



Organization Management System

OMS Account Information

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.

The top screenshot shows the San Bernardino County Superintendent of Schools website. The header includes the name 'Ted Alejandre, County Superintendent' and the title 'San Bernardino County Superintendent of Schools'. The tagline is 'Transforming lives through education'. The navigation bar includes 'Scheduled Events', 'Event Directory', and 'Help'. A search bar is present with the text 'Search Calendar' and a 'Go' button. The main content area shows a calendar for December 2015. A red box highlights the 'Manage OMS Account' link in the top right corner.

The bottom screenshot shows the 'Create New Account' section. It includes a 'Create Account' button, which is highlighted with a red box. The 'Login to Manage Account' section is also visible, with fields for 'E-mail Address' and 'Password', and a 'Login' button. A red arrow points from the 'Manage OMS Account' link in the top screenshot to the 'Create Account' button in the bottom screenshot.

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.

* Educational Organization

☒ I currently work for a California school, district, or county office.

☐ I do **NOT** work for a California school, district, or county office.

County

Select the California County where you work

District

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.

* Educational Organization

☒ I currently work for a California school, district, or county office.

☐ I do **NOT** work for a California school, district, or county office.

County

Select the California County where you work

District

Select your School District, County Office or other educational organization. If you work at the district office you are done. If you work at a school site **please** make your selection below.

School

- **Site**

- Select the name of your **school site**. Do not select a site if you work at the district office.

* Educational Organization

☒ I currently work for a California school, district, or county office.

☐ I do **NOT** work for a California school, district, or county office.

County

Select the California County where you work

District

Select your School District, County Office or other educational organization. If you work at the district office you are done. If you work at a school site **please** make your selection below.

School

Select the school site where you work or attend.



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- 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.

* Educational Organization

☐ I currently work for a California school, district, or county office.

☒ I do **NOT** work for a California school, district, or county office.

Enter Organization or Work Location

Address

City ST Zip

5. Type in a password for your account—it is case sensitive.
6. Click the “**Continue**” button.

Your Password

* Password

* Re-type Password

Continue

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.

Welcome, Sample Account

My OMS Account | Logout

Ted Alejandro, County Superintendent

San Bernardino County

Superintendent of Schools

Transforming lives through education

Scheduled Events Event Directory Help

Search Calendar Go

Home : Scheduled Events

Congratulations Sample Account, your new account has been created

Continue to your new account | Browse Calendar

Month List Browse December 2015 Go

<< December 2015 >>



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My OMS Account

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

The screenshot shows the top navigation bar with links: [Scheduled Events](#), [Event Directory](#), and [Help](#). A search bar labeled "Search Calendar" with a "Go" button is on the right. Below the navigation bar, the user's account name "Home : Sandie Wales's Account" is displayed. A secondary navigation bar contains links: [My Schedule](#), [My Information](#), [Event Manager](#), [Announcements](#), and [Reports](#). At the bottom of this section, a calendar navigation bar shows "<< November 2015", "December 2015", "January 2016 >>", and a "Change Month" link.

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).

This screenshot shows the full OMS account dashboard. At the top, it says "Welcome, Sandie Wales" and "OMS Admin | My OMS Account | Logout". Below this is a banner for "San Bernardino County Superintendent of Schools" with the tagline "Transforming lives through education". The navigation bar is the same as in the previous screenshot. The "My Schedule" link is highlighted with a red rectangular box. Below the navigation bar, the calendar view for December 2015 is shown. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. Events are listed for December 2nd ("Organization Ma...") and December 9th ("SALSA Pasta Lun..."). On the right side of the calendar, there is a "Change Month" section with a dropdown menu set to "December", a year dropdown set to "2015", and a "Go" button. Below this is a "Switch to List View" link and an "Announcements (Archive)" section showing "- No Announcements Found -".



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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.

My Schedule **My Information** Event Manager Announcements Reports

Personal Information

* Required Fields

* First Name Sandie

Middle Initial

* Last Name Wales

* Position Category Other

Please select the Position Category that most closely describes your position.

Other: Other

If Other, please complete the space below and make sure and select "Other" from the "Position Category" selection box above.

Shortcuts

Personal Information

Contact Information

Address Information

Reset Password

Find Events

Did you register for an event and it is not showing up on your calendar under "My Schedule"? Click the "Find My Events" link to search for events.

Find My Events

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.

My Schedule My Information **Event Manager** Announcements Reports

1 thru 3 of 3 Record(s)

Technology Leadership Network (TLN) Meeting [View Event](#)

Event Date Sep 16, 2015

Location: West End Educational Service Center

Event Owner: Demo

EdTech Classroom Conference 2014 - Uncommon Technologies for Common Core [View Event](#)

Event Date Nov 01, 2014

Location: California State University, San Bernardino

Event Owner: Digital Learning Services

EdTech Classroom Conference 2012 [View Event](#)

Event Date Nov 03, 2012

Location: California State University, San Bernardino

Event Owner: Digital Learning Services

Instructions

You have been authorized to view the participant lists for the events listed in the left column.



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Announcements Link

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

My Schedule My Information Event Manager **Announcements** Reports

1 thru 5 of 5 Record(s)

May 19 2015 **Testing Announcements**
Event: STEAM
(2 Day Event) May 14, 2015 - May 21, 2015

May 19 2015 **Testing Announcements**
Event: STEAM
(2 Day Event) May 14, 2015 - May 21, 2015

Jun 27 2011 **Workshop Time Change**
Event: Moodle Workshop
Event Date May 16, 2011

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

My Schedule My Information Event Manager Announcements **Reports**

Search for events that I have registered for

Date Span July 01 2015 Date Quick Set
June 30 2016 This Fiscal Year Last Fiscal Year

Keyword

Search

My Schedule My Information Event Manager Announcements **Reports**

1 thru 14 of 14 Record(s)

GovPayNet Payment TESTING (Status: Pending)
Event Date Jun 22, 2016

Management/ Confidential Team Meeting (Status: Confirmed)
Event Date Jan 15, 2016

SALSA Pasta Lunch & Scholarship Fundraiser (Status: Confirmed)
Event Date Dec 09, 2015



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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.

The screenshot shows the San Bernardino County Superintendent of Schools website. The top navigation bar includes 'Manage OMS Account' (highlighted with a red box). Below the header, there are links for 'Scheduled Events', 'Event Directory', and 'Help'. A search bar is also present. The main content area displays a calendar for December 2015. A red arrow points from the 'Manage OMS Account' link to the login page. The login page has a 'Create New Account' section and a 'Login to Manage Account' section. The 'Login to Manage Account' section includes fields for 'E-mail Address' and 'Password', a 'Login' button, and a link 'Login/Password forgotten? Click here.' (highlighted with a red box).

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.

The screenshot shows the 'I Forgot My Password' form. It includes a heading 'I Forgot My Password' and a paragraph: 'If you've forgotten your password, enter your e-mail address below and we'll send you an e-mail message containing your new password.' Below this, there is a text input field labeled 'E-mail Address' and a yellow 'Continue' button.



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- 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
County/District/School: San Bernardino County Superintendent of Schools

[Send Notification](#)

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.

- 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.
- Click on “**My OMS Account**” link.
- Click on “**My Information**” link.
- Type in a preferred password to replace the reset password that was sent to you.
- Log out of your account.

I Forgot My Login Email Address

- Go to the Public Calendar log-in page.*
- Click on the “Log-in/Password forgotten? Click here” link.
- 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

- 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.