



### Public User (OMS Account Holder)

Public Users are people that can register to attend events posted in the OMS. When someone registers for an event, they are automatically entered into the OMS database of users. They are also given the opportunity to create an OMS account that allows them to track professional development hours.

### Create an Account

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.

1. Go to the *Public Calendar* of the OMS. *Example: <http://yourorgname.k12oms.org/login.php>*
2. Click the “Manage OMS Account” link at the top of the screen.
3. Click the “Create Account” link.
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 (Educational Institution: County Office, District Office, or School 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

1. Select a county to get a list of districts within that county.
2. Click the “Find” button.
3. Click the “List Schools” link next to the district name.
4. Click the “Select” button for the school.

*Or:*

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

1. Click the “Other Location” button. “Other” will be entered into the field.
  2. 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. **Note:** You may be presented with a list of events you may have registered for in the past. Click the check box next to any you may have registered for. If you did not register for the presented events, don’t click any check boxes, and click the “Update My Account” button.

### **My OMS Account**

“My OMS Account” information is only available when an OMS account holder is logged in to the OMS Public Calendar.

*Click on the “My OMS Account” link to view the items below:*

### **My Schedule Tab**

If you have registered for an event, you will see it listed in “My Schedule” calendar. Click on the name of the event to see the details of the event, your registration status, confirmation number, attendance and any course credit for the event (if offered).

### **My Information Tab**

This is where all you can edit your personal OMS account information and change your password.

### **Announcements Tab**

Special announcements regarding the OMS will appear here and under the “Announcements” heading.

### **Event Manager**

You will see all of the events for which you have registered.

### **Reports**

You can search the OMS for all of the events for which you have registered.

### **Change Month**

1. To view a different month, select one from the pop-up lists provided.
2. Click the “Go” button.
3. You may also change the months by clicking the names of the months on the left and right side of the calendar.
4. Click the “Switch to List View” link to see the list of events in “My Schedule.”
5. Click the “Switch to Calendar View” to return to “My Schedule.”





### Did you forget your password?

1. *Go to the Public Calendar log-in page.*
2. Click on the “Log-in/Password forgotten? Click here” link.
3. Enter your email address in the space provided and you will receive an email with a new randomly generated password.
4. Log-in to your account using the new password. *You can change the password you received in your account – see below.*

### Change the “reset” password

1. Once you are logged in with the new password, click on the “My OMS Account” link in the upper right hand corner of the screen.
2. Click on the “My Information” tab.
3. Click the “Reset password” link in the right column *or* scroll down to the bottom of the page to see the Reset Password section.
4. Under the heading “Reset Password,” enter the password you would like to use and re-type the password in the re-type password field.
5. Click the “Reset Password” button.
6. You will be notified at the top of the screen that your password was successfully reset. The next time you log-in to your account, you will need to use this new password.

### I forgot my log-in

1. *Go to the Public Calendar log-in page.*
2. Click on the “Log-in/Password forgotten? Click here” link.
3. Under the “I Forgot My Log-in” heading, enter your first and last name in the spaces provided.
4. Click the “Find” button to search for your work location. *Note:* Finding your work location is optional.
5. Click the “Continue” button. A list of names will be presented.
6. Click the “Send Notification” link to have your account information sent to you.

### Change your password

1. *Go to the Public Calendar log-in page.*
2. Enter your email address and password.
3. Click the “Log-in” button.
4. Click on the “My OMS Account” link in the upper right hand corner of the screen.
5. Click on the “My Information” tab.
6. Click the “Reset password” link in the right column *or* scroll down to the bottom of the page to see the Reset Password section.
7. Under the heading “Reset Password,” enter the password you would like to use and re-type the password in the re-type password field.
8. Click the “Reset Password” button.





# Organization Management System

## OMS Accounts

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9. You will be notified at the top of the screen that your password was successfully reset. The next time you log-in to your account, you will need to use this new password.



Manage OMS Account

Santa Clara County Office of Education

Santa Clara County Office of Education Event Calendar

Home Scheduled Events Event Directory

Home : Scheduled Events

<< November 2011 December 2011 January 2012 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 How Schools Can... Mathematics Ins...	2 Academic Enrich... Literacy Interv...	3 Inclusion Level... Leaders in Educ...
Week: Nov 27, 2011 - Dec 03, 2011						
4	5 Teacher Action ... Vitality Champs...	6 2011-2012 SESR ... A WLN Event : W...	7 Book Fair... Level III Dimen...	8 Administrator Tu... FAME Follow-Up ...	9 Academic Enrich... SELPA-Woodcock...	10 CPIN Preschool ... CPIN Social Emo...
Week: Dec 04, 2011 - Dec 10, 2011						
11	12	13 Bringing Califo... Zumba Fitness F...	14 2011-2012 SESR ... Speed of Trust ...	15 Sp Ed Dynamic S...	16 Academic Enrich...	17
Week: Dec 11, 2011 - Dec 17, 2011						
18	19	20	21	22	23 OFFICE CLOSED...	24
Week: Dec 18, 2011 - Dec 24, 2011						
25	26 OFFICE CLOSED...	27	28	29	30 OFFICE CLOSED...	31
Week: Dec 25, 2011 - Dec 31, 2011						

Change Month  
December 2011 Go

Current Month | List View

Search Scheduled Events

SELPA

Search Title and Description

Search Events

Help Documents

RSS Feed | What is RSS?

Current Month

Manage OMS Account

Santa Clara County Office of Education

Santa Clara County Office of Education Event Calendar

Home Scheduled Events Event Directory

Home : Scheduled Events : Search Results

Search Results

You searched for: **SELPA**

- Search Logic: phrase
- Search Title and Description
- Show Current/Up-Coming Events \*

1 thru 9 of 9 Record(s)

SELPA - Woodcock-Johnson Tests of Achievement (WJ-III)  
Santa Clara County Office of Education  
Event Date: Dec 09, 2011

SELPA - Restraints and Seclusion: What the IEP Team Needs to Know  
Santa Clara County Office of Education  
Event Date: Jan 13, 2012

SELPA - WIAT III Training  
Santa Clara County Office of Education  
Event Date: Jan 23, 2012

SELPA - Behavior Basics for Paraeducators: Determining the Meaning of Challenging Behavior and Providing Positive Behavior Supports  
Santa Clara County Office of Education  
Event Date: Jan 24, 2012

SELPA - Promoting Positive Classroom Behavior  
Santa Clara County Office of Education  
Event Date: Mar 18, 2012

SELPA - Meeting the Needs of Middle to HS Age Students with ASD Who Are Served in Gen Ed Classrooms  
Santa Clara County Office of Education  
Event Date: Mar 20, 2012

SELPA - Behavior Intervention Case Manager Certification Training (BICM)  
Santa Clara County Office of Education  
(3 Day Event) Apr 13, 2012 - May 11, 2012

SELPA - Autism Spectrum Academy for (School) Psychologists (ASAP)  
Santa Clara County Office of Education  
Event Date(s): Apr 19, 2012 - Apr 20, 2012

SELPA - The Fine Art of Collaboration in sp Ed: Planning for Success  
Santa Clara County Office of Education  
Event Date: Apr 27, 2012

1 thru 9 of 9 Record(s)

Search Scheduled Events

Term: SELPA


Phrase  
 AND  
 OR

Search Title and Description  
 Show Past Events

Search Events

Help Documents

Manage OMS Account

Santa Clara County  Office of Education

Santa Clara County Office of Education Event Calendar

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

[Home](#) > [Scheduled Events](#) > [Event Detail](#) > Event Register

Event Details	Registration Form
<p><b>Title:</b> SELPA-Bridging the Gap  <b>Date:</b> Dec 07, 2010  <b>Time:</b> 8:00 am - 11:30 am  <b>Location:</b> Santa Clara County Office of Education            1290 Ridder Park Dr.            San Jose, CA 95131-2304  <a href="#">Map</a>   <a href="#">Driving Directions</a>  <b>Note:</b> <span style="color: red;">Gilroy Room, South Building</span>  <a href="#">Maps and Directions</a></p> <p style="text-align: center;">For complete event details, <a href="#">click here</a>.  <b>SELPA (Santa Clara COE)</b></p>	<p><b>First Name:</b> <input type="text"/>  <b>Last Name:</b> <input type="text"/>  <b>Position Category:</b> * Please select the Position Category that <b>most</b> closely describes your position.  <input type="text" value="-- Please Select Position Category --"/>  <small>If <b>Other</b>, please complete the space below and make sure and select "Other" from the "Position Category" selection box above.</small>  <b>Other:</b> <input type="text"/>  <b>Position/Title:</b> * Please enter your <b>current</b> Position/Title.  <small>(Examples: Special Ed. Teacher, Coordinator, Assistant Superintendent)</small>  <input type="text"/>  <b>Grade Level:</b> * Please select the Grade Level that <b>most</b> closely describes your position.  <input type="text" value="-- Please Select Grade Level --"/>  <small>If <b>Other</b>, please complete the space below and make sure and select "Other" from the "Grade Level" selection box above.</small>  <b>Other:</b> <input type="text"/>  <b>County/District/School:</b> * Please find your work location.  <small>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.</small>  <input type="text" value="Find"/>  <div style="border: 1px solid red; padding: 2px; width: fit-content;"> <small>If <b>Other</b>, please complete the space below and make sure and select "Other" using the "County/District/School" Selector above.</small>  <b>Other:</b> <input type="text"/> </div> </p>

Type the word "other" and press the <Begin Search> button. At the results press the <Select> button next to "Other" and then proceed to the main registration screen and type in your organization.

Santa Clara County Office of Education (SCCOE) - Mozilla...  
 http://santadara.k12oms.org/POPUP\_MODULES/CDS\_ADDRESS/cds\_select.php

**Keyword Search**

Please enter a **portion** of the name of your work site. **Example:** If your school site is Woodrow Wilson Junior High School, **type: Wilson**. If your school does not appear in the list, **click "Search Again"** and **type: Woodrow**. If your site does not appear in the list, try locating your site by searching the county listing of districts (see below).

**Search by County**

To see a list of school districts and school sites within a county, **select** the county where you work from the pop-up and **click** the "Find" button. Click the "List Schools" link and make your selection from the list presented.

**Location other than a County, District, School Site:**

Now: Partly Cloudy and 58°F Today: 63°F

Santa Clara County Office of Education (SCCOE) - Mozilla...  
 http://santadara.k12oms.org/POPUP\_MODULES/CDS\_ADDRESS/cds\_select2.php

Search Again

Please **select** the site that represents your work location.

District/School
<input type="button" value="Select"/> <b>Other</b> <i>County/District Office</i>
<input type="button" value="Select"/> <b>Mother Lode Union Elementary School District</b> <i>County/District Office</i>
<input type="button" value="Select"/> <b>School for School-Age Mothers</b> <i>(District: Alameda County Office of Education)</i>
<input type="button" value="Select"/> <b>Young Mothers High</b> <i>(District: )</i>
<input type="button" value="Select"/> <b>Mother of Sorrows</b> <i>(District: Los Angeles Unified)</i>
<input type="button" value="Select"/> <b>Our Mother of Good Counsel</b> <i>(District: Los Angeles Unified)</i>
<input type="button" value="Select"/> <b>Christian Brothers High School</b> <i>(District: Sacramento City Unified)</i>
<input type="button" value="Select"/> <b>Our Mother of Peace Montessori</b>

Now: Partly Cloudy and 58°F Today: 63°F