



Charter School Board Governance Training

An EdAccess account (formerly known as Identity Management System - IMS) is required to register for the courses. If you already have an EdAccess account, login as normal (skip to Page 4). If you do not have an EdAccess account, click on the green bar “Don’t have an EdAccess Account or...? Select here.” Request Account” link:

A screenshot of the EdAccess login page. The page has a grey background with the Delaware Department of Education logo on the left. On the right, there is a login form with fields for "Username" and "Password", a blue "Sign In" button, and a link that says "Help, I forgot my password". At the top right, there is a green bar with the text "Don't have an EdAccess account or forgot your username? Select here." A red arrow points from the left towards this green bar.

Next, complete the “Request New Account” form.

When completing the form (see sample on next page), please select the following fields below:

User Type: Delaware District or Charter School Account

District: (Select your school from the drop down menu)

School: (This field should automatically prefill with your selection in the “District” field)

Complete the other fields with your personal information. Please note that the combination of email, last 4 of SSN, and birthday must be unique within the EdAccess system.

Please retain the answers to the security questions for future reference in case a password reset is ever necessary.

Notification will be sent when your account has been approved. When you receive the notification, login to EdAccess.

Please select what type of account you would like to apply for

Delaware District or Charter School Account 

Only apply for this account if you are from a Delaware Public School District or Charter School.


Full Legal First Name


Full Legal Middle Name


Full Legal Last Name

Email Address


Primary Phone Number

District 
This field is required.

Location 

What is your date of birth? 

What are the last four digits of your SSN?

Please select a security question 

Security question answer

What is the first letter of the word "dog"? D G O

I accept the [Terms and Conditions](#)

How to Register for Charter School Board Governance Training

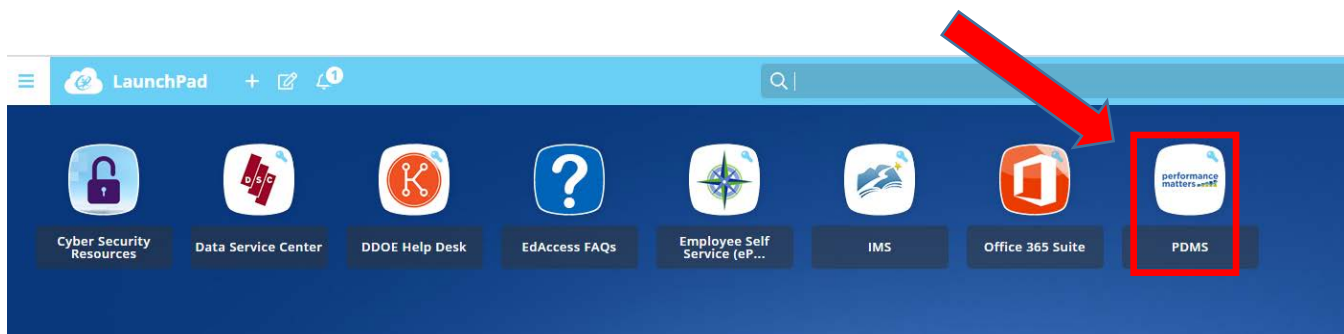
Go to the Department of Education homepage: <https://www.doe.k12.de.us/>

Click on the “EdAccess” link:



The screenshot shows the homepage of the State of Delaware Department of Education. At the top, there is a navigation bar with the State of Delaware logo, a search bar, and links for "State Services & Information", "Site Manager", and "My Account". Below this is the Delaware Department of Education logo. A red arrow points to the "EdAccess" link, which is highlighted with a red box. Other links in the navigation bar include "DEEDS", "Directory", and "Higher Ed". Below the navigation bar is a red banner with the text "An important message from the Delaware DOE | Child meal locations | Learning activities". Below the banner is a menu with links for "DOE Main", "Schools", "Instruction and Assessment", "Supports", "Educators", "Accountability and Performance", and "DIAA". Below the menu is a sub-menu with links for "COVID-19", "About DOE", "News & Newsletters", "Public Information", "ESSA", and "Governance". Below the sub-menu is a large blue banner with the text "COVID-19 Resources" and "We are working to provide you with up-to-date information." Below the banner is a button labeled "COVID-19 RESOURCES".

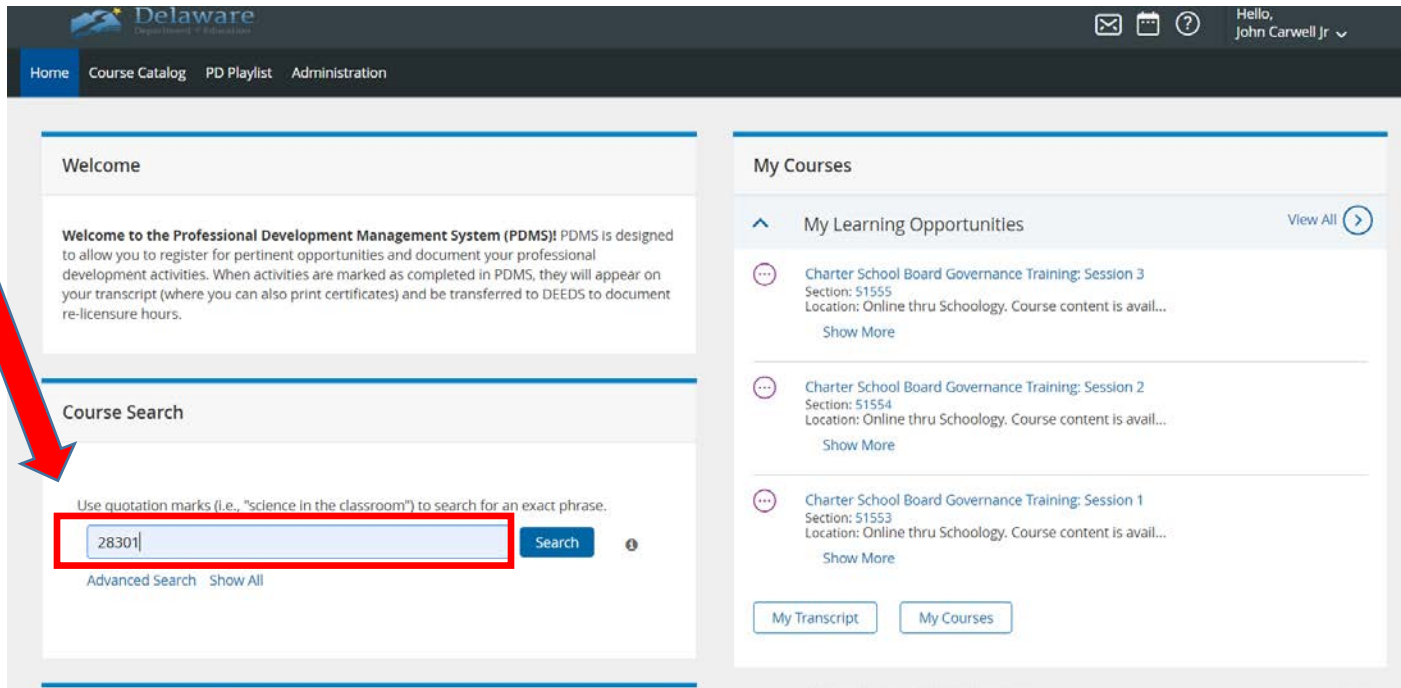
Once logged into EdAccess, click on the PDMS link:



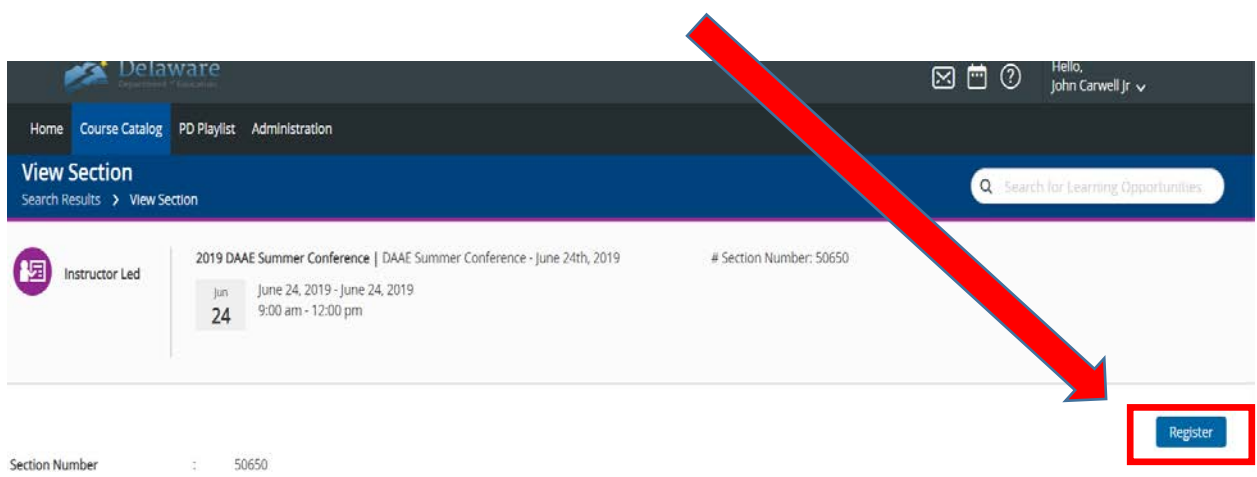
The screenshot shows the EdAccess LaunchPad interface. At the top, there is a navigation bar with the "LaunchPad" logo, a search bar, and a notification icon. Below this is a row of application icons. A red arrow points to the "PDMS" icon, which is highlighted with a red box. Other icons in the row include "Cyber Security Resources", "Data Service Center", "DDOE Help Desk", "EdAccess FAQs", "Employee Self Service (eP...", "IMS", and "Office 365 Suite".

The PDMS application will launch. Next, search for the Charter School Board Governance Training Courses by clicking in the search box and typing one of the following course numbers:

- **28301** - Charter School Board Governance Training: Session 1 (Board Governance Standards)
- **28302** - Charter School Board Governance Training: Session 2 (School Leader Evaluation)
- **28303** - Charter School Board Governance Training: Session 3 (Academic Oversight)



On the “Search Results” screen, click on the “Register” button to sign up for the class:



On the Course Registration screen, click on the “Next” button:

Delaware Department of Education

Home Course Catalog PD Playlist Administration

Course Registration

Registering for Course: Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members
Registration Progress 25%

Confirm Course Selection

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

Course Information

Course Title: Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members Training Location: Online thru Schoology. Content is available 24/7.

Section: Section 1 (2018-2019)

Clock Hour Type: Re-licensure Hours 2.0 \$0.00

Section Notes: Brook Hughes (DOE)

Class Dates: 07/01/2018 - 07/31/2019

Next

You are now registered for the course. Click on the “Go to Course” button to launch Schoology and complete the course.


Delaware Department of Education

Home Course Catalog PD Playlist Administration

Congratulations

Congratulations

Register for Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members


 Congratulations

You have successfully registered for Financial Responsibility Training - Charter Board and Citizen Budget Oversight Committee Members.

[Go To Course](#) [My Course List](#) [Course Search](#)

Calendar Updates

Click here to connect this event and your other calendar data to an external calendar or to download the .ics file.

 Unified Talent

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