

## DEPDNow Online Training Tip Sheet

**Step 1:** Go to [www.dieec.udel.edu](http://www.dieec.udel.edu)

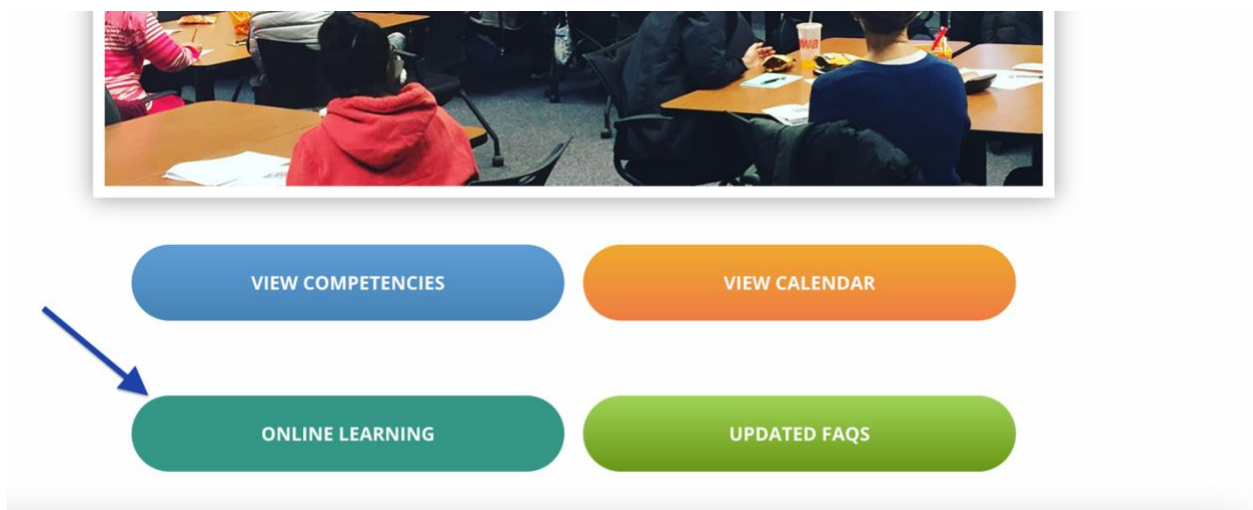
**Step 2:** Highlight Professional Learning Experiences in Navigation Menu



**Step 3:** Click on PLE Calendar



**Step 4:** Click on Online Learning



**Step 5:** All of the online professional learning experiences under “General” are associated with DEPDNow and are free.

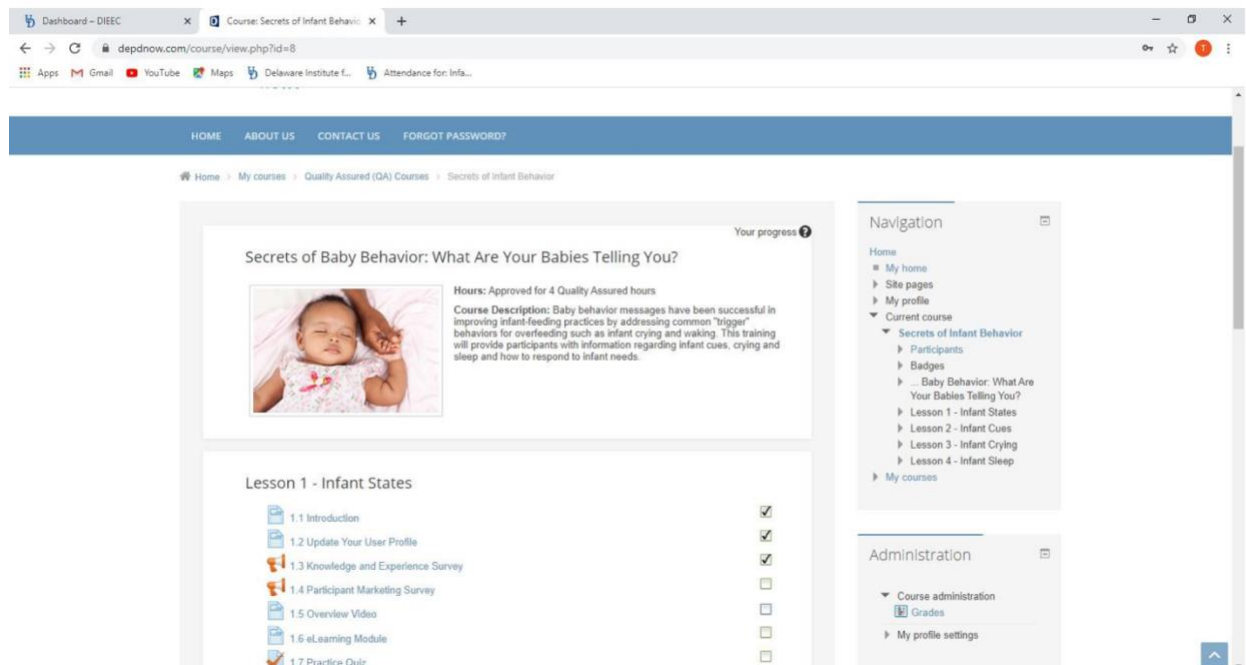
**Step 6:** Click on training title for Course Description, Hours, and Competency.

**Step 7:** If it is your first time registering the system will ask you to set a password. Please note this is a separate log in than DIEEC credentials. You need to create a different password for DEPDNow.

Make sure you write down what password you are setting. For assistance with DEPDNow log in and password please contact their customer support at **(888) 882-5294**.

**Step 8:** Once registered, click on training title again and click on “click here to access this course.” You can also view this under online training opportunities or on your dashboard after you log in to the DIEEC website.

**Step 9:** Once logged in you can begin the training. Training Sample of DEPDNow:



Go through each section and make sure you check off section when complete.

Please note the "Course Workbook" is in the Course Description under Lesson. You can print the workbook or use it as a PDF with the training.

Once training is complete you will generate a certificate. If you are having trouble downloading or printing the certificate, please call the DEPDNow customer support number at **888-882-5294**.

Online training hours will also be posted to your DIEEC transcript within 48 hours after completing the training. To print transcript, go back to [www.dieec.udel.edu](http://www.dieec.udel.edu) and download transcript on dashboard. Online trainings will be listed at the bottom of your transcript.

For additional online training assistance please call the main DIEEC phone number at 302-831-3239.