# How to Register for Financial Responsibility Training

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.

PLEASE NOTE: If you are a board or CBOC member at **Brandywine, Caesar Rodney, Cape Henlopen, Capital, Indian River, NCCVT, Polytech, Red Clay, and Seaford** school districts, please contact the school for information on obtaining a ClassLink account. Once your account has been established, please login based on the instructions provided by the school and then skip to page four of this document.

Go to the Department of Education homepage: https://www.doe.k12.de.us/ Click on the "EdAccess" link:

If you already have an EdAccess (formerly IMS) account, login as normal (skip to Page 4). If you do not have an EdAccess account, click on the "Don't have an EdAccess account or forgot your username?" link:
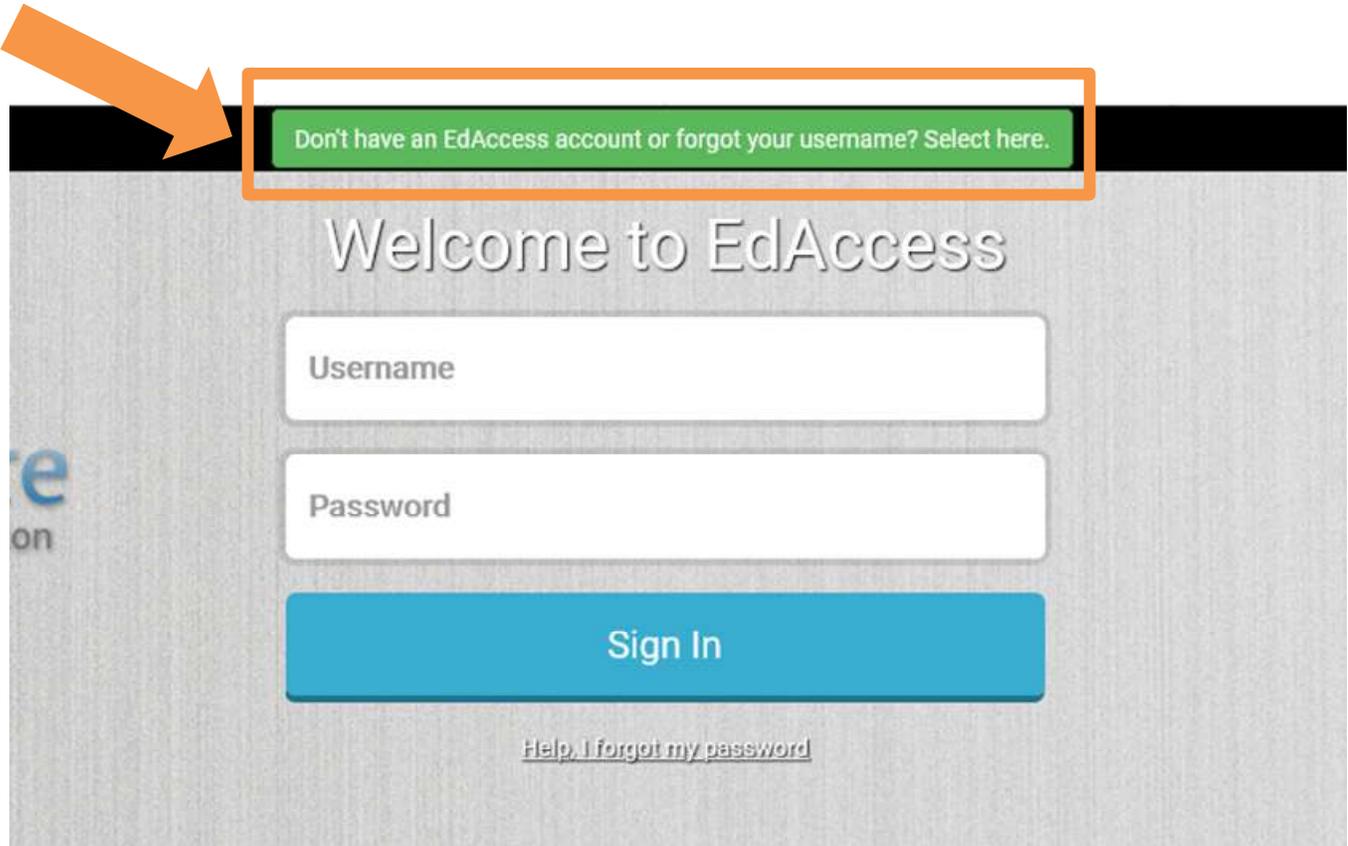
Next, complete the "Account Request" form (see next page).

When completing the form, please select the following field below:

Please select what type of account you would like to apply for = <u>Delaware District or Charter School Account</u>


Complete the other fields (highlighted above) with your personal information. Please note that the combination of email, last four digits of your SSN, and date of birth must be unique within the EdAccess system. Select your school in the "District" and "Location" drop down boxes.

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

Notification will be sent to your email address when your account has been approved. When you receive the notification, login to EdAccess (see pages 1-2 above). **Please note**- This is not an automatic process; someone at your school must approve your request and setup your account. If you are requesting access outside of normal business hours, please be aware that there will be a delay in establishing your account.

Once logged into EdAccess, click on the PDMS link:
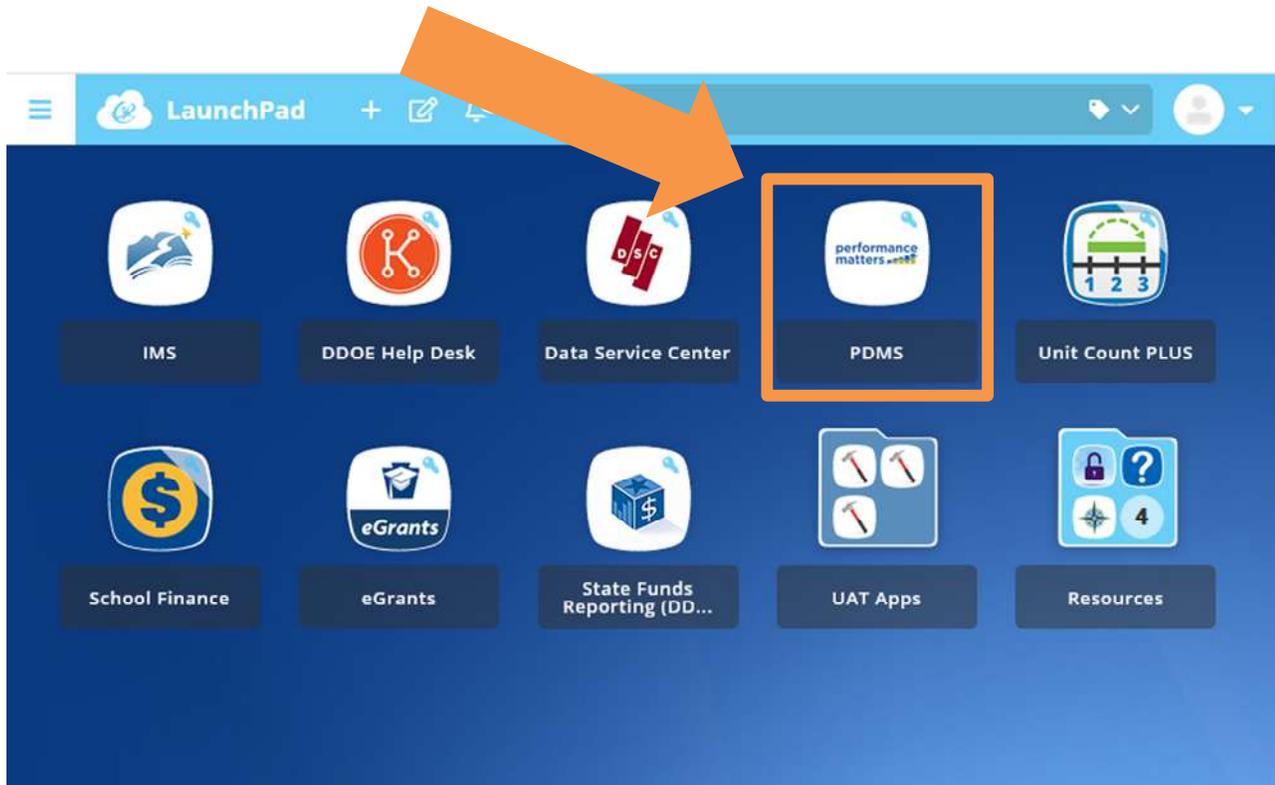
Note- *Your EdAccess "LaunchPad" will look different than above as your access to applications will be limited to those associated with the eLearning profile, or to those applications approved by your charter school.*

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.
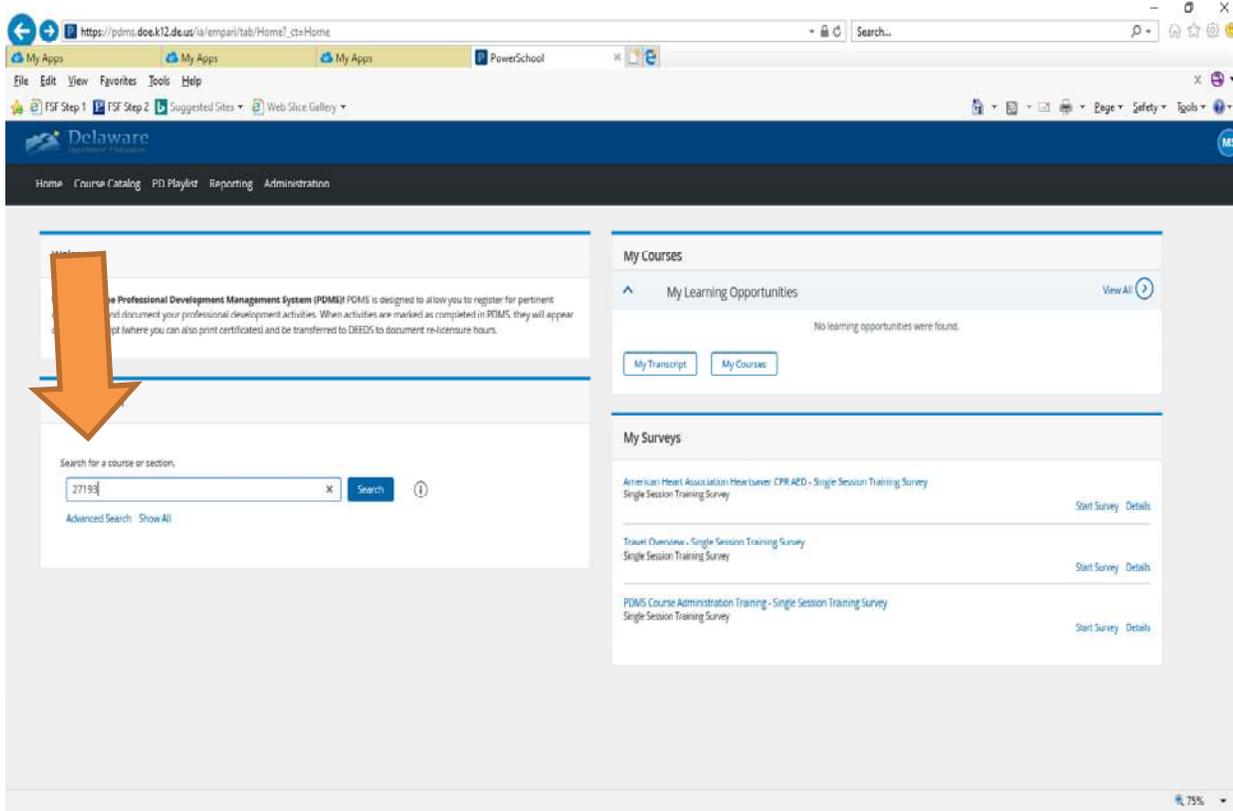

PLEASE NOTE: It is extremely important that you select the correct course. Please make sure the course number is **27193** and the title of the course is "School District Financial Responsibility Training." If the word "Charter" appear in the course name, please return to the search box and type in course 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:
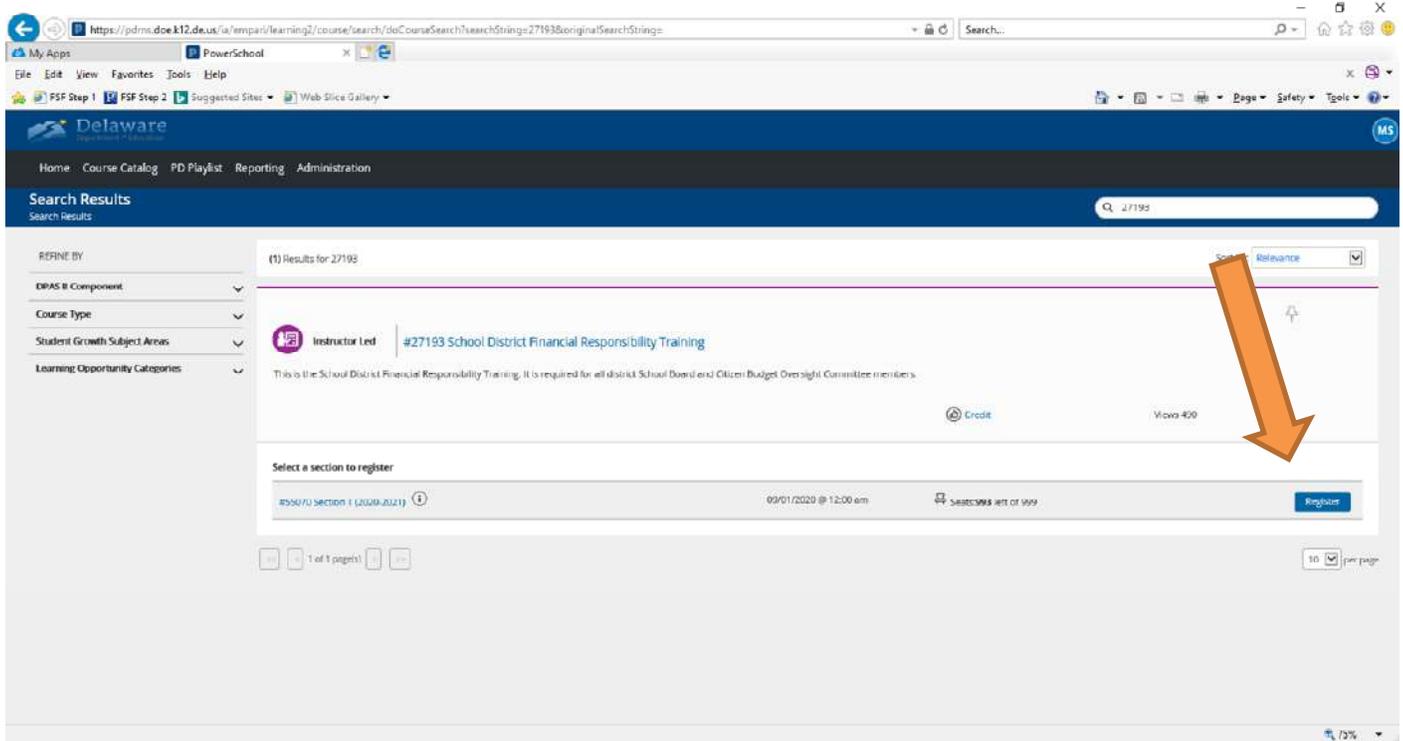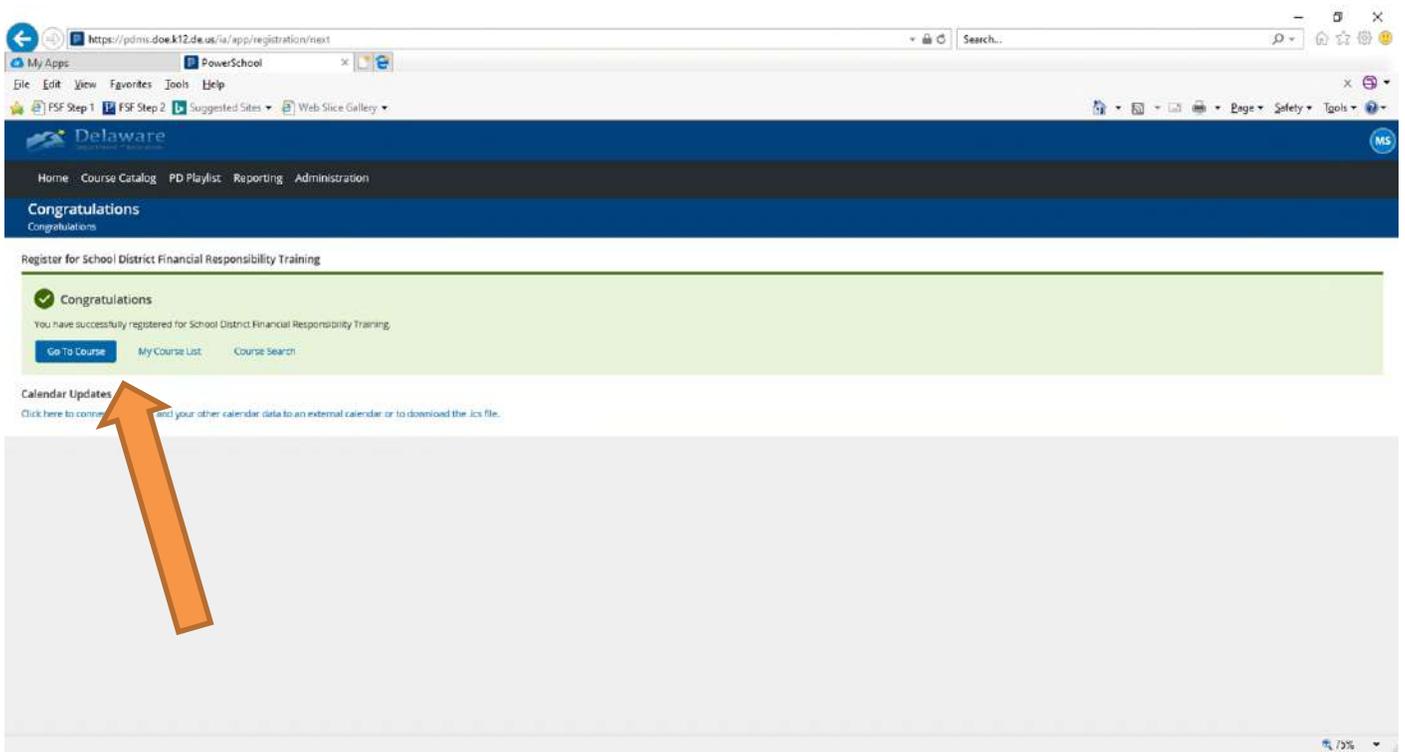

On the Course Registration screen, click on the "Next" button:
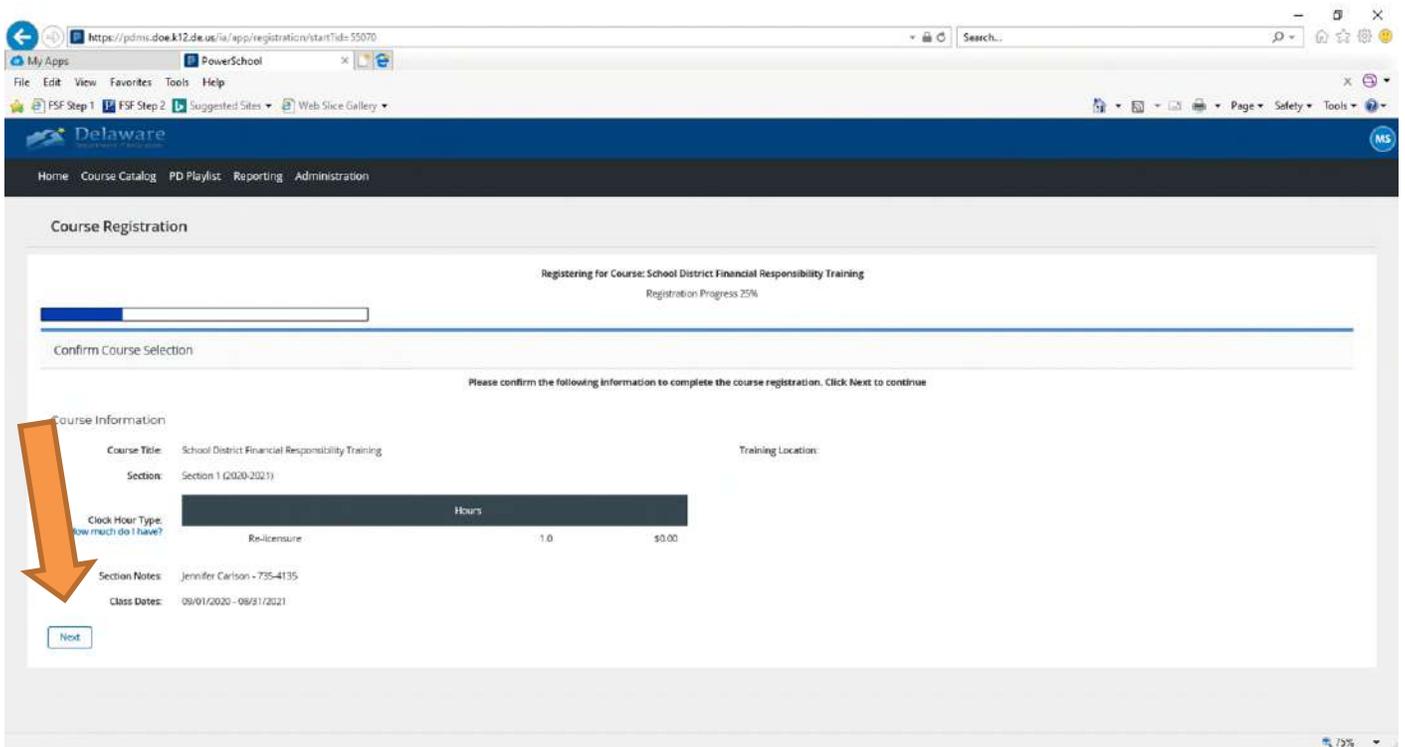
You are now registered for the course. Click on the "Go To Course" button to launch Schoology and complete the course.

If you leave the course before completing all sections and need to return to Schoology later, login to your EdAccess account (see pages 1-2 above), then click on the "eLDE Schoology" icon to access and finish the course.
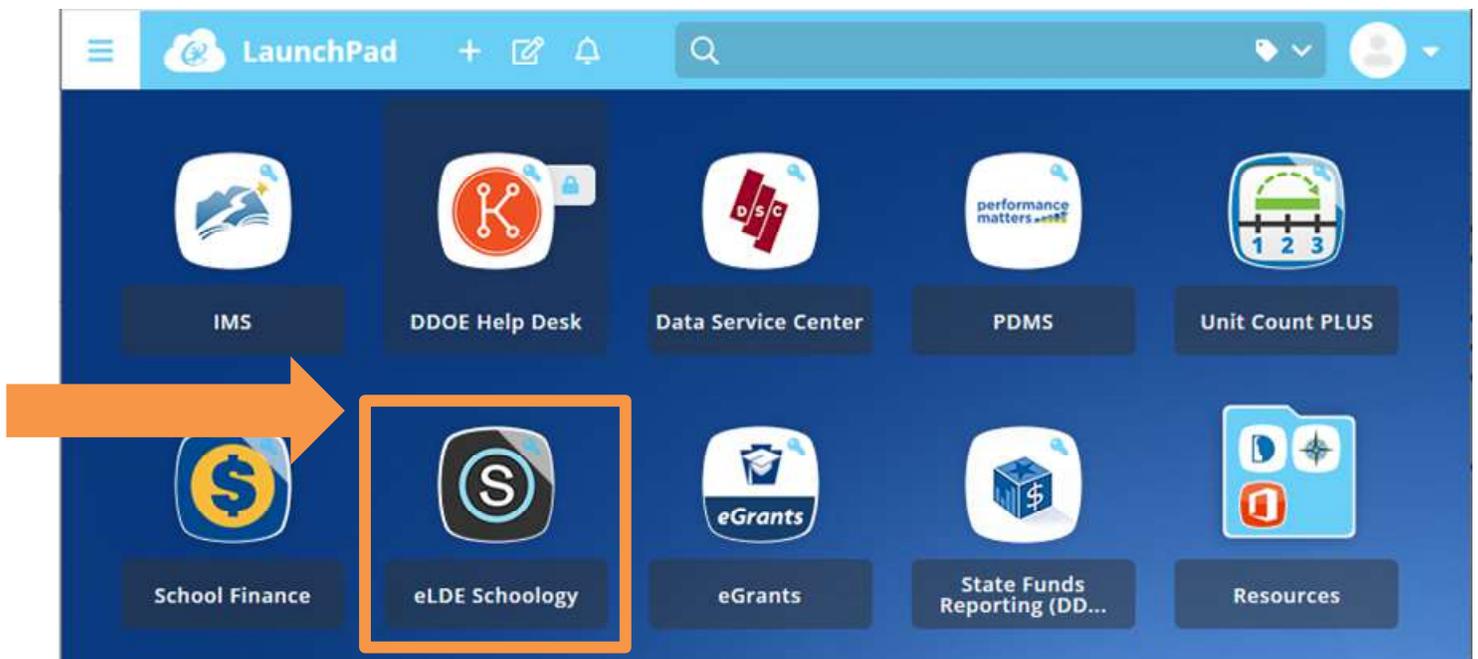
PLEASE NOTE: District board and District CBOC members must complete Course # **27193.** Please **do not** register for the **Charter** Financial Responsibility Training, as it is not the same course and will not fulfill your training requirement.

If you encounter any issues during the registration process or while completing the course, please send the following information to jennifer.carlson@doe.k12.de.us:

- A screenshot of the error message
- Your name and the name of the district with which you are affiliated
- Your EdAccess user name (if available)