



Delaware

Department of Education

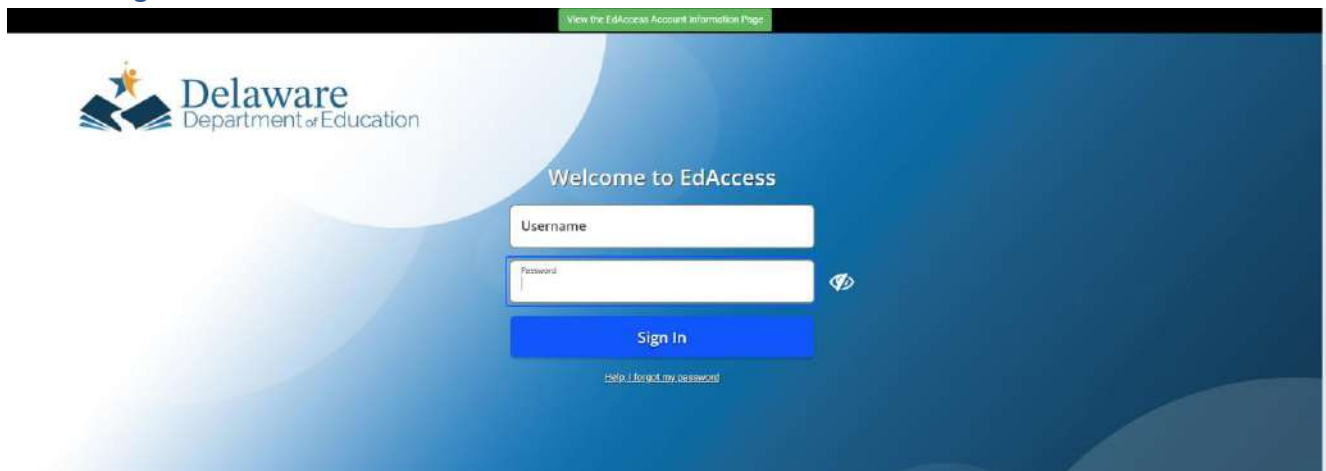
How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

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



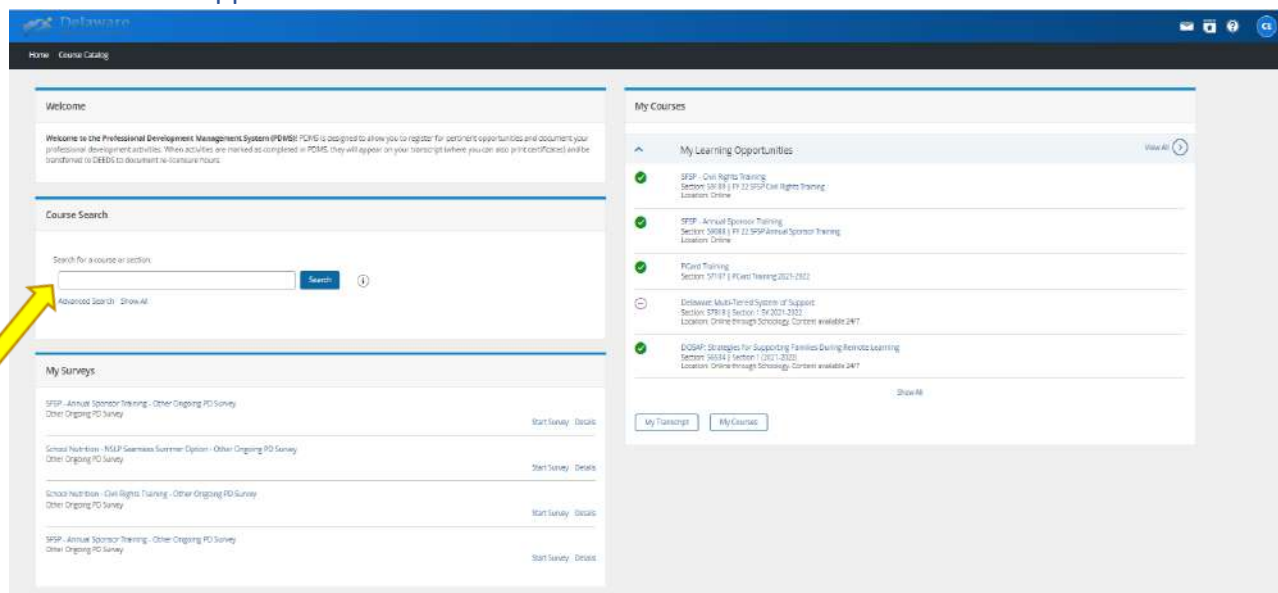
2. Click on the PDMS icon



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

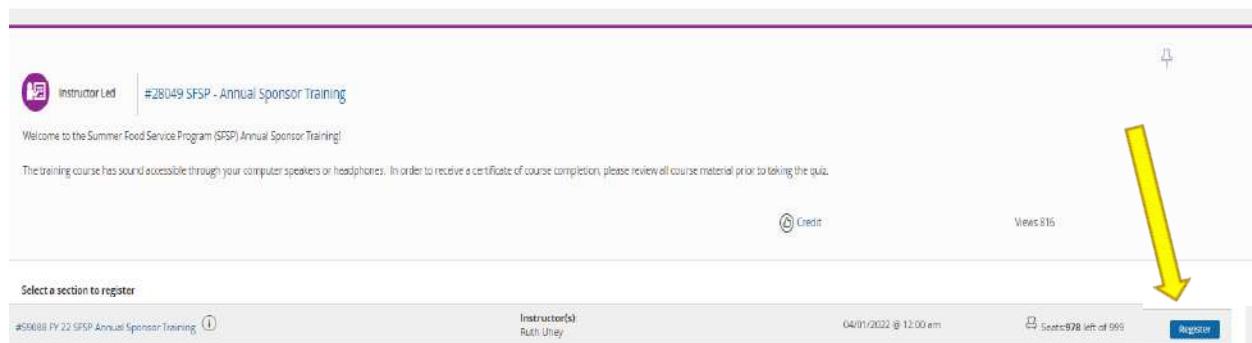
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

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



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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.

The screenshot shows the 'Course Registration' page. At the top, it says 'Registering for Course: School Nutrition - Procurement Part II Bay Area' and 'Registration Progress: 25%'. Below this is a progress bar. The main section is 'Confirm Course Selection' with the instruction 'Please confirm the following information to complete the course registration. Click Next to continue.' Under 'Course Information', it lists 'Course Title: School Nutrition - Procurement Part II Bay Area' and 'Section: School Nutrition - Procurement Part II Bay Area'. To the right, 'Training Location: Online Schoology' is shown. A table lists 'Section Notes' and 'Class Dates'. A yellow arrow points to the 'Next' button at the bottom left.

Section	Hours
Section Notes	0.25
Class Dates	10/00



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

1. Click “My Transcript”

The screenshot shows the 'My Courses' section of the POMS interface. It lists several completed courses with green checkmarks. At the bottom of this section, there are two buttons: 'My Transcript' and 'My Courses'. A yellow arrow points directly to the 'My Transcript' button.

Click on My Transcript

2. Click on the Certificate number

The screenshot shows the 'My Transcript' page with a table of completed courses. The table has columns for Activity, Office, Course #, Section #, Title, Start Date, End Date, Completion Date, Certificate #, Registration Status, Grade, Credit Hours, Targeted Cost, and Payment Status. A yellow arrow points to the 'Certificate #' column in the second row.

Click on Certificate #

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