

Adult Basic Education (ABE) Permits User Guide

This user guide will detail the steps involved in applying for Adult Basic Education (ABE) Permits.

It is important to note that Educators who already hold a current Delaware teaching license and standard certification will not need a permit to teach adult education programs; however, they are not restricted from applying for Adult Basic Education permits.

There are two Adult Basic Education Permit types:

- Adult Basic Education (ABE) Level 1 Permit
- Adult Basic Education (ABE) Level 2 Permit

The requirements for each ABE Permit type are detailed in the [Requirements](#) Section.

Also, important to note is that all Educators must obtain Adult Basic Education, Level 1 Permit before applying for Adult Basic Education, Level 2 Permit. The processes for both steps are detailed in this user guide.

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Requirements

The requirements for the two (2) Adult Basic Education Permits are outlined below:

- Adult Basic Education Level 1 (valid 3 years)
 - Bachelor's degree from a regionally accredited college or university.
 - Provide passing scores for Praxis I (general knowledge exam of Math, Reading, and Writing); [Educational Testing Service \(ETS\)](#) administers the Praxis tests. Please use Delaware Department of Education's Reporting Code of R7065.
- Adult Basic Education Level 2 (valid 5 years)
 - Must submit 25 clock hours in the Math or English/Language Arts content areas during term of Level 1 Permit for three (3) years and then apply for the Level 2 Permit.
 - Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 1 Permit.

The renewal requirements for the two (2) Adult Basic Education Permits are outlined below:

- Adult Basic Education Level 1 (valid 3 years)
 - Cannot be renewed. Need to **Upgrade** to Level 2 Permit.
- Adult Basic Education Level 2 (valid 5 years)
 - Must complete 45 clock hours of approved professional development in the Math or English/Language Arts content areas every five (5) years.
 - Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 2 Permit.

DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you are new to Early Learning, new to K-12 or non-state employee or unemployed K-12, then you will need to [Register an EdAccess Account](#).

If you already have an EdAccess Account, [Login to EdAccess Account](#)

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to **Educator Dashboard**.

Apply for Adult Basic Education (ABE) Level 1 Permit

Click the **Apply for K-12** menu icon in the upper right-hand portion of the dashboard. List of options is displayed:

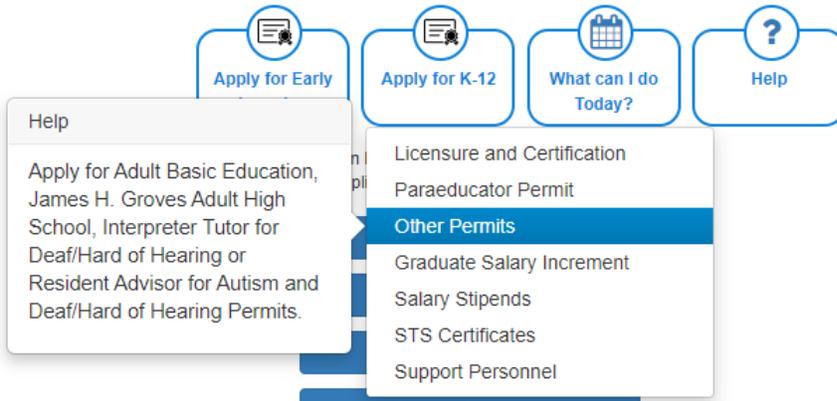


Figure AB1-MNU-01: Other Permits Menu Selection

Select **Other Permits** from the dropdown menu options.

Educator is redirected to **Application Type** selection page:

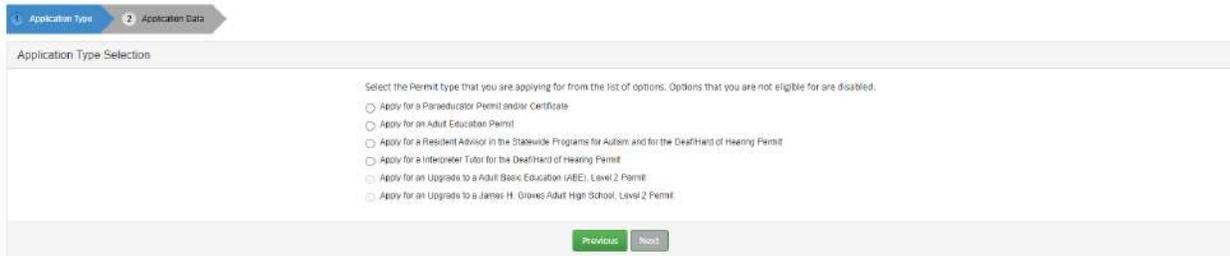


Figure AB1-ATS-01: Other Permits Application Type Options

Note the numbered arrows that are displayed across the top of the data entry area, as these are the pieces of information that are required to complete the application request. The **Application Type** arrow is highlighted blue to signify that the user is currently on this step in the process.

The numbered arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked. The red **Cancel Application** button in the upper right-hand corner under the menu icons can be clicked at any time to cancel the application process that has been initiated.

Select **Apply for an Adult Education Permit** radio button from the list of options.

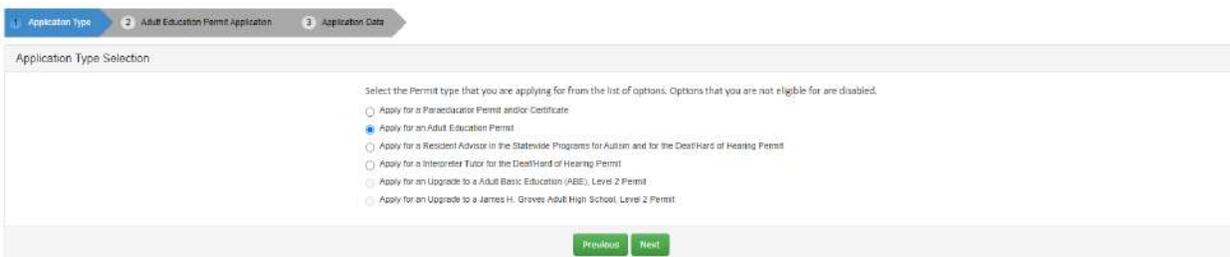


Figure AB1-ATS-02: Apply for an Adult Education Permit Option Selection

Note that when **Apply for an Adult Education Permit** option was selected, an additional numbered arrow, **Adult Education Permit Application**, was inserted between **Application Type** and **Application Data**. This occurred because there are multiple application options for an **Adult Education Permit** and therefore another level of selection is required. The **Application Type** arrow remains highlighted blue to signify that the user is currently on this step in the process.

The **Application Type** options listed are based on eligibility. The last two options: **Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit** and **Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit** are only enabled if the educator has obtained a corresponding Level 1 Permit first and the Level 1 Permit is within 6 months of expiring.

Click the **Next** button.

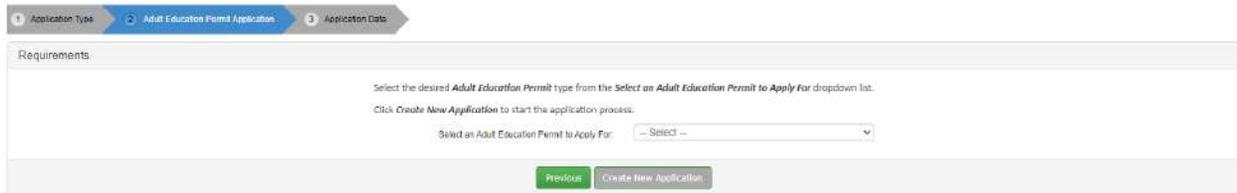


Figure AB1-ATS-03: Adult Education Permit Type Selection Step

The **Adult Education Permit Application** arrow is highlighted blue to signify that the user is currently on this step in the process.

Click the down arrow of the **Select an Adult Education Permit to Apply For** dropdown list.



Figure AB1-ATS-04: Adult Education Permit Type Options

Select **Adult Basic Education (ABE), Level 1** from the **Select an Adult Education Permit to Apply For** dropdown list.

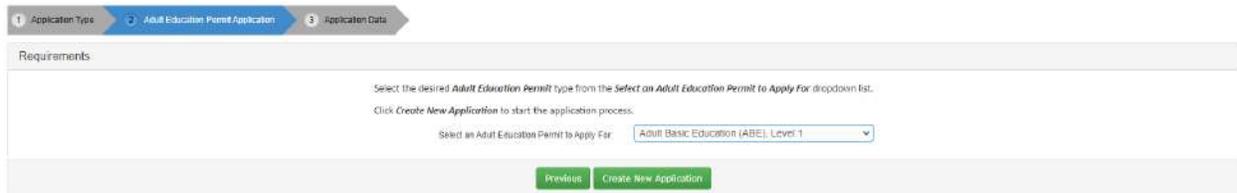


Figure AB1-ATS-05: Adult Basic Education Level 1 Permit Type Selection

When an option is selected from the **Select an Adult Education Permit to Apply For** dropdown list, the **Create New Application** button is enabled.

Click the **Create New Application** button to start the application process.

Once the application has been created, it can be paused at any time by clicking the **Save Application For Later** button in the upper right-hand side of the page. To resume editing of the application, click **View**

My Applications button on the **Educator Dashboard**, find the Permit Title in the **Application Type** column and click **Continue Application** button. Likewise, the application can be withdrawn at any time by clicking the **Withdraw Application** button in the upper right-hand side of the page.

Application Data – Level 1

The **Application Data** window is presented:

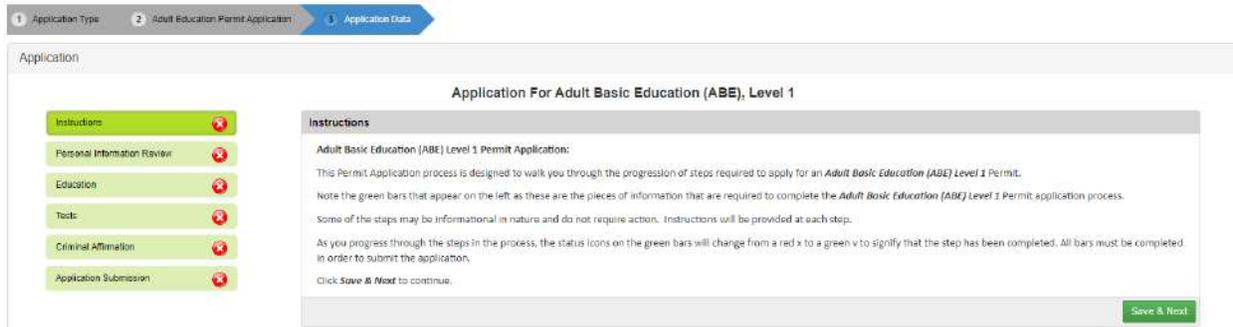


Figure AB1-AD-01: ABE Level 1 Application Data

Applying for an **ABE Level 1** Permit is designed to walk the user through the series of steps that need to be completed in order to submit the application. The **Adult Education Permit Application** arrow that was previously highlighted is now disabled (gray) and the **Application Data** arrow is highlighted blue to signify that the user is currently on this step in the process.

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left include: **Instructions**, **Personal Information Review**, **Education**, **Tests**, **Criminal Affirmation** and **Application Submission**. Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.

The **Instructions** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the **Instructions** box.

Click the **Save & Next** button.

The **Instructions** bar is designated with a green V to signify that the step has been completed.

Personal Information Review – Level 1

The **Personal Information Review** bar is highlighted and designated with a red X to signify that the step has not yet been completed.



Application For Adult Basic Education (ABE), Level 1

Personal Information Review

Personal Information Instructions:

The Personal Information that you entered previously is displayed below:

- Please check the information for accuracy and completeness. Update the information as appropriate.
- Ensure the **Home/Mailing Address** section is completed with your current address.
- If you do not wish to receive text messages, uncheck the text message authorization checkbox.
- If changes are made to the information, click **Save/Update**.
- Click **Save & Next** to continue.

First Name * <input type="text" value="Jude"/>	Prefix: <input type="text" value="-- Select --"/>
Middle Name: <input type="text"/>	Suffix: <input type="text" value="-- Select --"/>
Last Name * <input type="text" value="Embers"/>	Professional Title: <input type="text" value="-- Select --"/>
SSN * <input type="text" value="714-71-4714"/>	Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
DOB * <input type="text" value="07/14/1984"/>	Age: <input type="text" value="36"/>

Home/Mailing Address

.Attn: <input type="text"/>	
Street Line 1: <input type="text" value="714 Sunflower Ln"/>	
Street Line 2: <input type="text"/>	
City: <input type="text" value="Middletown"/>	State: <input type="text" value="Delaware"/>
County/Parish: <input type="text" value="New Castle"/>	Country: <input type="text" value="United States"/>
Work Phone: <input type="text" value="XXX XXX-XXXX"/>	Primary/User Email: <input type="text" value="scd714@mailinator.com"/>
Cell: <input type="text" value="(714) 714-1474"/>	Secondary Email: <input type="text" value="joe@email.com"/>

I authorize the Delaware Department of Education to send text messages to the listed cell phone.

Figure AB1-PIR-01: ABE Level 1 Personal Information Review Bar

The **Personal Information** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click **Save/Update**.

Click the **Save & Next** button to continue.

The **Personal Information Review** bar is designated with a green V to signify that the step has been completed.

Education – Level 1

The **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. If Education data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank. Instructions related to **Education** data entry are displayed.

Figure AB1-EDU-01: ABE Level 1 Education Bar

If **Education** data has already been entered in DEEDS and is shown listed in the Education table, then adding additional information is optional. However, if the **Education** table is blank, then the user is required to add **Education** information. Any data that can be entered as proof of **Education** is encouraged and will support the subsequent review and approval process. If additional education information is not needed, click **Save & Next** to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add Education** information.

Click the **Add Education** button.

Figure AB1-EDU-02: ABE Level 1 Add Education Form

Education box is presented for entering education related information specific to the **Adult Basic Education Permit** application request. Only official transcripts may be submitted for credentialing. You may provide official documents directly to the DDOE, or to your HR department or HR office and they can upload them for you.

Enter the **Institution** where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the **Education** information in the entry fields. The required fields are designated with a red * and include: **Institution, City, State, Degree** and **Start Date**.

Click **Save** button to save new **Education** information.

New **Education** data entered is displayed at the bottom of the window.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2003	2007					<input type="checkbox"/>	

Figure AB1-EDU-03: ABE Level 1 Education Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click the **Save & Next** button.

The **Education** bar is designated with a green V to signify that the step has been completed.

Tests – Level 1

The **Tests** bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. All information on the Tests bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

Figure AB1-TST-01: ABE Level 1 Tests Bar

Click the **Save & Next** button.

The **Tests** bar is designated with a green V to signify that the step has been completed.

Criminal Affirmation – Level 1

The **Criminal Affirmation** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure AB1-CRI-01: ABE Level 1 Criminal Affirmation Bar

One question related to criminal background is displayed. Answer the question by selecting either the **Yes** or **No** radio button. The question is a mandatory field and must be answered to move forward.

The Affirmation Affidavit states: ***The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.***

The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the above statement which is made under penalty of perjury. The ***I consent to electronic signature*** checkbox is a mandatory field and must be checked to continue.

Sign the affirmation by typing your name in the ***Signature*** field. The ***Date*** field is auto-populated with the current date and is a read-only field.

Figure AB1-CRI-02: ABE Level 1 Criminal Affirmation Form Completed

Click the ***Save & Next*** button.

The **Criminal Affirmation** bar is designated with a green V to signify that the step has been completed.

Application Submission – Level 1

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The screenshot shows a web interface for 'Application For Adult Basic Education (ABE), Level 1'. On the left, a vertical list of steps is shown with green checkmarks for 'Instructions', 'Personal Information Review', 'Education', 'Tests', and 'Criminal Affirmation'. The 'Application Submission' step is highlighted in red with a red 'X' icon. On the right, a box titled 'Application Submission Instructions' contains the following text: 'Click the **Submit Application** button below to submit your application and begin the review process. You can monitor the status of your application on your **Educator Dashboard**, which will be used as the main communication channel moving forward.' A green 'Submit Application' button is located at the bottom right of the instructions box.

Figure AB1-APS-01: ABE Level 1 Application Submission

The **Adult Basic Education, Level 1 Permit Application** process is complete, in that all the required information has been supplied and the application is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

You can monitor the status of your application by clicking **View My Applications** button on the **Educator Dashboard**. The **View My Applications** page will be used as the communication channel going forward.

Click the **Submit Application** to complete the application process.

Confirmation of the application submission is presented along with additional information:

The screenshot shows a confirmation page from the Delaware Department of Education. The header reads 'CONFIRMATION OF APPLICATION RECEIVED BY THE DELAWARE DEPARTMENT OF EDUCATION'. The main text states: 'Thank you for completing your online application. Your application will be reviewed once we have received all the required documents indicated. If further information is required, we will contact you via email in the form of a Deficiency letter which will indicate any issues with your application. While your application is pending, you will not be able to enter any information you have entered. However, you may provide or upload any additional documents in response to DOE correspondence.' Below this, there are two columns of contact information for 'DEEDS Early Learning' and 'K-12 Licensure & Certification'. At the bottom right, there is a blue 'Back To Dashboard' button.

Figure AB1-APC-01: ABE Level 1 Application Submission Confirmation

In addition to the on-screen confirmation, an email is sent to the user. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DE Dept of Education - Important Application Information**.

Click the **Back To Dashboard** button.

User is directed to the **View My Applications** page.

Application Tracker – Level 1

The new **Adult Basic Education, Level 1** permit application is shown:



Figure AB1-APT-01: ABE Level 1 Application Tracker – Application Pending

Note that the **Application** banner is green to signify that this step has been completed and the status appears as **Completed**. The **Intake** banner is yellow to signify that this step is in progress and the status appears as **In Progress**. From this point forward, status can be monitored via the **View My Applications** button on the **Educator Dashboard**. The Application Tracker is comprised of five banners: **Application**, **Intake**, **Quality Review**, **Analyst Review**, and **Finalize**. These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The **Adult Basic Education, Level 1** permit application progress can be monitored through this page.

The **View My Applications** tab will show the last three (3) applications that have been submitted. In the event that there are more than three, click the **More** button to see more applications.

To the right of the Application Tracker are the details of the **Adult Basic Education, Level 1** application submitted in the previous steps. **Adult Basic Education, Level 1** is displayed in the **Application Type** column along with the **Submitted Date**. A **View Application** link is provided in the **View PDF** column, allowing the user to view and print a pdf version of the application details that were submitted. Although this is not necessary, it can be useful for reference. Additionally, a **Withdraw** button is provided so that the application can be withdrawn at any time.

View Credentials

Click the **Home** button to move back to the **Educator Dashboard** home page.

From the **Educator Dashboard**, click the **View My Credentials** button on the right.

The **Adult Basic Education, Level 1 Permit** can be found in the **Other Permits** section. Scroll down to the **Other Permits** section to see the following:

Other Permits

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Permit					Application Pending

Figure AB1-VMC-01: ABE Level 1 View My Credentials – Application Pending

Note that **Permit** appears in the Credential Definition column and shows a status of **Application Pending**.

Once the **ABE Level 1 Permit** application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

From this point forward, all communication is done through the **View My Applications** page on the **Educator Dashboard**. The Educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

Deficiencies – Level 1

When the **ABE Level 1 Permit** application is reviewed by the DDOE L&C team, there may be deficiencies identified that need to be resolved. The important thing is to respond to these deficiencies as quickly and completely as possible. When a deficiency is raised, the Educator will be informed in three ways:

- An email will be sent to the Educator primary email address to notify that there is a deficiency in the application that needs to be resolved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DDOE – Deficiencies in Application**.
- A **Respond to Deficiency** button appears on the **Educator Dashboard** home page.
- A Deficiency is listed on the **View My Applications** page of the **Educator Dashboard**.

On the **Educator Dashboard**, there is a new red **Respond to Deficiency** button that appears on the right side of the page under the menu options. This **Respond to Deficiency** button is an immediate indicator that a deficiency has been raised and action is required by the Educator in order to move forward with the application process.

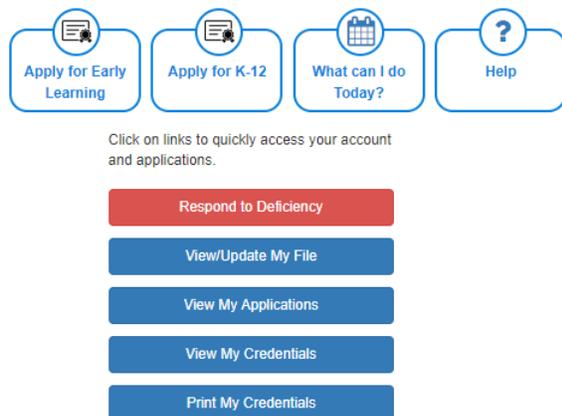


Figure AB1-DEF-01: ABE Level 1 Dashboard Respond to Deficiency Button

Click **Respond to Deficiency** button or Click **View My Applications** button, as either choice will direct the user to the **View My Applications** page.



ACTION REQUIRED

Please read below information on deficiency area that requires your response. You can respond to the deficiency by clicking the button below.

[Respond to Deficiency](#)

Application Type	Submitted Date	View PDF	
Adult Basic Education (ABE), Level 1	06/30/2021	View Application	Withdraw

Deficiency Details			
Deficiency Name	Notes	Date	
Transcript is unofficial, official transcript is required	please provide an official college transcript	06/30/2021	

Figure AB1-DEF-02: ABE Level 1 Application Tracker with Deficiency Raised

Note that the color of the **Intake** banner has changed to red and the status has changed to **Deficient**. Additionally, there is an **Action Required** stamp below the Application Tracker as an alert that action is required. Refer to the **Deficiency Details** table below the Application Tracker for details regarding the deficiency raised. A brief description of the deficiency is listed in the **Deficiency Name** column and a brief description of the required action is listed in the **Notes** column. The date that the deficiency was raised is shown in the **Date** column.

Review the description of the deficiency in the **Deficiency Details** box and determine how to fix the problem. The user will need to supply additional information specific to the issue raised within the deficiency. Read the **Notes** to ensure that the required action can be achieved at the current time.

Click the **Respond to Deficiency** button directly above the **Deficiency Details** table and below the Application Tracker banners. Attention will be focused on the **Deficiency** section at the bottom.

Deficiency

Read the information in the **Staff Notes** field, describing what deficiency needs to be resolved. In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised.

Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and the green bar icon changes to a green v to indicate that the required action is complete.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to.

Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

High School transcript missing (Applicant) Resolved

Staff Notes:

Educator Notes:

[Save & Next](#)

[ReSubmit](#)

Figure AB1-DEF-03: ABE Level 1 Respond to Deficiency Action

Educator is directed to the section of the application where there is a deficiency. The green bar is designated with a red x to indicate that the issue is unresolved. In this example, there was a deficiency raised in the **Education** information provided with the application.

In the **Educator Notes** field, enter information related to how the deficiency described in the **Staff Notes** has been resolved. Check the **Resolved** checkbox to indicate that the deficiency has been resolved.

Deficiency [Save Changes](#)

Read the information in the **Staff Notes** field, describing what deficiency needs to be resolved. In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised.

Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and the green bar icon changes to a green v to indicate that the required action is complete.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to.

Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Transcript is unofficial, official transcript is required (Applicant) Resolved

Staff Notes: please provide an official transcript

Educator Notes: official UD transcript has been provided to HR office

[Save & Next](#)

[ReSubmit](#)

Figure AB1-DEF-04: ABE Level 1 Respond to Deficiency Resolution

Click the **Save Changes** button within the **Deficiency** box.

Note the icon on the green bar has changed to a green V to indicate that the required action is complete.

Click the **ReSubmit** button.

Thank you for resubmitting your application.

To monitor the status of your application, go to [View My Applications on the Educator Dashboard](#).

Click the [Back to Dashboard](#) button to continue.

[Back to Dashboard](#)

Figure AB1-DEF-05: ABE Level 1 Resubmit Application Confirmation

Confirmation message is displayed, thanking educator for resubmitting the application. Click the **Back to Dashboard** button.

Click the **View My Applications** button to view the Application Tracker.

Application Type	Submitted Date	View PDF	Withdraw
Adult Basic Education (ABE), Level 1	06/08/2021	View Application	Withdraw

Deficiency Name	Notes	Date
Transcript is unofficial, official transcript is required	please provide an official college transcript	06/09/2021

Figure AB1-DEF-06: ABE Level 1 Application Tracker after Deficiency Addressed

Note that the color of the **Intake** banner has changed to yellow and the status has changed to **In Progress**. This status has changed because the deficiency has been addressed and the application has been put back into the Intake queue for review by the DDOE L&C team.

Application Complete – ABE Level 1 Permit Issued

Once the deficiencies, if raised, have been resolved and the application has been approved by the DDOE L&C team, the information on the **View My Applications** page will change to:



Figure AB1-CMP-01: ABE Level 1 Application Tracker after Permit Issued

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DDOE – Adult Basic Education, Level 1 Permit Application Approval**.

Click **View My Credentials** button on the **Educator Dashboard** and scroll down to **Other Permits** Section.



Figure AB1-CMP-02: ABE Level 1 Credentials after Permit Issued

There is a new listing in the **Other Permits** section for the **Adult Basic Education (ABE), Level 1** Permit. One of the most important pieces of information is the **Expiration Date**. When the Permit is due to expire, the Educator will need to apply for an **Adult Basic Education (ABE), Level 2** Permit.

Congratulations! The **Adult Basic Education, Level 1 Permit** has been successfully issued.

Print Certificate – Level 1

Once the **ABE Level 1** Permit has been issued, the Permit can be printed. From the **Educator Dashboard**, click either the **Print My Credentials** button or the **View My Credentials** button on the right side of the page. Either option will direct you to the **Credentials** tab of the user data. At the top of the page is a **Print and Download Credentials** section:

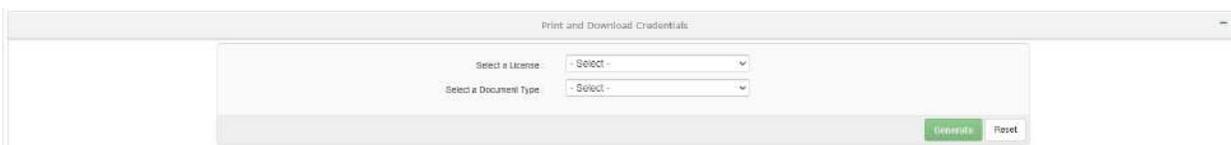


Figure AB1-PC-01: ABE Level 1 Print Credentials Form

Click the down arrow of the **Select a License** dropdown list.

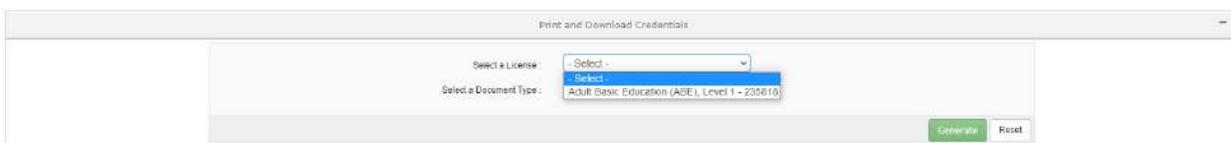


Figure AB1-PC-02: ABE Level 1 Print Credentials Certificate Options

The list of options displayed is limited to the credentials that have been issued to the user. Select the **Adult Basic Education (ABE), Level 1** option. Click the down arrow to the right of the **Select a Document Type** dropdown list and select the **Wall Certificate for Permits** option from the list.

Figure AB1-PC-03: ABE Level 1 Print Credentials Selection

When both options have been specified, the **Generate** button is enabled. Click the **Generate** button. A pdf version of the certificate is downloaded to the **Downloads** folder of the user's computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:

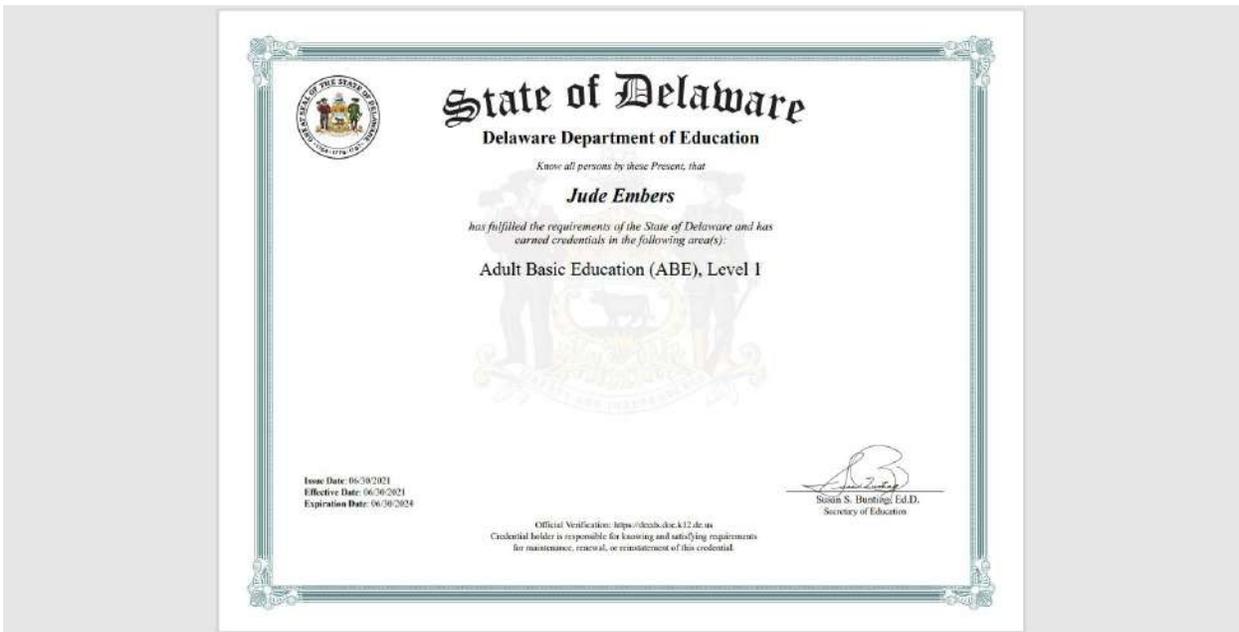


Figure AB1-PC-04: ABE Level 1 Wall Certificate

A wall certificate of the **Adult Basic Education (ABE) Level 1** permit, suitable for framing, has been downloaded to the user computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the certificate name, in this example: **Adult Basic Education (ABE), Level 1 – 235818**.

Other Permits

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Adult Basic Education (ABE), Level 1	235818	06/30/2021	06/30/2021	09/30/2024	Issued

Figure AB1-PC-05: ABE Level 1 Certificate Identification Number

This number associated with the certificate is the identification number of the credential issued to the individual. Note that the **Other Permits** table on the **View My Credentials** page lists **235818** in the **Credential No** column, which corresponds with the credential selected for printing.

Apply for Adult Basic Education, Level 2 Permit

To obtain the **Adult Basic Education, Level 2 Permit**, the Educator must hold an **Adult Basic Education, Level 1 Permit** first. The application process for the **ABE Level 2 Permit** is similar to the steps for the **ABE Level 1 Permit**, but the required **Application Data** steps will vary. Specific requirements for the ABE Level 2 Permit are outlined in the [Requirements](#) section.

An upgrade to the Adult Basic Education, Level 2 Permit is permissible when the Level 1 Permit is within 6 months of expiring. The upgrade requirements are mainly based on clock hour requirements. Clock Hours can be entered in advance or during the upgrade application process. To enter the **Clock Hours** in advance, click the **View My Credentials** button on the **Educator Dashboard** and click the **Clock Hours** tab at the top of the page. Adding **Clock Hours** during the upgrade application process is covered in the following sections of this user guide.

To access DEEDS 3.0, you must have an EdAccess account.

If you are new to Early Learning, new to K-12 or non-state employee or unemployed K-12, then you will need to [Register an EdAccess Account](#).

If you already have an EdAccess Account, [Login to EdAccess Account](#)

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to **Educator Dashboard**.

Click **Apply for K-12** button in the upper right-hand portion of the dashboard. List of options is displayed:

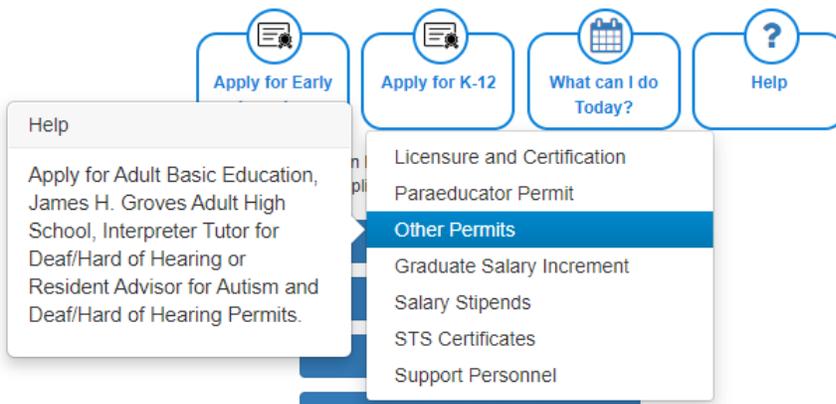


Figure AB2-MNU-01: Other Permits Menu Selection

Select **Other Permits** from the dropdown menu options.

Educator is redirected to **Application Type** selection page:

Figure AB2-ATS-01: Other Permits Application Type Options

Note the numbered arrows that are displayed across the top of the data entry area, as these are the pieces of information that are required to complete the application request. The **Application Type** arrow is highlighted blue to signify that the user is currently on this step in the process.

The numbered arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked.

The **Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit** that was previously disabled will be enabled for selection if the corresponding Level 1 Permit has already been issued and is within 6 months of expiring.

Select **Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit** radio button from the list of options.

Figure AB2-ATS-02: Apply for an Upgrade to an Adult Basic Education (ABE), Level 2 Permit Option Selection

Click the **Next** button.

Figure AB2-ATS-03: ABE Level 2 Create Application

To upgrade from an Adult Basic Education (ABE), Level 1 Permit to an Adult Basic Education (ABE), Level 2 Permit, the requirements are:

- Must have provided 25 clock hours in the Math or English/Language Arts content areas while holding a Level 1 Permit for three (3) years and then apply for the Level 2 Permit.

To maintain and renew the Adult Basic Education (ABE), Level 2 Permit, the requirements are:

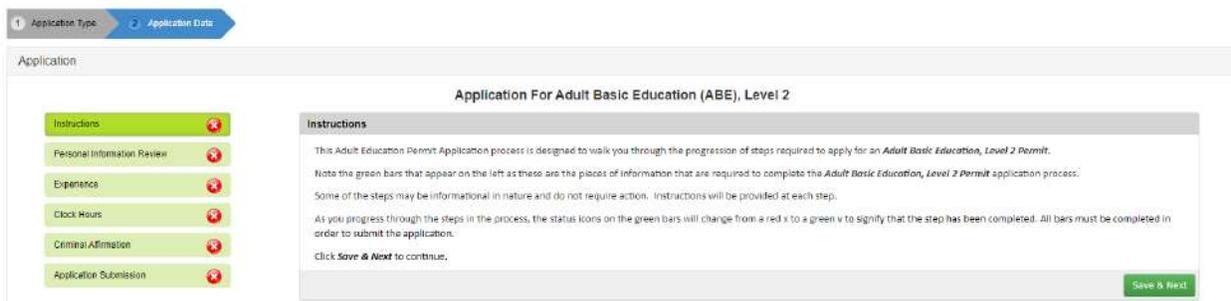
- Must complete 45 clock hours of approved professional development in the Math or English/Language Arts content areas every five (5) years to maintain and renew the Level 2 Permit.
- Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 2 Permit.

If the requirements are satisfied, click **Create Application** button to start the process.

Once the application has been created, it can be paused at any time by clicking the **Save Application For Later** button in the upper right hand side of the page. To resume editing of the application, click **View My Applications** button on the **Educator Dashboard**, find the Permit Title in the **Application Type** column and click **Continue Application** button. Likewise, the application can be withdrawn at any time by clicking the **Withdraw Application** button in the upper right-hand side of the page.

Application Data – Level 2

The **Application Data** window is presented:



The screenshot shows a web application interface for 'Application For Adult Basic Education (ABE), Level 2'. At the top, there are two navigation arrows: 'Application Type' (gray) and 'Application Data' (blue). Below this is a progress bar with six steps: 'Instructions', 'Personal Information Review', 'Experience', 'Clock Hours', 'Criminal Affirmation', and 'Application Submission'. Each step has a green bar with a red 'X' icon, except for 'Instructions' which has a green checkmark. The 'Instructions' step is highlighted in green. The main content area is titled 'Application For Adult Basic Education (ABE), Level 2' and contains instructions for the application process. At the bottom right, there is a green 'Save & Next' button.

Figure AB2-AD-01: ABE Level 2 Application Data

Applying for an **Adult Basic Education, Level 2 Permit** is designed to guide the user through the series of steps that need to be completed in order to submit the application. The **Application Type** arrow that was previously highlighted is now disabled (gray) and the **Application Data** arrow is highlighted blue to signify that the user is currently on this step in the process.

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left include: **Instructions, Personal Information Review, Experience, Clock Hours, Criminal Affirmation** and **Application Submission**. Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.

The **Instructions** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the **Instructions** box.

Click **Save & Next** button.

The **Instructions** bar is designated with a green v to signify that the bar has been completed.

Personal Information Review – Level 2

The **Personal Information Review** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The screenshot shows a web application interface for 'Application For Adult Basic Education (ABE), Level 2'. On the left, a vertical sidebar contains a progress bar with five items: 'Institutions' (green checkmark), 'Personal Information Review' (red X), 'Experience' (red X), 'Clock Hours' (red X), and 'Current Address' (red X). The main content area is titled 'Personal Information: Review' and contains instructions and a form. The form includes fields for personal details and a home/mailing address section. A 'Save/Update' button is located at the bottom right of the form area.

Figure AB2-PIR-01: ABE Level 2 Personal Information Review Bar

The **Personal Information** bar steps are identical to those outlined when applying for the **Adult Basic Education (ABE), Level 1 Permit**. The steps are listed below for completeness.

The **Personal Information** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click **Save/Update**.

Click **Save & Next** button.

The **Personal Information Review** bar is designated with a green v to signify that the step has been completed.

Experience – Level 2

The **Experience** bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. If Experience data has been added to the system for the educator, it will appear here; otherwise, the table will be blank.

Figure AB2-EXP-01: ABE Level 2 Experience Bar

The following forms may be used to verify **Experience**:

- [Form E - Verification of Teaching Experience](#)
- [Form T - Verification of Student Teaching Program](#)
- [Form E/NT - Verification of Non-Teaching Experience](#)
- [Form C - Verification of School Counseling Clinical Experience](#)

If **Experience** data has been added to the system for the educator, it will appear in the **Experience** table; otherwise, the table will be blank. If **Experience** data is listed in the table, then adding additional information is optional. However, if the **Experience** table is blank, then the user is required to add **Experience** information. Any data that can be entered as proof of **Experience** is encouraged and will support the subsequent review and approval process. If additional experience data is not needed, click **Save & Next** to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add Experience** information.

Click the **Add Experience** button.

Figure AB2-EXP-02: ABE Level 2 Add Experience Form

Experience form is presented for entering experience related information specific to the ABE Level 2 application request. The required fields are designated with a red * and include: **Work Type**, **Place**, **City**, **State**, **Begin Date** and **End Date**. Dropdown lists are provided for **Work Type**, **School Type**, and **State**,

offering valid options to choose from. The **Begin Date** and **End Date** entry fields require **MM/DD/YYYY** format. Complete the required fields specific to work **Experience**.

Click **Save** button to save new **Experience** information.

New **Experience** data entered is displayed at the bottom of the window.

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
	Psychology	Private	DE	Talnal	Hockessin	09/02/2018	06/01/2020	2			Yes	No	<input type="checkbox"/>		

Figure AB2-EXP-03: ABE Level 2 Experience Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click **Save & Next** button.

The **Experience** bar is designated with a green ✓ to signify that the step has been completed.

Clock Hours – Level 2

The **Clock Hours** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure AB2-CLH-01: ABE Level 2 Clock Hours Bar

As a general rule, educators are encouraged to keep their clock hours current in the DEEDS system throughout the term of the permit. In this way the educator’s data is always up to date and everything is complete and ready to go at upgrade or renewal application time.

If no **Clock Hours** data has been added to the system, then the **Clock Hours** table will be blank and a warning of **No record found** will be displayed in a red banner across the top of the section as shown

above. The **No record found** message can be dismissed by clicking the x in the upper right-hand corner of the red banner. If clock hours have been added, they will appear in the **Clock Hours** table.

Above the **Clock Hours** table is a summary of the clock hours. The summary shows **Verified Total Hours**, **Unverified Total Hours**, **Total Hours** and **Accepted Hours**. **Verified Total Hours** are hours that have been checked and verified by the L&C team. Conversely, **Unverified Total Hours** are hours that have been entered by the educator, but not yet checked and verified by the L&C team. **Total Hours** are the summation of the **Verified Total Hours** and **Unverified Total Hours** values. Lastly, **Accepted Hours** are hours that have been accepted by the L&C team toward the 25 clock hours requirement for upgrading from an ABE Level 1 permit to an ABE Level 2 permit.

If additional clock hours are not needed, click **Save & Next** to continue and [skip](#) to the end of this section. Otherwise, follow the instructions in this section to **Add Clock Hours** information.

Click the **Add Clock Hours** button.

Figure AB2-CLH-02: ABE Level 2 Add Clock Hours Form

Clock Hours form is presented for entering clock hours related to the upgrade application request. The top section is for entering information specific to characterization of the clock hours and the bottom section is for uploading supporting documentation for the clock hours earned.

Complete the required fields in the top section. The required fields are designated with a red * and include: **Category/Option**, **Title/Description**, **Begin Date**, **Completed Date** and **Hours**. A dropdown list is provided for selection of the predefined **Category/Option** options. **Begin Date** and **Completed Date** need to be entered in **MM/DD/YYYY** format.

When entering clock hours data, one of the most important things to note is the date range for the clock hours, which are entered in the **Begin Date** and **Completed Date** fields. Clock hours need to be earned within the term of the ABE Level 1 permit. If clock hours are either before the **Begin Date** or after the **Completed Date**, then they are not considered valid for the upgrade application.

Click the down arrow of the **Document Type** dropdown list in the bottom section and select **Clock Hours** as the document type from the list. The next step is to upload documentation in the form of a pdf or

image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system.

There may be instances where clock hours documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used.

To Associate a document, click the **Associate Existing Documents** button. An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the **Select Documents to Associate** button to save the information or the **Cancel** button to exit the operation without saving data. If necessary, refer to the [Associate Document](#) section for a detailed description of the how to associate a document.

If the **Clock Hours** document has not been associated, then follow the next steps to upload the document for the adult education permit application.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
 - File Explorer is opened to allow document to be selected from computer files.
 - Select the desired file and Click **Open**.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click the **Save** button to upload the document and save **Clock Hours** data.

New **Clock Hours** information entered is displayed in the clock hours summary and associated table at the bottom of the **Clock Hours** section. Note that the **Unverified Total Hours** and **Total Hours** values have been updated to reflect the new data entered.

Verified Total Hours: 0.00		UnVerified Total Hours: 20.00		Total Hours: 20.00		Accepted Hours: 0.00	
Showing 1 to 0 of 0 records.							
Category/Option	Title/Description	Begin Date	Completed Date	Hours	Verification	Documents	Actions
Professional Conferences/Workshops	Adult Ed Workshop	08/17/2020	08/20/2020	20.00	Not Verified	• Clock Hours	

Figure AB2-CLH-06: ABE Level 2 Clock Hours Summary and Table

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Continue to [add Clock Hours](#) until the 25 clock hours requirement for the upgrade to ABE Level 2 application has been satisfied.

Click the **Save & Next** button.

The **Clock Hours** bar is designated with a green V to signify that the step has been completed.

Criminal Affirmation – Level 2

The **Criminal Affirmation** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The screenshot shows a web application interface for 'Application For Adult Basic Education (ABE), Level 2'. On the left, a vertical navigation bar lists several steps: 'Instructions' (green checkmark), 'Personal Information Review' (green checkmark), 'Experience' (green checkmark), 'Clock Hours' (green checkmark), 'Criminal Affirmation' (red X), and 'Application Submission' (red X). The main content area is titled 'Criminal Affirmation' and contains the following elements: 'Criminal Affirmation Instructions' with a bulleted list of steps; a question: '1. * Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) in any felony, misdemeanor or any other criminal offense (excluding moving violations), including any offenses for which you have received a pardon, in any jurisdiction?' with 'Yes' and 'No' radio buttons; an 'Affirmation Affidavit' text block; a checkbox for 'I consent to electronic signature'; a 'Signature' text field with a 'Type your Signature' placeholder; a 'Date' field with the value '07/16/2021'; and a green 'Save & Next' button at the bottom right.

Figure AB2-CRI-01: ABE Level 2 Criminal Affirmation Bar

The **Criminal Affirmation** bar steps are identical to those outlined when applying for the **Adult Basic Education (ABE), Level 1 Permit**. The steps are listed below for completeness.

One question related to criminal background is displayed. Answer the question by selecting either the **Yes** or **No** radio button. The question is a mandatory field and must be answered to move forward.

The Affirmation Affidavit states: ***The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.***

The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the above statement which is made under penalty of perjury. The **I consent to electronic signature** checkbox is a mandatory field and must be checked to continue.

Sign the affirmation by typing your name in the **Signature** field. The **Date** field is auto-populated with the current date and is a read-only field.

Figure AB2-CRI-02: ABE Level 2 Criminal Affirmation Form Completed

Click the **Save & Next** button.

The **Criminal Affirmation** bar is designated with a green V to signify that the step has been completed.

Application Submission – Level 2

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure AB2-APS-01: ABE Level 2 Application Submission

The **Adult Basic Education, Level 2 Permit Application** process is complete, in that all the information has been provided and is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

You can monitor the status of your application by clicking **View My Applications** button on the **Educator Dashboard**. The **Educator Dashboard** will be used as the communication channel going forward.

Click **Submit Application** to complete the application process.

Confirmation of the application submission is presented along with additional information:



Figure AB2-APC-01: ABE Level 2 Application Submission Confirmation

In addition to the on-screen confirmation, an email is sent to the user. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DE Dept of Education - Important Application Information**.

Click **Back To Dashboard** button.

Application Tracker - Level 2

User is directed to the **View My Applications** page. The new **Adult Basic Education (ABE), Level 2** permit application is shown:

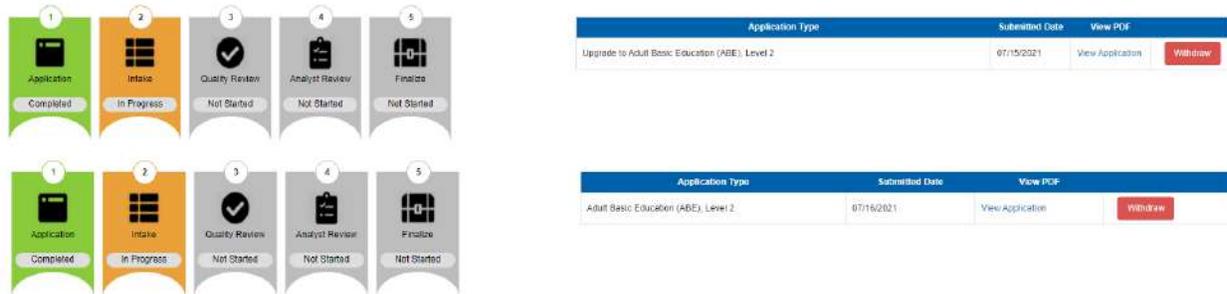


Figure AB2-APT-01: ABE Level 2 Application Tracker – Application Pending

Note that the **Application** banner is green to signify that this step has been completed and the status appears as **Completed**. The **Intake** banner is yellow to signify that this step is in progress and the status appears as **In Progress**. From this point forward, status can be monitored via the **View My Applications** button on the **Educator Dashboard**. The Application Tracker is comprised of five banners: **Application**, **Intake**, **Quality Review**, **Analyst Review**, and **Finalize**. These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The **Adult Basic Education (ABE), Level 2** permit application progress can be monitored through this tab.

The **View My Applications** tab will show the last three (3) applications that have been submitted. In the event that there are more than three, click the **More** button to see more applications.

To the right of the Application Tracker are the details of the **Adult Basic Education (ABE), Level 2** application submitted in the previous steps. **Upgrade to Adult Basic Education (ABE), Level 2** is displayed in the **Application Type** column along with the **Submitted Date**. A **View Application** link is provided in the **View PDF** column, allowing the user to view and print a pdf version of the application details that were submitted. Although this is not necessary, it can be useful for reference. Additionally, a **Withdraw** button is provided so that the application can be withdrawn at any time.

Click the **Home** button to move back to the **Educator Dashboard** home page.

View Credentials – Level 2

From the **Educator Dashboard**, click the **View My Credentials** button on the right.

The **Adult Basic Education (ABE), Level 2 Permit** can be found in the **Other Permits** section. Scroll down to the **Other Permits** section to see the following:

Other Permits

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Permit	108746	10/01/2018			Application Pending
Adult Basic Education (ABE), Level 1	108746	10/01/2018	05/01/2021	10/01/2021	Issued

Figure AB2-VMC-01: ABE Level 2 View My Credentials - Application Pending

Note that **Permit** appears in the Credential Definition column and shows a status of **Application Pending**. The **Adult Basic Education (ABE), Level 1 Permit** that is already held by the educator is listed below and shows a **Credential Status** of **Issued**.

Once the **Adult Basic Education (ABE), Level 2 Permit** application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

From this point forward, all communication is done through this **View My Applications** page on the **Educator Dashboard**. The educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

For the **Adult Basic Education (ABE), Level 2 Permit** application, deficiencies are handled in exactly the same way as they were handled for the **Adult Basic Education (ABE), Level 1 Permit** application. When a deficiency is raised by the DDOE L&C team, the educator must **Respond to the Deficiency** and **Resubmit** the application for further review and approval. To review the process for responding to deficiencies, refer to the [Deficiencies](#) section of this document. Within the instructions and screen shots, simply substitute Level 2 wherever Level 1 is listed.

Application Complete – ABE Level 2 Permit Issued

Once the deficiencies, if raised, have been resolved and the application has been approved by the DDOE L&C team, the information on the **View My Applications** page will change to:



Application type	Submitted Date	View PDF
Adult Basic Education (ABE), Level 2	06/01/2021	View Application

Figure AB2-CMP-01: ABE Level 2 Permit Upgrade Complete

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DDOE - Adult Basic Education, Level 2 Permit Application Approval**.

Click **View My Credentials** button on the **Educator Dashboard** and scroll down to **Other Permits** Section.

Other Permits

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Adult Basic Education (ABE), Level 2	108746	10/01/2018	06/01/2021	06/01/2021	Issued
Adult Basic Education (ABE), Level 1	108746	10/01/2018	06/01/2021	10/01/2021	Previous

Figure AB2-CMP-02: ABE Level 2 View My Credentials – Permit Issued

There is a new listing in the **Other Permits** section for the **Adult Basic Education (ABE), Level 2** Permit. The new Level 2 Permit appears at the top of the list and shows a status of **Issued** in the **Credential Status** column. The Level 1 Permit now shows a status of **Previous** in the **Credential Status** column since the Level 2 Permit has replaced the Level 1 Permit. Only one of these Adult Basic Education permits can be active at any one time. One of the most important pieces of information is the **Expiration Date**. When the Permit is due to expire, the educator will need to renew the **Adult Basic Education (ABE), Level 2** Permit.

Congratulations! The **Adult Basic Education (ABE), Level 2 Permit** has been successfully issued.

Print Credentials - Level 2

Once the **ABE Level 2** Permit has been issued, the Permit can be printed. From the **Educator Dashboard**, click either the **Print My Credentials** button or the **View My Credentials** button on the right side of the page. Either option will direct you to the **Credentials** tab of the user data. At the top of the page is a **Print and Download Credentials** section:

Figure AB2-PC-01: ABE Level 2 Print Credentials Form

Click the down arrow of the **Select a License** dropdown list.

Figure AB2-PC-02: ABE Level 2 Print Credentials Certificate Options

The list of options displayed is limited to the credentials that have been issued to the user. Select the **Adult Basic Education (ABE), Level 1** option. Click the down arrow to the right of the **Select a Document Type** dropdown list and select the **Wall Certificate for Permits** option from the list.

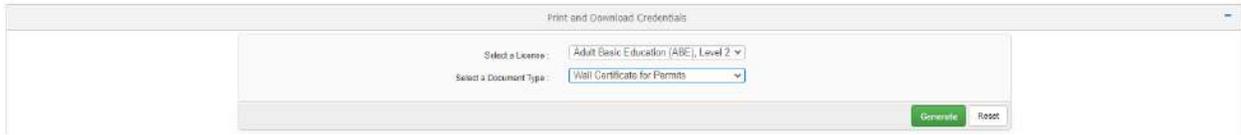


Figure AB2-PC-03: ABE Level 2 Print Credentials Selection

When both options have been specified, the **Generate** button is enabled. Click the **Generate** button. A pdf version of the certificate is downloaded to the **Downloads** folder of the user's computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:

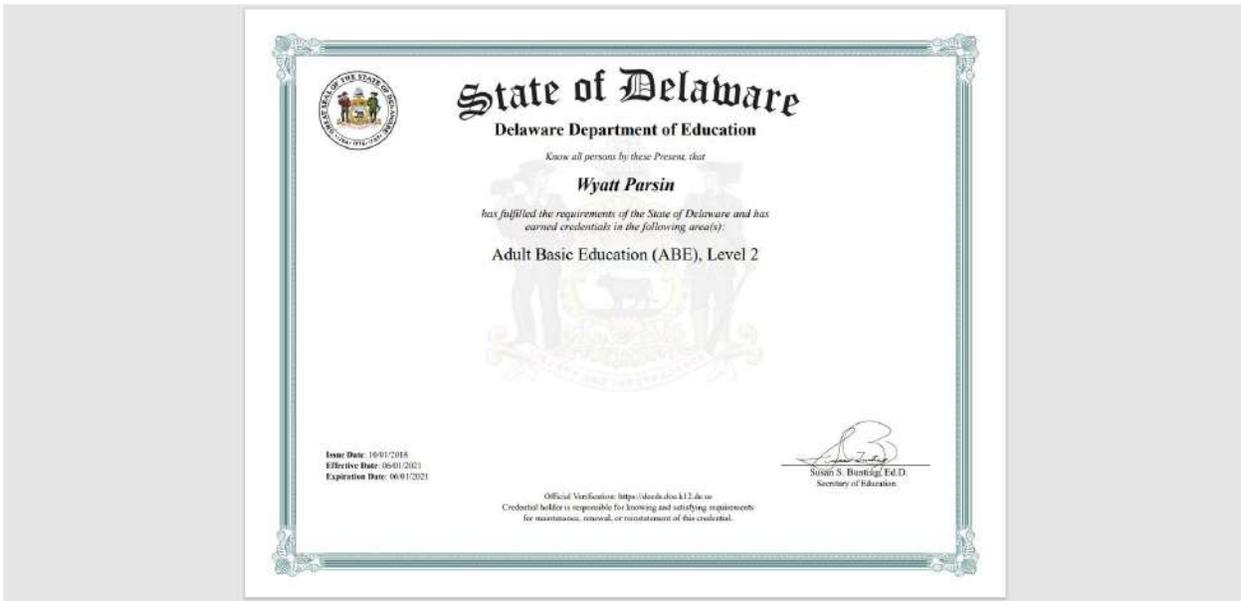


Figure AB2-PC-04: ABE Level 2 Wall Certificate

A wall certificate of the **Adult Basic Education (ABE) Level 2** permit, suitable for framing, has been downloaded to the user computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the certificate name, in this example: **Adult Basic Education (ABE), Level 2 – 108746**.

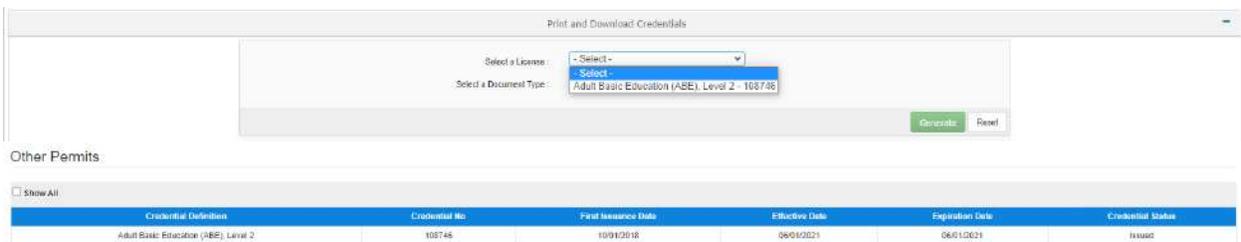


Figure AB2-PC-05: ABE Level 2 Certificate Identification Number

This number associated with the certificate is the identification number of the credential issued to the individual. Note that the **Other Permits** table on the **View My Credentials** page lists **108746** in the **Credential No** column, which corresponds with the credential selected for printing.

General Instructions

This section contains detailed instructions for functionality that is shared across screens. The individual application data sections contain high-level descriptions of the operations, but here the instructions are provided in more details, including screen shots, if applicable.

Associate Document

When a document needs to be provided, the document can either be uploaded or associated. There may be instances where documents have already been uploaded to the system for the educator. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used. To Associate a document, click the **Associate Existing Documents** button.

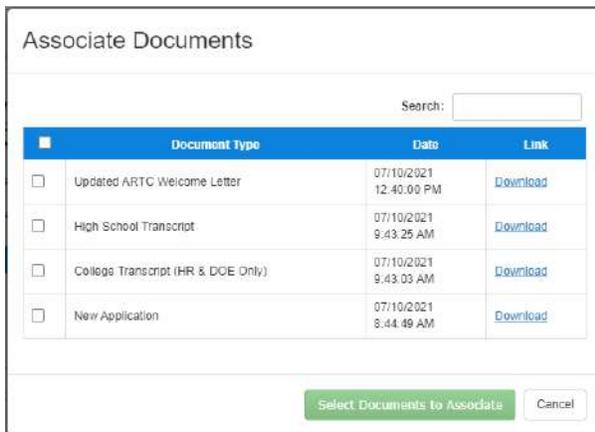


Figure DEM-GAD-01: Associate Document Window

An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Note that the **Select Documents to Associate** button is disabled because nothing has been selected.

Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. The field acts as a toggle and will check and uncheck each time it is clicked. As soon as a document is selected, the **Select Documents to Associate** button is enabled. If the desired document does not appear in the table of documents, simply click the **Cancel** button to dismiss the **Associate Documents** window and follow steps to [Upload Document](#).

Associate Documents

Search:

<input type="checkbox"/>	Document Type	Date	Link
<input checked="" type="checkbox"/>	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download
<input type="checkbox"/>	High School Transcript	07/10/2021 9:43:25 AM	Download
<input type="checkbox"/>	College Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	Download
<input type="checkbox"/>	New Application	07/10/2021 8:44:49 AM	Download

Figure DEM-GAD-02: Associate Document Selection

Click the **Select Documents to Associate** button to save the information or the **Cancel** button to exit the operation without saving data. Either will dismiss the **Associate Documents** popup window. If the **Select Documents to Associate** button is selected, then the document appears in the document upload area.

Upload Document

When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded. The following steps outline the way to upload a document.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
 - File Explorer is opened to allow document to be selected from computer files.
 - Select the desired file and Click **Open**.