LACOE Head Start – Creating an OMS Account

This year LACOE Head Start and Early Learning Division training events will be entered into the OMS and registration will be processed electronically. The Head Start calendar's direct link is https://lacoe.k12oms.org/?gid=2403 please bookmark this link for future use as all Head Start training events will be entered into this calendar.

Creating a User Account
Go to the LACOE OMS site
https://lacoe.k12oms.org/login.php

If you already have an OMS account you can log in through the link above, if you do not already have an OMS account click the "Create Account" link. Complete "Your Personal Details".*
Your OMS login MUST be your work email address.

Other LACOE departments have been utilizing the OMS for their Professional Development so you might already have created an account. If you know you have an OMS account but cannot remember your password, click the "Login/Password forgotten? Click here." button located just below the login area. Next, enter your email address and the OMS will send you a randomly generated new password.

'Your Personal Details' section
1) Enter your information in the fields provided. * indicates a required field.

2) **E-mail Address**:
   - You must use your <u>work email address</u> rather than a personal email account, this will be your OMS login.

   - If you do not have a work email, please contact your supervisor to obtain an email address.

3) **Position Category**
   - If you do not see your position category indicated, select "Other" in the dropdown then indicate category title in the text box.

For assistance with account creation contact the OMS helpdesk at omshelpdesk@sbcss.net or by phone 909.386.2676
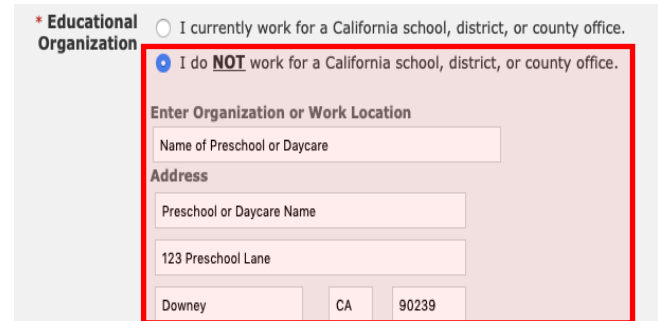
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4) **Grade Level**
   - If you work for an EHS program, select *"Infant"*
   - If you work for a HS program, select *"Preschool"*
   - If you work for EHS and HS, select *"Other"*. In the text box indicate *"EHS and HS"*

5) **Educational Organization:**
   - **If you work for the following <u>non-profits agencies</u>:**
     CII, Foundation, MAOF, PACE, Para Los Niños, Plaza, St. Anne's
     select ***"I do <u>NOT</u> work for a California school, district, or county office".***
     Complete *"Enter Organization or Work Location"* and then enter the organization's name and address (If you work for a LACOE Head Start delegate, it should be one of the agency names listed above).

   - **If you work for the following <u>school district</u>:**
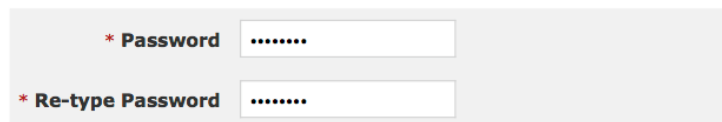   ABC, Bassett, El Monte, Garvey, Mountain View, Norwalk, Pomona
     <u>select</u> ***"I currently work for a California school, district, or county office"***
     For school districts NOT IN LOS ANGELES, please select an appropriate county your district is in. If you are a LACOE employee, select *"Los Angeles County Office of Education"*; <u>you will not select a school from the school drop-down menu</u>.
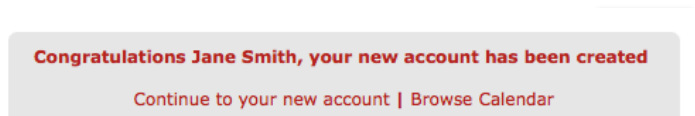
6) **Your Password**
   - Set a password for your account and click "Continue". <u>Passwords are case sensitive</u>.

7) **Account Information**
   - When your account has been successfully created you will see a congratulations screen and can choose from *"Continue to your new account"* or *"Browse Calendar"*. At this point, your OMS account has been created.

   - Click the *"Continue to your new account"* option. You may be presented with a list of events you might have registered for in the past. Review the list and click the checkbox next to any events you may have registered for, if you did not register for any of the events listed do not check any boxes and click *"Update My Account"*.

   - You may browse the calendar by month or if you would like to locate a particular event or type of event, use the search field in the upper right-hand corner to enter keyword(s) to assist in locating the desired event. The OMS will search the keyword(s) entered in the search tool and results will include any event with that word in the title or description area. If you would like to browse only Head Start events calendar you will want to use the direct Head Start Calendar link https://lacoe.k12oms.org/?gid=2403 you will see the title *"Head Start Event Calendar"* and the LACOE logo at the top of the page.

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Register

Click Here to Register

Registration Deadline: May 06, 2019

OMS Account Holders

Login Here to Register for Event

Don't have an OMS account? Click here to create one.

Be sure to register for future events using your OMS account.
All events you register for using your account will be visible in *"My OMS Account"* in the *"My Events"* calendar and also available for you to track your Professional Development throughout the years in *"My Reports"*.