



Delaware Department of Education

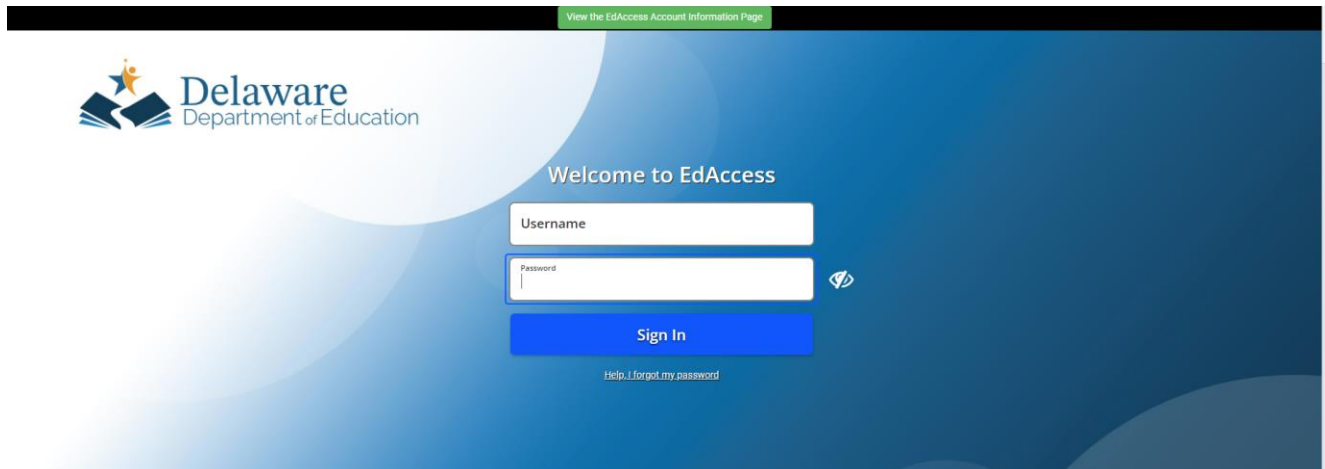
How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

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.

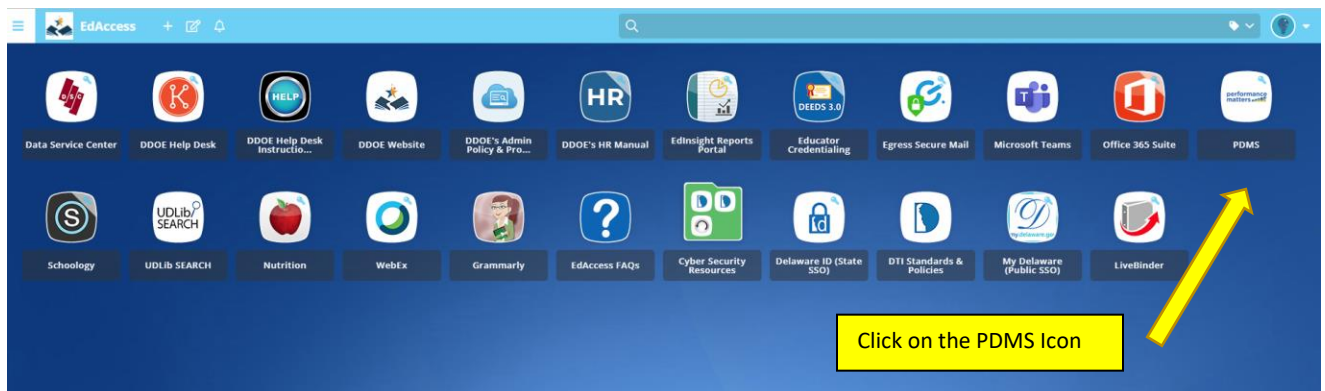


How do I register for a training course?

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.

The screenshot shows the Delaware PDMS interface. At the top, there is a navigation bar with 'Home' and 'Course Catalog'. Below this, the 'Welcome' section provides an overview of the system. The 'Course Search' section features a search input field with a 'Search' button and a 'Show All' link. A yellow arrow points to the search input field. Below the search section, there are 'My Surveys' and 'My Courses' sections. The 'My Courses' section lists several learning opportunities with details such as course title, section number, and location.

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

The screenshot shows the registration page for the course '#28049 SFSP - Annual Sponsor Training'. The page includes a header with the course title and a 'Welcome to the Summer Food Service Program (SFSP) Annual Sponsor Training!' message. Below the message, there is a 'Select a section to register' section. At the bottom of the page, there is a 'Register' button. A yellow arrow points to the '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.

Course Registration

Registering for Course: School Nutrition - Procurement Part II Buy American
Registration Progress 25%

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title: School Nutrition - Procurement Part II Buy American
Section: School Nutrition - Procurement Part II Buy American
Training Location: Online Schoology

Click Hour Type: How much do I have?	Re-Itemize	Hours	
		0.25	\$0.00

Section Notes: Ruth A. Uhley, Ed.D.
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Class Dates: 01/12/2022 - 06/30/2022

Final Submission Date: 06/30/2022

Next



How do I access the training course?

The courses are delivered through Schoolology (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 **Schoolology** 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 Schoolology 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 PDMS interface. On the right, under 'My Courses', there is a 'My Learning Opportunities' section with a 'View All' link. Below the list of courses are two buttons: 'My Transcript' and 'My Courses'. A yellow arrow points to the 'My Transcript' button, and a yellow callout box with the text 'Click on My Transcript' is positioned next to it.

2. Click on the Certificate number

The screenshot shows a table with the following columns: #, Survey, Office, Course #, Section #, Title, Start Date, End Date, Completion Date, Certificate #, Registration Status, Grade, Clock Hours, Stipend Cost, and Payment Status. The second row of the table has a yellow arrow pointing to the 'Certificate #' cell, which contains the value '40281414'. A yellow callout box with the text 'Click on Certificate #' is positioned next to the arrow.

#	Survey	Office	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Clock Hours	Stipend Cost	Payment Status
1.	Survey completed April 13, 2022	Department of Education	30548	59189	SFSP - Civil Rights Training	04/12/2022	06/30/2023	04/12/2022	40281414	Completed	Complete	1.0 Hours Hours Only	\$0.00	- Not Set -
2.	Take Survey	Department of Education	28049	59088	SFSP - Annual Sponsor Training	04/01/2022	12/31/2022	04/06/2022	- Not Set -	-	-	1.0 Hours Re licensure	\$0.00	- Not Set -

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