



DEEDS 3.0 Training for HR District and Charter Users

As promised, we are offering personalized training sessions for teams from Districts and Charter schools. Districts will be offered individual sessions. Charters may be combined, however, we will limit attendance to allow for questions.

These sessions will begin this week and will be 45-minute Webex sessions. Follow-up sessions may be offered depending on feedback and need.

Topics that will be covered, as time allows, include:

- LEA Dashboard Familiarization
- Find Educator
- Processing sample
 - the Review Queue
 - Emergency/COE Recommendation
 - Request an Emergency Extension
 - 91 Days (2-step process)
- Q & A

The sessions offered are listed in the table below:

Tuesday 03-Aug-21	Wednesday 04-Aug-21	Thursday 05-Aug-21	Friday 06-Aug-21	Wednesday 11-Aug-21
10:00-10:45	10:00-10:45	10:00-10:45	10:00-10:45	10:00-10:45
11:00-11:45	11:00-11:45	11:00-11:45	11:00-11:45	11:00-11:45
1:00-1:45	1:00-1:45	1:00-1:45	1:00-1:45	1:00-1:45
2:00-2:45	2:00-2:45	2:00-2:45	2:00-2:45	2:00-2:45
3:00-3:45	3:00-3:45	3:00-3:45	3:00-3:45	3:00-3:45
4:00-4:45	4:00-4:45	4:00-4:45	4:00-4:45	4:00-4:45

The sessions will be filled on a first-come first-served basis, so please email your reservation back as soon as possible. The sessions will be filled in the order that the emails are received. We are asking that you specify your first three choices, and hopefully your first choice can be honored.

To reserve a training session:

- Send your email to susan.donohoe@doe.k12.de.us
 - Subject: DEEDS HR Training
 - Contents:
 - Name of LEA
 - First three time slot choices
 - Name, Email and Phone number of each attendee within your district or charter (this information is needed so that the trainer can send out Webex invitations)
 - If you would like us to communicate with only one person, please specify the appropriate contact.

If the sessions have already been filled, the trainer will reach out to you, offering remaining sessions from which to choose.

In the meantime, if you have any questions regarding the functionality of the DEEDS 3.0 system, please refer to the [HR User Guides](#) on the L&C website. The information contained in these guides is very comprehensive and easy to follow, containing screen shots of the system throughout each process.

DEEDS 3.0 LEA Access Update

If your staff members still need to request LEA Access, we are updating our process as follows:

1. Requested individuals **MUST** have connected their DEEDS account to ClassLink or EdAccess.
2. Create a list of those individuals from your team for whom your LEA is requesting access. Please include:
 - a. Full Name
 - b. Email Address
 - c. Current Position
 - d. Notes – if the individual is **NOT** an HR staff member, please indicate why this individual needs access.
3. Access will no longer be granted to School Administrators.