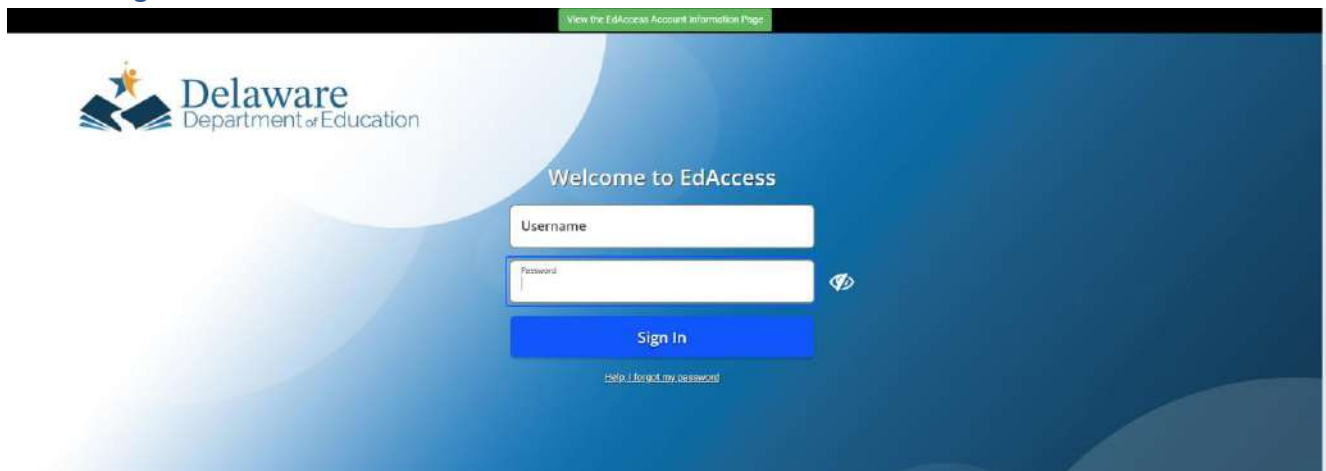# How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

The following steps are to be used when registering for a course in the Professional Development Management System (PDMS), and accessing a course in Schoology.

 How do I register for a training course?
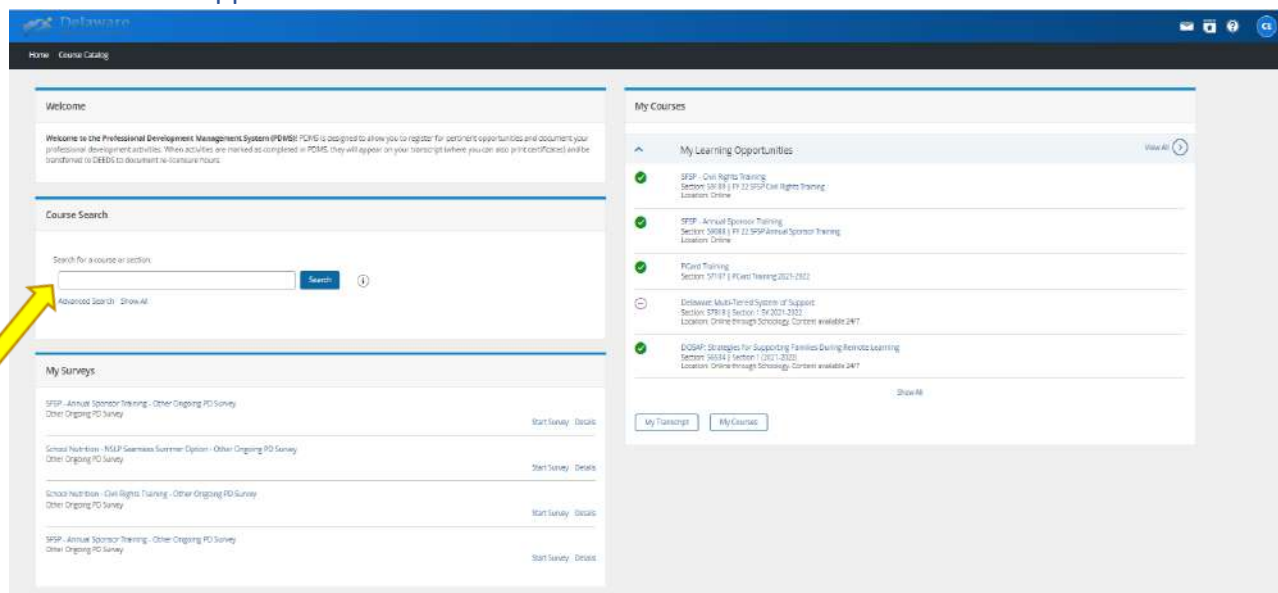
1. Log into **EdAccess**

2. Click on the **PDMS** icon

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.
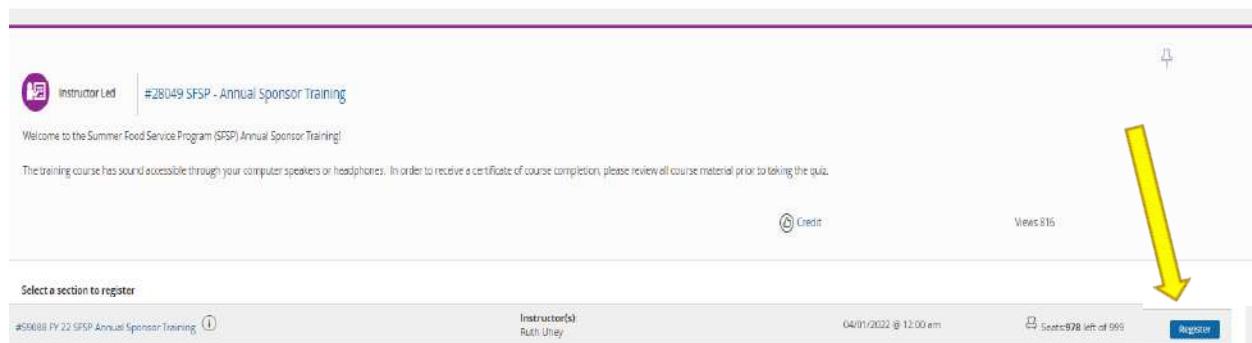
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

3. Search for the desired course title or course number. If you do not have the course or section number, you can also enter "SFSP" "CACFP" or "SNP" and all related courses should appear.

4. A list of courses matching your search criteria will be displayed in the center column and the applicable sections available for registration will be displayed at the bottom of the course title listed under "Select a section to register".

5. Click **Register** button

If difficulty is experienced with sound, etc., please try a different Internet browser,
excluding Internet Explorer.
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

6. Click **Next** button (bottom left of page) to confirm Course Selection. You can access the course as soon as you complete the registration. You do not have to wait until the following day.

How do I access the training course?

The courses are delivered through Schoology (which is accessed through EdAccess, and registered for in PDMS).

The preferred method for accessing a course:
1. Log into your **EdAccess** account
2. Click on the **Schoology** tile
3. Click the **Courses** link at the top of the page
4. Click the desired course

Alternative Method:
1. Log into your **EdAccess** account
2. Click on the **PDMS** link
3. Click on the course link title. This link will launch Schoology and open your course.

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For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

How do I print my certificate after I complete my training course?

1. Click "**My Transcript**"

Click on My Transcript

2. Click on the Certificate number

Click on Certificate #

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

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