

## How to Register for School District Financial Responsibility Training

**PLEASE NOTE:** If you are a board or CBOC member of a **Charter School**, please register for the Charter School Financial Responsibility Training (Course # 26379). You will not receive credit if you complete this version of the training, as it only applies to **School Districts**.

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 search bar and navigation links for "State Services & Information", "Sign In", and "Register". Below this is the "Delaware Department of Education" logo and a navigation bar with links for "DOE Home", "Select Section", and "Select Language". The main navigation bar includes "DOE Main", "Schools", "Instruction and Assessment", "Supports", "Educators", "Accountability and Performance", and "DIAA". Below this is a secondary navigation bar with "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 Great Seal of the State of Delaware. To the right of the banner is a box titled "OPPORTUNITY GRANT 2017-2018" with text: "Competitive subgrants available to support districts and charter schools." 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 with two events: "Oct 6 10:00 AM - 12:00 PM Business Manager's Meeting" and "Oct 9 9:00 AM - 3:30 PM Tier 2: PEERS" and "6:00 PM - 8:00 PM Delaware State Report Card Public Engagement".

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 user welcome message: "Welcome brook.hughes". Below this is the "Identity Management System" header and a navigation bar with 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 several icons, with the "PDMS" icon highlighted by an orange box and an orange arrow pointing to it from the top left. Other icons include DEEDS, DOE Help Desk, DSC Applications, EdInsight Reports Portal, eSchoolPLUS, School Finance, Schoology, and Unit Count Plus.

A prominent 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. A text box overlaid on the server image provides further 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 boxes 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 School District Financial Responsibility Training course by clicking in the search box and typing 27193 and clicking the “Search” button.

The screenshot shows the PDMS application interface in a web browser. The browser address bar displays the URL: [https://pdms.doe.k12.de.us/U/P/Tab/Home?\\_ct=Home](https://pdms.doe.k12.de.us/U/P/Tab/Home?_ct=Home). The page header includes the Delaware Department of Education logo and navigation links for Home, Course Catalog, and Administration. The user is logged in as Melissa Sullenberger. The main content area is divided into several sections: Welcome, My Courses, Course Search, My Learning Opportunities, and My Surveys. The Course Search section contains a search box with the text "27193" entered and a blue "Search" button. An orange arrow points to the search button. The My Learning Opportunities section shows "No learning opportunities were found." and buttons for "My Transcript" and "My Courses". The My Surveys section lists a survey titled "PDMS Course Administration Training - Single Session Training Survey" with "Start Survey" and "Details" links. The footer includes the TALENTED logo and copyright information: © 2018 | PeopleAdmin, Inc. 2018.3.0.513 on PR-DELAWARE-01.

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

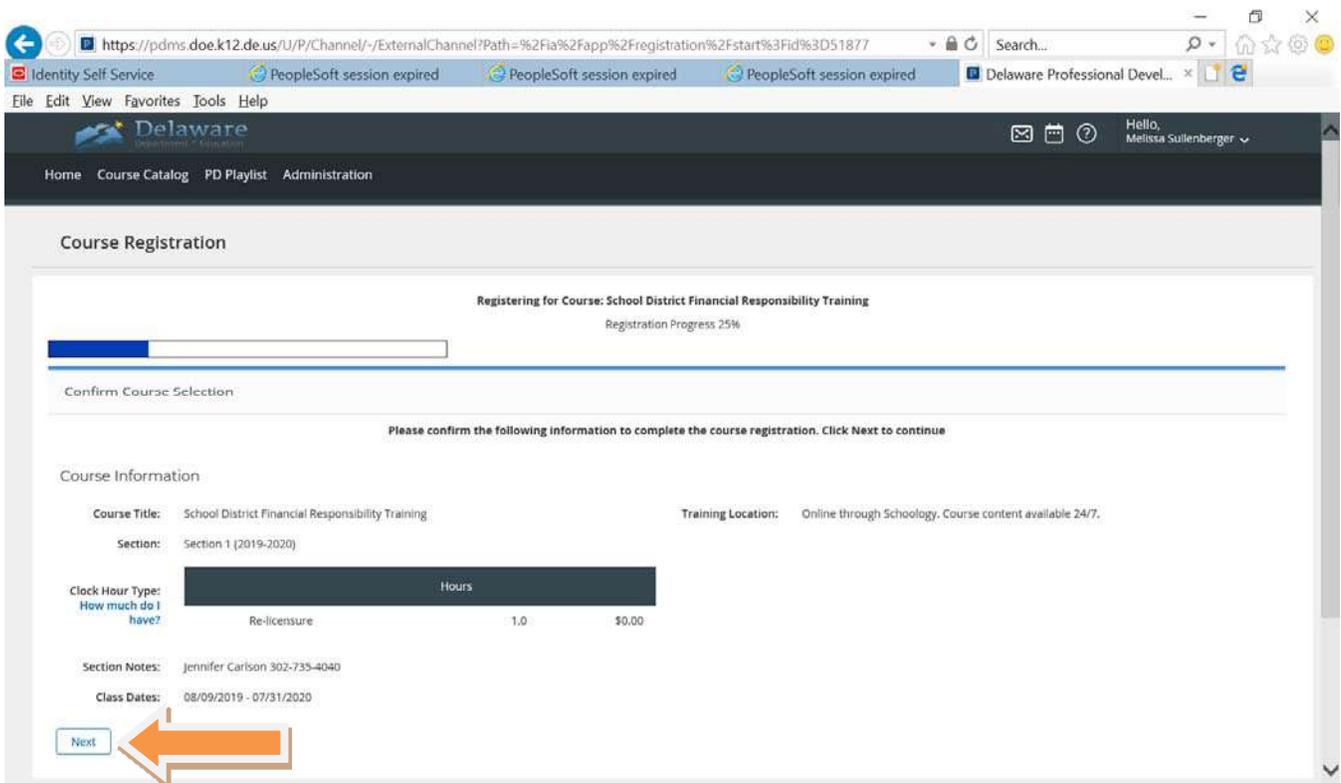
The screenshot shows a web browser window with the URL <https://pdms.doe.k12.de.us/U/P/Channel/-/ExternalChannel?Path=%2Fia%2Fempari%2Flearning%2Fcourse%2Fsearch%2FdoCou>. The browser tabs include Identity Self Service, three PeopleSoft session expired messages, and Delaware Professional Development. The page header features the Delaware Department of Education logo and navigation links: Home, Course Catalog, PD Playlist, and Administration. A user profile for Melissa Sullenberger is visible in the top right.

The main content area is titled "Search Results" and shows 1 result for search term "27193". The result is for course "#27193 School District Financial Responsibility Training", which is "Instructor Led". A description states: "This is the School District Financial Responsibility Training. It is required for all district School Board and Citizen Budget Oversight Committee members." The course is marked as "Credit" and has "Views 328".

Below the course details, there is a section titled "Select a section to register" with one entry: "#51877 Section 1 (2019-2020)". The entry shows the date "08/09/2019 @ 12:00 am" and "Seats: 999 left of 999". A large orange arrow points to the "Register" button next to this entry.

At the bottom of the page, there is a "Unified Talent" logo and copyright information: "©2005-2019 PowerSchool Group LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates."

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.

The screenshot shows a web browser window with the URL [https://pdms.doe.k12.de.us/U/P/Channel/-/ExternalChannel?\\_ct=Home&Path=%2Fia%2Fapp%2Fregistration%2Fne](https://pdms.doe.k12.de.us/U/P/Channel/-/ExternalChannel?_ct=Home&Path=%2Fia%2Fapp%2Fregistration%2Fne). The page header includes the Delaware Department of Education logo and navigation links for Home, Course Catalog, and Administration. A user profile for Melissa Sullenberger is visible in the top right. The main content area features a green banner with a checkmark icon and the text "Congratulations" and "You have successfully registered for School District Financial Responsibility Training". Below the banner are three buttons: "Go To Course", "My Course List", and "Course Search". An orange arrow points to the "Go To Course" button. The footer contains the "TALENTED" logo and copyright information: "© 2018 | PeopleAdmin, Inc. 2018.3.0.543 on PR-DELAWARE-01".