



## DEPARTMENT OF EDUCATION


The Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
DOE WEBSITE: <http://www.doe.k12.de.us>

Susan S. Bunting, Ed.D.  
Secretary of Education  
Voice: (302) 735-4000  
FAX: (302) 739-4654

January 17, 2018

### MEMORANDUM

**TO:** Child and Adult Care Food Program Sponsors

**FROM:** Aimee F. Beam, RD, LDN , Education Associate, Nutrition Programs 

**SUBJECT:** 2018 Operational Memo #5  
Online Training

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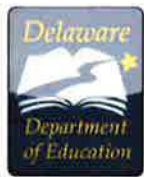
The Nutrition Programs Office is pleased to announce that online training is now available for participants in the Child and Adult Care Food Program (CACFP)! These trainings are intended to help sponsors effectively manage the CACFP, and new courses will be added over time as topics are identified.

Course registration is through the Professional Development Management System (PDMS), and delivered through Schoology. Please follow the attached instructions on how to register and access courses. All CACFP staff who have access to the Identity Management System (IMS), and the Delaware Nutrition Accountability and Reporting System (DENARS), have already been given access to PDMS and Schoology. The first course available is CACFP New Director's Training, course #26258.

Please contact us with any questions at 302-857-3356.

Attachments (1)

cc: Nutrition Team



## How to Register and Access Courses in PDMS and Schoology for the Child and Adult Care Food Program (CACFP) School Nutrition Programs (SNP) and the Summer Food Service Program (SFSP)

Using the School Nutrition Civil Rights Training course as an example, the following steps are to be used when registering for a course in PDMS, and accessing a course in Schoology.



### How do I register for the School Nutrition – Civil Rights Training course?

1. Log into **IMS**
2. Click on the red **PDMS** icon
3. Search for the desired course title (**Civil Rights**) or course number (**25950**). 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 to the right of the course title.
4. Click **Register** button
5. Click **Next** button (bottom right of page) to Confirm Course Selection. You can access the course as soon as you complete registration. You don't have to wait until the following day.



### How do I access the School Nutrition – Civil Rights Training course?

The School Nutrition –Civil Rights Training is delivered through Schoology which can be accessed through IMS or PDMS.

The preferred method for accessing the course:

1. Log into your **IMS** 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 **IMS** account
2. Click on the **PDMS** link
3. Click on the link titled "**School Nutrition – Civil Rights Training Section 1 (thru 2018 Sch Yr)**". This link will launch Schoology and open your course.

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