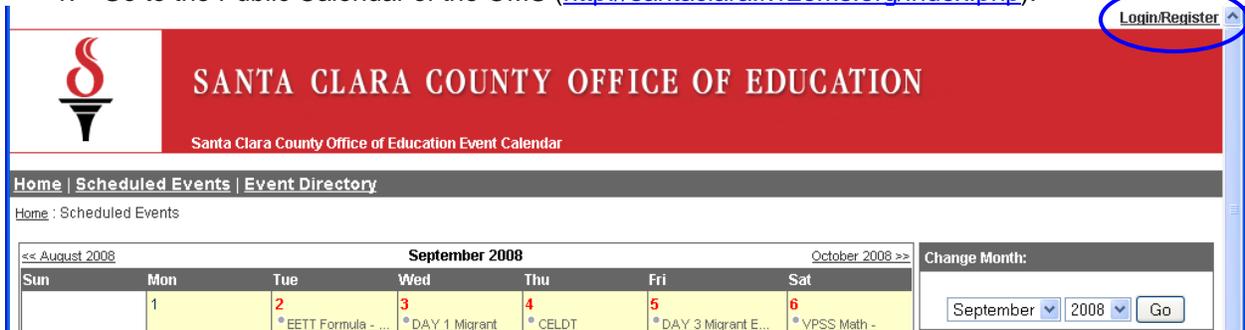


# Registering On-Line for Professional Development Calendar

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.

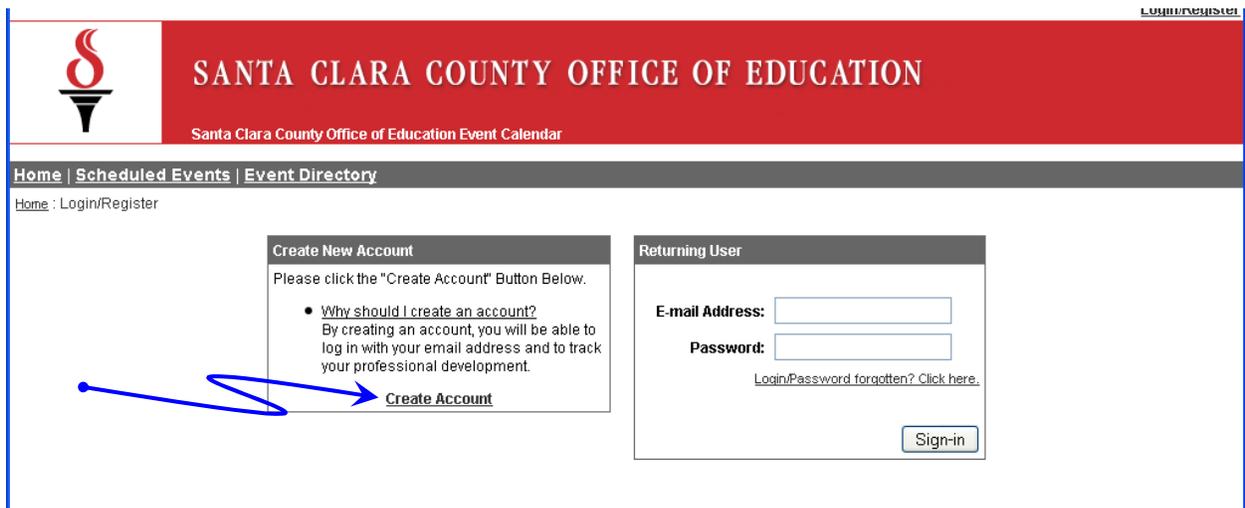
## Create an Account

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



The screenshot shows the top navigation bar of the Santa Clara County Office of Education website. The header is red with the county logo on the left and the text "SANTA CLARA COUNTY OFFICE OF EDUCATION" and "Santa Clara County Office of Education Event Calendar" on the right. A "Login/Register" link is circled in blue in the top right corner. Below the header is a navigation menu with "Home", "Scheduled Events", and "Event Directory". The main content area shows a calendar for September 2008 with a "Change Month" dropdown set to "September 2008" and a "Go" button.

2. Click the "Login/Register" link at the top of the screen.



The screenshot shows the "Login/Register" page. The header is the same as the previous screenshot. The main content area has a "Home : Login/Register" breadcrumb. There are two main sections: "Create New Account" and "Returning User". The "Create New Account" section contains the text "Please click the 'Create Account' Button Below." and a bullet point: "• [Why should I create an account?](#) By creating an account, you will be able to log in with your email address and to track your professional development." Below this is a "Create Account" link, which is pointed to by a blue arrow. The "Returning User" section has "E-mail Address:" and "Password:" labels with input fields, a "Login/Password forgotten? Click here." link, and a "Sign-in" button.

3. Click the "Create Account" link.

# Registering On-Line for Professional Development Calendar

[Login/Register](#)



## SANTA CLARA COUNTY OFFICE OF EDUCATION

Santa Clara County Office of Education Event Calendar

[Home](#) | [Scheduled Events](#) | [Event Directory](#)

[Home](#) : [Create New Account](#)

**NOTE:** If you already have an account with us, please login at the [login page](#).

**Your Personal Details:**

**First Name:**

**Middle Initial:**

**Last Name:**

**E-mail Address:**

**County/District/School:** Please select your work location.  
To select your County/District/School, click the "Find" Button. Clicking the "Find" Button will open a "New" pop-up window which will allow you to select your work location.

If Other, please complete the space below.  
**Other:**

**Your Password:**

**Password:**

**Re-type Password:**

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:

The screenshot shows the Santa Clara County Office of Education Event Calendar website. The page features a calendar for October 2008. A search box on the right side of the calendar is highlighted with a red circle. The search term 'SELPA' is entered, and the checkbox for 'Search Title and Description' is checked. The 'Search Events' button is also visible.

## Results:

The screenshot shows the search results page for 'SELPA'. The search results are listed below the search box. The results include:

- SELPA-Innovations for Addressing Single Sound Articulation Errors in School Settings**  
Santa Clara County Office of Education  
Event Date: Oct 31, 2008
- SELPA CASEMIS Training**  
Santa Clara County Office of Education  
Event Date: Nov 05, 2008
- SELPA - Asperger's Syndrome - Part II Understanding and Addressing Complexities and Subtleties**  
Santa Clara County Office of Education  
Event Date: Nov 14, 2008
- SELPA-The Activity Matrix (SELPA Hosted)**  
Santa Clara County Office of Education  
Event Date: Nov 14, 2008
- SELPA Communication Severity Rating Scales**  
Santa Clara County Office of Education  
Event Date: Dec 16, 2008
- SELPA-Promoting Social Competence: Effective Strategies for Busy Teachers**  
Santa Clara County Office of Education  
Event Date: Mar 13, 2009