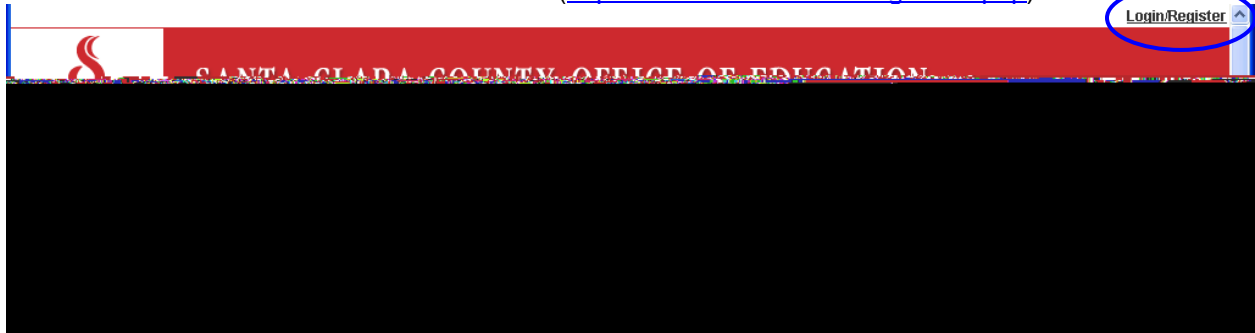


# *Registering On-Line for Professional Development Calendar*

When someone registers for an event, they have the option to create their own personal account in the OMS. When they have an account, they can track their professional development and course credit hours.

## **Create an Account**

1. Go to the Public Calendar of the OMS (<http://santaclara.k12oms.org/index.php>).



# Registering On-Line for Professional Development Calendar

The screenshot shows a web browser window displaying a registration page. At the top right, there is a 'Login/Register' link. Below the header, there is a navigation bar with links for 'Home', 'Scheduled Events', and 'Event Directory'. A secondary navigation bar includes a link for 'Home : Create New Account'. The main content area contains a registration form with the following fields: 'First Name', 'Middle Initial', 'Last Name', and 'E-mail Address'. A 'Continue' button is located at the bottom of the form. The page also features a sidebar with additional navigation options.

4. Enter your information in the spaces provided.
  - First Name (we recommend using your full first name)
  - Middle Initial (optional)
  - Last Name
  - Email Address (it is highly recommended that you use your work email address)
  - Work Location (County/District/Site)
    1. Click the "Find" button to locate your work site.

***Search by Keyword***

      2. Enter a portion of the county/district/site name to perform a keyword search.
      3. Click the "Begin Search" button.
      4. Make your selection from the list provided.

Or:

***Search by County***

      5. Select a county to get a list of districts within that county.
      6. Click the "Find" button.
      7. Click the "List Schools" link next to the district name.
      8. Click the "Select" button for the school.

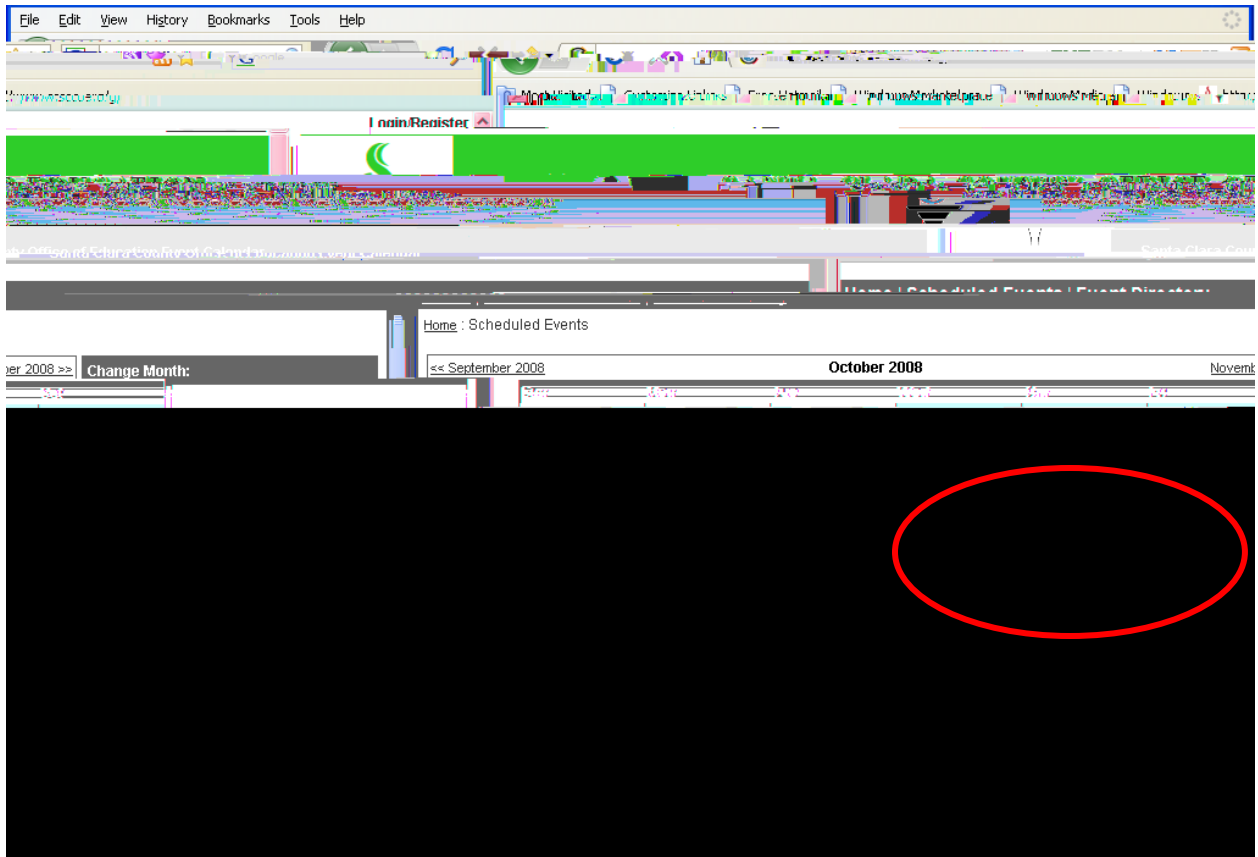
Or:

***Enter a location other than a County, District or School Site***

      9. Click the "Other Location" button. "Other" will be entered into the field, and you will need to type in your work location in the space provided.
  - Your Password
    1. Type a password in the space provided.
    2. Re-type the password in the space provided.
5. Click the "Continue" button.
6. You will receive a message that your account was successfully created.
7. Click the "Continue to your new account" link.

# Registering On-Line for Professional Development Calendar

To find a listing of all workshops offered by the SELPA department, use the Search feature:



## Results:

