



Charter School Board Governance Training

An EdAccess account (formerly known as Identity Management System - IMS) is required to register for the courses. If you already have an EdAccess account, login as normal (skip to Page 4). If you do not have an EdAccess account, click on the green bar “Don’t have an EdAccess Account or...? Select here.” Request Account” link:

A screenshot of the EdAccess login page. The page has a grey background with the Delaware Department of Education logo on the left. On the right, there is a login form with fields for "Username" and "Password", a blue "Sign In" button, and a link that says "Help, I forgot my password". At the top right, there is a green bar with the text "Don't have an EdAccess account or forgot your username? Select here." A red arrow points from the left towards this green bar.

Next, complete the “Request New Account” form.

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

User Type: Delaware District or Charter School Account

District: (Select your school from the drop down menu)

School: (This field should automatically prefill with your selection in the “District” field)

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 EdAccess system.

Please retain the answers to the security questions for future reference in case a password reset is ever necessary.

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

Please select what type of account you would like to apply for

Delaware District or Charter School Account 

Only apply for this account if you are from a Delaware Public School District or Charter School.

Full Legal First Name

Full Legal Middle Name

Full Legal Last Name

Email Address

Primary Phone Number

District 

This field is required.

Location 

What is your date of birth? 

What are the last four digits of your SSN?

Please select a security question 

Security question answer

What is the first letter of the word "dog"? D G O

I accept the [Terms and Conditions](#)

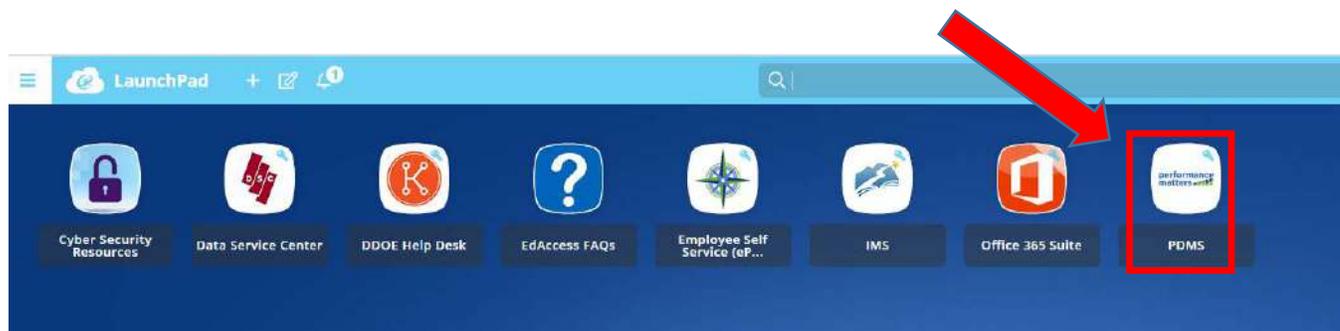
How to Register for Charter School Board Governance Training

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

Click on the “EdAccess” link:

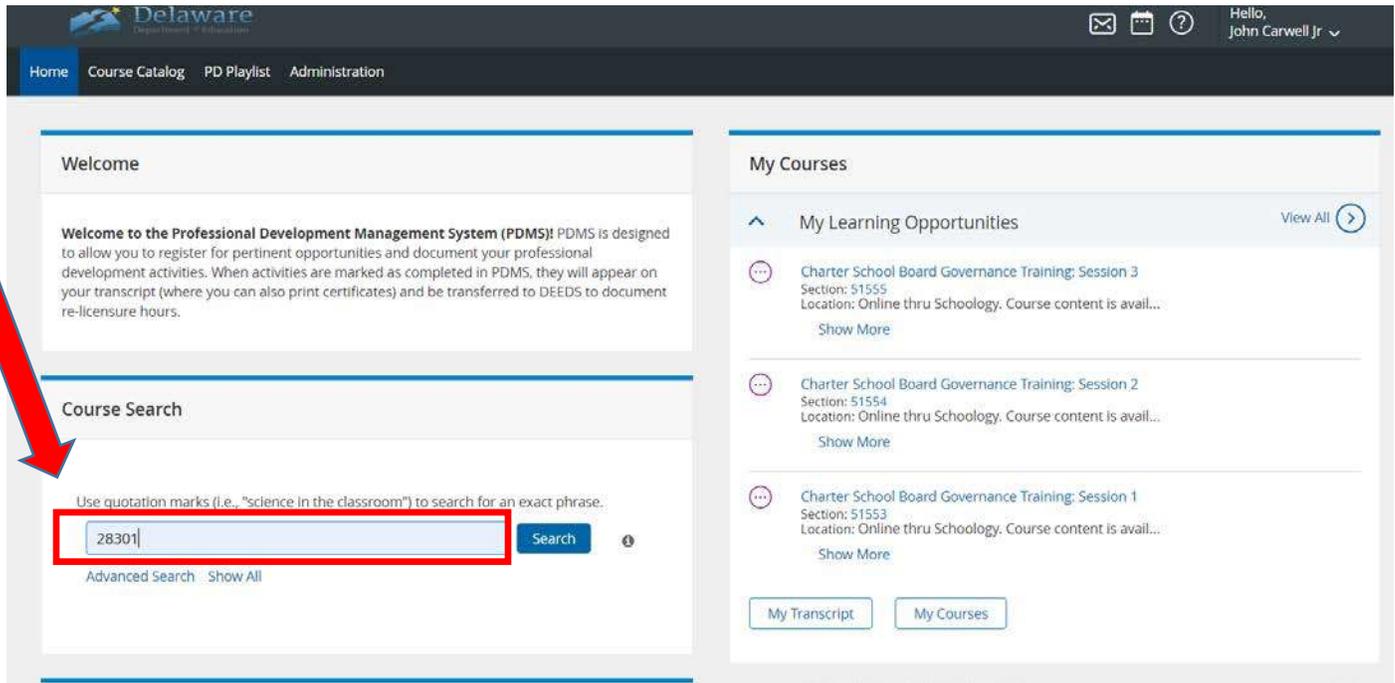


Once logged into EdAccess, click on the PDMS link:

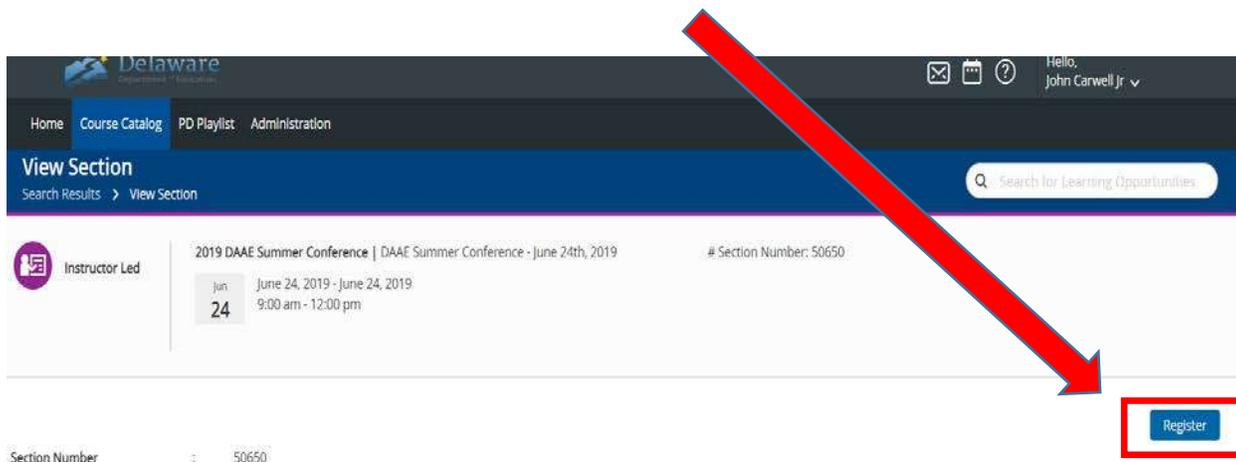


The PDMS application will launch. Next, search for the Charter School Board Governance Training Courses by clicking in the search box and typing one of the following course numbers:

- **28301** - Charter School Board Governance Training: Session 1 (Board Governance Standards)
- **28302** - Charter School Board Governance Training: Session 2 (School Leader Evaluation)
- **28303** - Charter School Board Governance Training: Session 3 (Academic Oversight)



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:

Delaware Department of Education

Home Course Catalog PD Playlist Administration

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. Content is available 24/7.

Section: Section 1 (2018-2019)

Clock Hour Type:	Hours	Fee
Re-licensure	2.0	\$0.00

Section Notes: Brook Hughes (DOE)

Class Dates: 07/01/2018 - 07/31/2019

Next



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

Delaware Department of Education

Home Course Catalog PD Playlist Administration

Congratulations

Congratulations

Register for Financial Responsibility Training – Charter Board and Citizen Budget Oversight Committee Members

 Congratulations

You have successfully registered for Financial Responsibility Training – Charter Board and Citizen Budget Oversight Committee Members.

[Go To Course](#) [My Course List](#) [Course Search](#)

Calendar Updates

[Click here to connect this event and your other calendar data to an external calendar or to download the .ics file.](#)

 Unified Talent

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