

DELAWARE DEPARTMENT OF EDUCATION

GUIDANCE DOCUMENT: LEA PDMS PASSWORD RESET



PURPOSE

This document provides instructions to help Local Education Agency (LEA) individuals access the **Professional Development Management System (PDMS)** through ClassLink. It ensures a smooth setup process by guiding individuals through initial login, password reset and ensures future access to PDMS is seamless and does not require repeated manual entry of login credentials.

DETAILS

There are three options available to LEAs in ClassLink for the PDMS application to selection from.

1. **Default Assignment** - Assign the PDMS application to individuals using ClassLink account groups
 - a. ClassLink Management Console > Groups & Users > Groups > Application
2. **Manual Assignment** – Assign the PDMS application to an individual
 - a. ClassLink Management Console > Applications > Add & Assigning Apps
3. **Self-Service** – Direct individuals to add the PDMS application to their ClassLink account
 - a. ClassLink > DDOE Application Library > Select Add under PDMS application

ESTABLISHING A PASSWORD

Individuals are highly encouraged to watch [this brief video](#) in its entirety to learn how to establish a password for PDMS. An individual's username for PDMS is their EdAccess Management username.

Steps are:

1. Log into ClassLink and select the PDMS application
2. Select the 'Skip' button

Would you like to save your login?

PDMS
performance matters You can save your login for this application to auto login on your next visit

Username

Password

3. Select Forgot Password

Log In

User Name

Password

[Forgot Password?](#) | [Forgot Username?](#)

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4. Type your EdAccess Username
5. Check your email for the password reset link

Forgot Password

Please enter the username you use to access the system.

Username

6. Reset your PDMS password

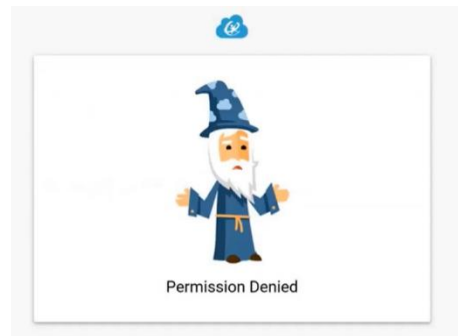
Reset Password

New Password

Confirm Password

Unified Talent
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7. The Permission Denied message is part of the process, please close ALL browsers and tabs and proceed and complete steps 8 and 9.



8. Log back into ClassLink and select the PDMS application
9. Enter your username and newly established password and select save

Would you like to save your login?

PDMS

You can save your login for this application to auto login on your next visit

Username

Password

Once saved, individuals should not have to enter in their username or password again to access PDMS.