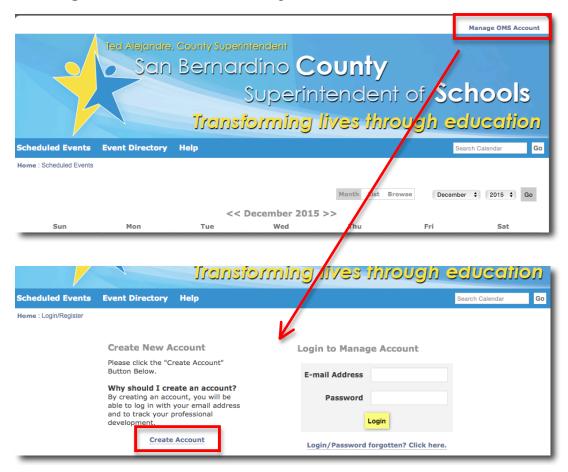## How Do I Create an Account?

1. Go to any *Public Calendar* of the OMS. ***Example:*** *http://sbcss.k12oms.org*
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. Fields with a * are required.
   Recommendations:
   • Use your work email address. It rarely changes–home email addresses do. This is how we automatically send your registration pending and confirmation emails. ***Important!*** If your email address changes, you ***will need to change it in your OMS account!***
   • If you change your last name, change it in your account. Go to the public calendar and log in with your existing account information and then edit your account.
   • If you change your last name, and the district hasn't activated your email address with the new name, log in using your original email address until the email issue is fixed.

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- If you change your work site, log into your account and select the new work site. By editing your account, your professional development hours will be kept in one account.
- Although a phone number is not required, it is helpful for the staff in charge of an event to have it in case the emails from the system don't make it to you for some reason *and* for the OMS helpdesk to contact you if you have a problem logging into your account.
- Add notifications@k12oms.org to your "safe" list of email addresses so you will receive all registration information from the OMS.
- Select *Educational Organization* if you work for a county office, district office or a school site (public, private, charter, college, or university). *Parents/Guardians* – Follow these instructions **if** you have been prompted to select your student's school district and school.
  - *County*
    - Select the county where you work.
    - *Parents/Guardians* – If you have been prompted to select your student's school when registering, select the county where your student attends school.
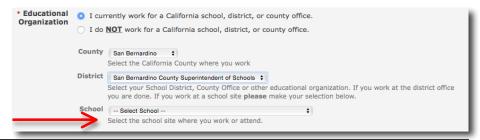 - *District*
    - Select the name of your district office. *If you work AT the district office you do not need to make any other selections.*
    - If you work at a satellite office in your district, *select your district* office.
    - If you are a charter school, select the district you are affiliated with and then the name of your school in the next drop down menu. If you don't see your charter school after selecting the district, please select *I do NOT work…* and enter your information.
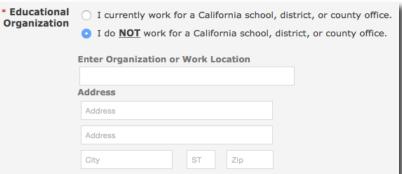   - Contact omshelpdesk@sbcss.k12.ca.us if you have trouble finding your work location.
  - *Site*
    - Select the name of your *school site*. Do not select a site if you work at the district office.

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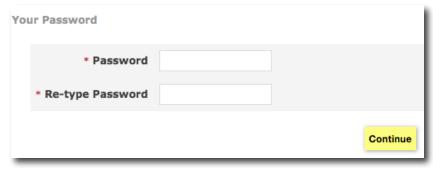*Revised 12/18/2015*
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- o If you do not see your school site in the drop down list, skip to the next option – *I do NOT work…*
- Select *I do NOT work…* if you are a parent or guardian, business person, consultant, or work for an outside organization.
- Enter the name of your organization, or where you work. If you are a parent or guardian enter the word "Home" and then complete the rest of the address information.

5. Type in a password for your account–it is case sensitive.
6. Click the "**Continue**" button.

7. You will receive an email notification that your account was successfully created. If you *do not* receive an email from the OMS about the new account, the email is either stuck in your spam filter or you made a typo in your email address. Contact omshelpdesk@sbcss.k12.ca.us for assistance.

8. Click the "**Continue to your new account**" link.
9. You *may* be presented with a list of events you may have registered for in the past. Click the check box next to any event you may have registered for. If you *did not* register for the presented events, *don't click* the check boxes that don't apply to you, and click the "**Update My Account**" button.

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My OMS Account

The following information is only available after logging into your account.
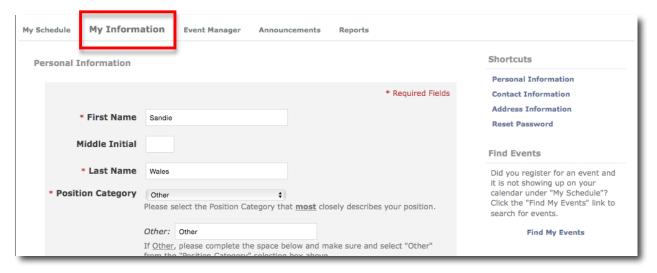

My Schedule Link

If you have registered for an event, you will see it listed in the "**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).
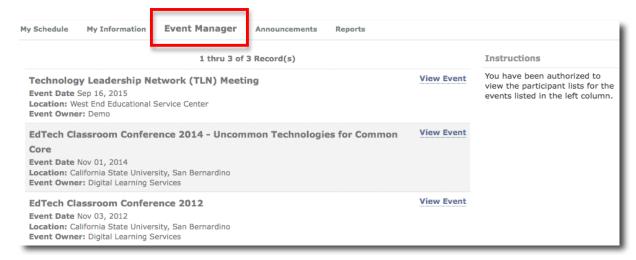
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My Information Link

This is where all you can edit your personal OMS account information and reset your password. You can also have the OMS search for any events that you have registered for – past or present or future.

Event Manager

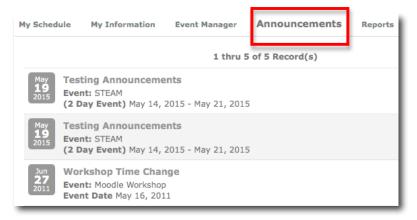You will see and have access to all of the events that have been *shared* with your OMS account by an OMS Administrator.
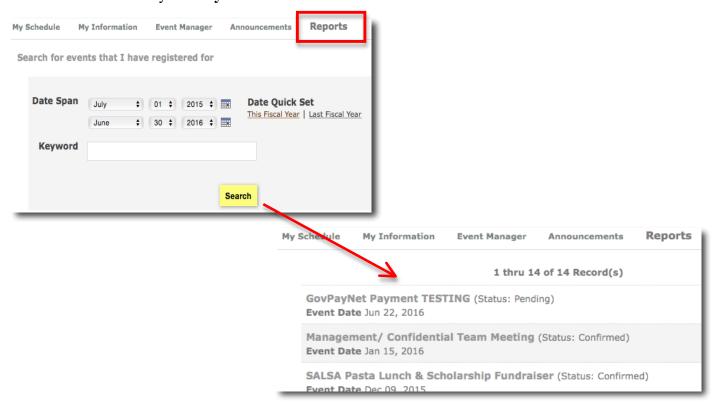
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Announcements Link

Special announcements regarding the OMS will appear here and under the "**Announcements**" heading.

Reports

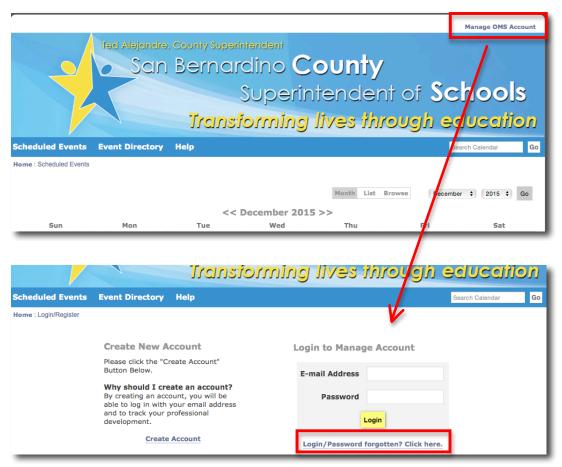You can search the OMS for all of the events for which you have registered by entering or selecting a date range and clicking the "**Search**" button. If you do not see an event you registered for, click on the "**Find My Events**" link located in your "**My Information**" area

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I Forgot My Password
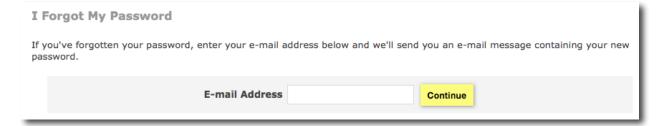
1. *Go to the Public OMS Calendar login page for your organization*. If you do not know the web address of the public calendar, contact the OMS Helpdesk omshelpdesk@sbcss.k12.ca.us. Please include the county where you work or live.

2. Click on the "**Log-in/Password forgotten? Click here**" link.
3. Enter your email address in the space provided and click the "**Continue**" button.

4. When you see your account record, click, the "**Send** Notification" link. You will receive an email with a new randomly generated password.

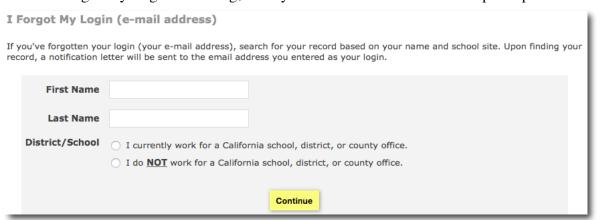|	1 Record(s) Found	
Wales, Sandie		Send Notification
County/District/School: San Bernardino County Superintendent of Schools		

Important! You *will not* receive a reset password if the email address entered does not match the one we have in your account. You will need to know which email address you used to create your account. Contact the OMS help desk if you do not receive an email with a reset password omshelpdesk@sbcss.k12.ca.us. Please include the county where you work or live.

5. You will need to return to the public calendar page to log into your account. This is the same area where you clicked the link to reset your password.
6. Click on "**My OMS Account**" link.
7. Click on "**My Information**" link.
8. Type in a preferred password to replace the reset password that was sent to you.
9. Log out of your account.

I Forgot My Login Email Address
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.

I Forgot My Login (e-mail address)

If you've forgotten your login (your e-mail address), search for your record based on your name and school site. Upon finding your record, a notification letter will be sent to the email address you entered as your login.

First Name	
Last Name	
District/School	○ I currently work for a California school, district, or county office.
	○ I do **NOT** work for a California school, district, or county office.

Continue

4. *Optional…*Click the appropriate radio button to enter your work location. Follow the instructions above under "Create an Account" above

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5. Click the "**Continue**" button to have an email sent to the email address in your account. If you do not receive the email, please check your spam filter. It may take up to 24 hours to get through your spam filter. If you still do not receive the email notification, please contact the OMS Helpdesk omshelpdesk@sbcss.k12.ca.us.

I Want to Change My Password

1. *Go to the OMS Calendar login page.* If you do not know the web address of the public calendar, contact the OMS Helpdesk omshelpdesk@sbcss.k12.ca.us. Please include the county where you work or live.
2. Log in using your email address and password. If you received a reset password, enter it in the space provided.
3. Click on the "**My OMS Account**" link in the upper right hand corner of the screen.
4. Click on the "**My Information**" link.
5. Scroll down to the bottom of the page to see the Reset Password section.
6. Enter the password you would like to use and the re-type the password in the re-type password field.
7. Click the "**Reset Password**" button.
8. 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.
9. Log out of your account.
10. Click the "**Send Notification**" link to have your account information sent to you. *Important!* If you do not receive an email, try entering a different (old work or home) email address or contact the OMS Helpdesk omshelpdesk@sbcss.k12.ca.us for assistance.

I Need to Change My Log-in Email Address

You may need to update your email address if it has changed. You can still log into the OMS using an old email address, but be aware you will not receive any notifications from the system in regards to your workshop registrations. It is *highly* recommended that you periodically visit your OMS account to verify that all information is current. Please *do not* create a new OMS account if you have changed schools or districts – just edit your account information to reflect the changes. This will keep all of your professional development in your account. *Note:* If your district has changed the ending of all email addresses (Example: they switched to Google Apps) – the OMS doesn't know that! You will need to edit your email address in your account. You will need to login with the old email address and then change it to the new email address.

1. *Go to the Public Calendar log-in page.*
2. Log in using your original email address and password. If you cannot login with the address, see I Forgot My Login Email Address above. Please contact the OMS Helpdesk omshelpdesk@sbcss.k12.ca.us for assistance.
3. Click on the "**My OMS Account**" link in the upper right hand corner of the screen.
4. Click on the "**My Information**" link.
5. Scroll down to see the Contact Information section.

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6. Enter the new email address.
7. Click the "**Update Contact Information**" button.
8. You will be notified at the top of the screen that your information was successfully reset. The next time you log in to your account, you will need to use this new email address.
9. Log out of your account.