



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

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.

