants. Below the banner is a "DOE News" section with three articles: "Delaware Report Card seeks feedback to help families access more meaningful education data", "Public invited to Community Conversations to review draft anti-discrimination regulation and model policy", and "Three Delaware schools receive national Blue Ribbon honors". To the right of the news section is a "DOE Upcoming Events" section listing events for October 6 and 9.

If you already have an IMS account, login as normal (skip to Page 4). If you do not have an IMS account, click on the “Request Account” link:



Next, complete the “Request New Account” form.

When completing the form (sample on next page), please select the following fields below:

- User Type** = Contractor
- Role Category** = Contractor
- District** = DOE
- School** = eLearning Delaware

Complete the other fields with your personal information. Please note that the combination of email, last 4 of SSN, and birthday must be unique within the IMS system.

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

Notification will be sent when your account has been approved. When you receive the notification, login to IMS.

Request New Account

Please fill out the following fields in order to request a new Account for Identity Management.

**** If possible, please use your K12.de.us Email address.*

Primary Email

Secondary Email

Primary Phone

Secondary Phone

User Type

Role Category

First Name

Last Name

Middle Name

District

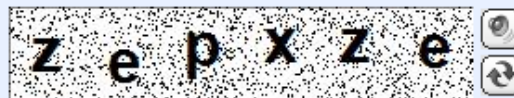
School

What is your birthday?

What is the last four digit of your SSN?

Additional Security Question

Additional Answer



Accept Terms

This system is for use only by employees of the Department of Education (DOE) and its authorized clients. To protect the system from unauthorized or inappropriate use and to ensure that it is functioning properly, the system is monitored by system administrators at the DOE. By using this system, you expressly consent to such monitoring and waive any privacy claim. Unauthorized or inappropriate use may result in the termination of access to the system. Evidence of possible criminal activity will be disclosed to the appropriate law enforcement agency. Anyone using this system expressly consents to comply with the State of Delaware's acceptable

Once logged into IMS, click on the PDMS link:

The screenshot shows the Delaware Department of Education Identity Management System dashboard. At the top, the logo and name of the Delaware Department of Education are visible, along with a 'Welcome brook.hughes' message. Below the header, there are navigation links for 'Request Applications', 'Application Contacts', and 'Change Password'. A search bar is present with the text 'Search for your application here'. The main application grid contains icons for DEEDS, DOE Help Desk, DSC Applications, EdInsight Reports Portal, eSchoolPLUS, PDMS (highlighted with an orange box and an orange arrow), School Finance, Schoology, and Unit Count Plus. A red banner across the middle of the dashboard reads: 'On Sunday, October 8th from 10 AM - 2 PM the Technology Operations team will perform maintenance on the servers at DDOE.' Below this banner is a photograph of server racks in a data center. To the right of the server racks, a text box provides details: 'On Sunday, October 8th from 10 AM - 2 PM the Technology Operations team will perform maintenance on the servers at DDOE. During this time IMS, eSchool, the eSchool database servers, and other database servers may be unavailable. DOE applications using these database servers will be unavailable during the maintenance window. We will send an update once the maintenance is complete. We appreciate your cooperation in advance. Please do not hesitate to contact the DDOE TechOps workgroup at 302-735-4140 with questions or concerns.' At the bottom of the dashboard, there are three weather forecast widgets for Dover, DE (75°F, Light Rain), Wilmington, DE (73°F, Heavy Rain), and Georgetown, DE (80°F, Light Rain), each with a 'click for full forecast' link.

The PDMS application will launch. 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 navigation bar with 'Home', 'Course Catalog', and 'Administration'. Below this is a 'Welcome' section with a message about the Professional Development Management System (PDMS). The 'Course Search' section is highlighted with an orange border, and an orange arrow points to the search box. The search box contains the text '26379' and a 'Search' button. Below the search box are links for 'Advanced Search' and 'Show All'. To the right of the search section, there are two sections: '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 of the page, 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'.

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, there is a navigation bar with 'Home', 'Course Catalog', and 'Administration'. A search bar contains the number '26379'. Below the search bar, the page displays '(1) Results for 26379' and a 'Sort By: Course Title: A to Z' dropdown. The main content area features a course card for '#26379 Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members'. The card includes an 'Instructor Led' icon, a description, and a 'Credit' icon. Below the course card, there is a section titled 'Select a section to register' with a table of available sections. The first section is '#46379 Section 1 (2017-2018)', which is scheduled for '09/28/2017 @ 12:00 AM' and has 'Seats: 997 left of 999'. A blue 'Register' button is located to the right of this section and is highlighted with an orange border. An orange arrow points from the top of the page down to this 'Register' button. At the bottom of the page, there are navigation controls for '1 of 1 page(s)' and a '10 per page' dropdown.

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)

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

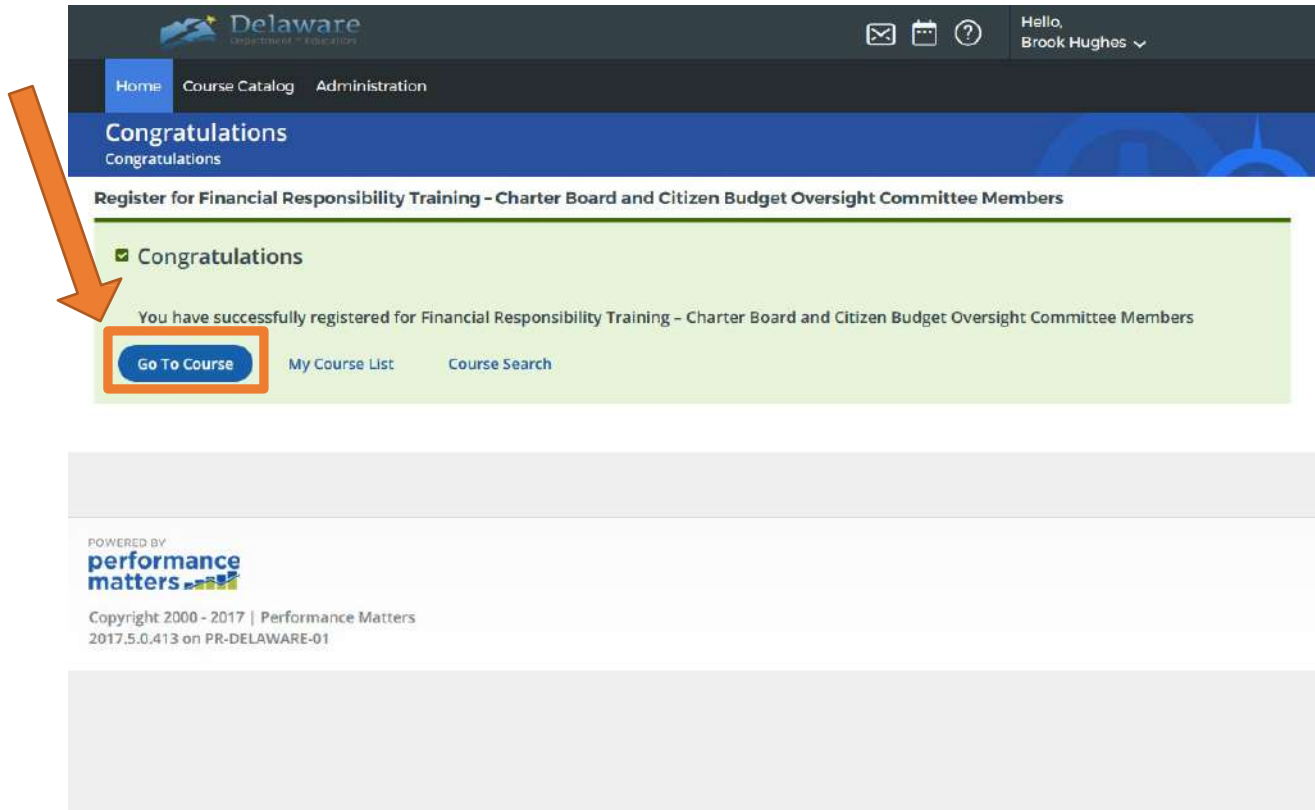
Clock Hour Type:	Hours		
How much do I have?	Re-licensure	2.0	\$0.00

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.



The screenshot shows a web interface for the Delaware Department of Education. At the top, there is a navigation bar with 'Home', 'Course Catalog', and 'Administration' links. A user profile for 'Brook Hughes' is visible in the top right. Below the navigation bar is a blue banner with the text 'Congratulations' and 'Congratulations' below it. The main content area features a green box with the heading 'Register for Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members'. Inside this box, there is a 'Congratulations' message with a checkmark icon, followed by the text 'You have successfully registered for Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members'. Below this text are three buttons: 'Go To Course' (highlighted with an orange arrow and a red border), 'My Course List', and 'Course Search'. At the bottom of the page, there is a footer section that reads 'POWERED BY performance matters' with a logo, and copyright information: 'Copyright 2000 - 2017 | Performance Matters 2017.5.0.413 on PR-DELAWARE-01'.