

Instructions for how to complete trainings:

1. Log into IMS
2. Click PDMS
3. Type in the course number in the “course search” box in lower left corner. Click SEARCH.
4. The name of the training appears in search results. On the right, click REGISTER.

After registration is complete, a link will be shown. The user should click the link to go to the training, which resides inside Schoology, an online training delivery system. Since Districts have their own instances of Schoology (separate from the DOE instance of Schoology), it is necessary for users to log in to Schoology via IMS/PDMS rather than going into Schoology directly.