

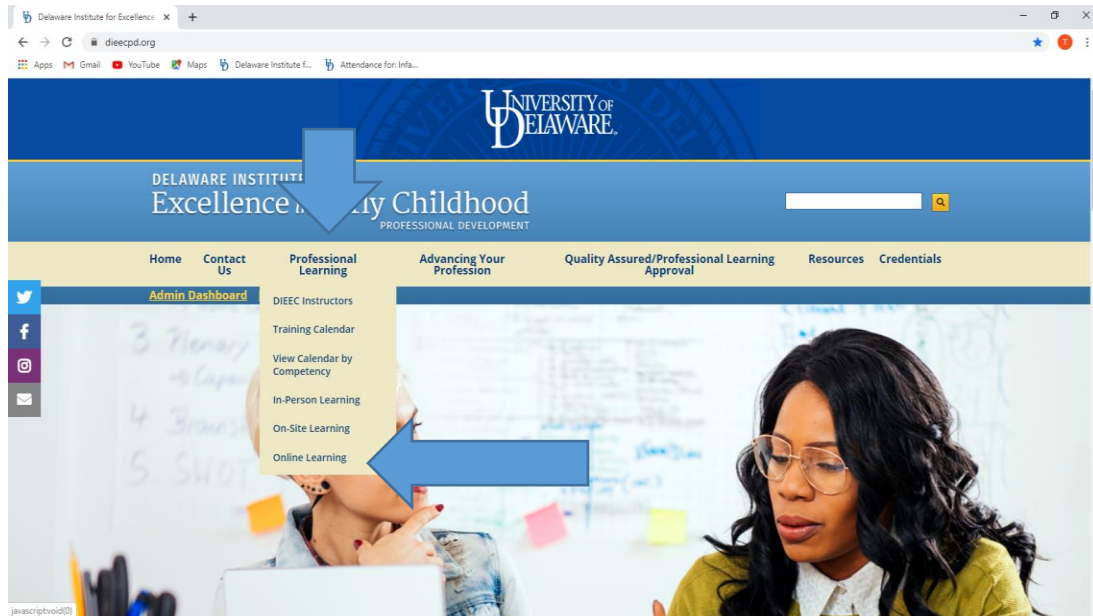
Updated April 2020

## DEPDNow Online Training Tip Sheet

Go to [www.dieecpd.org](http://www.dieecpd.org)

Log in with your email and password or register as a new user

Once logged in, highlight Professional Learning on the top of the page:



Next click on Online Learning at the bottom of the drop down menu

Next screen will show **Online Opportunities**

For DEPDPNow workshops, scroll down and click on “DEPDPNow Online training opportunities” (in the first paragraph).

All of the trainings underneath “General” are associated with **DEPDPNow** which are all free except for Introduction to the Center Based Care workshop

Click on training title for Course Description, Hours, Competency and price (if there is one)

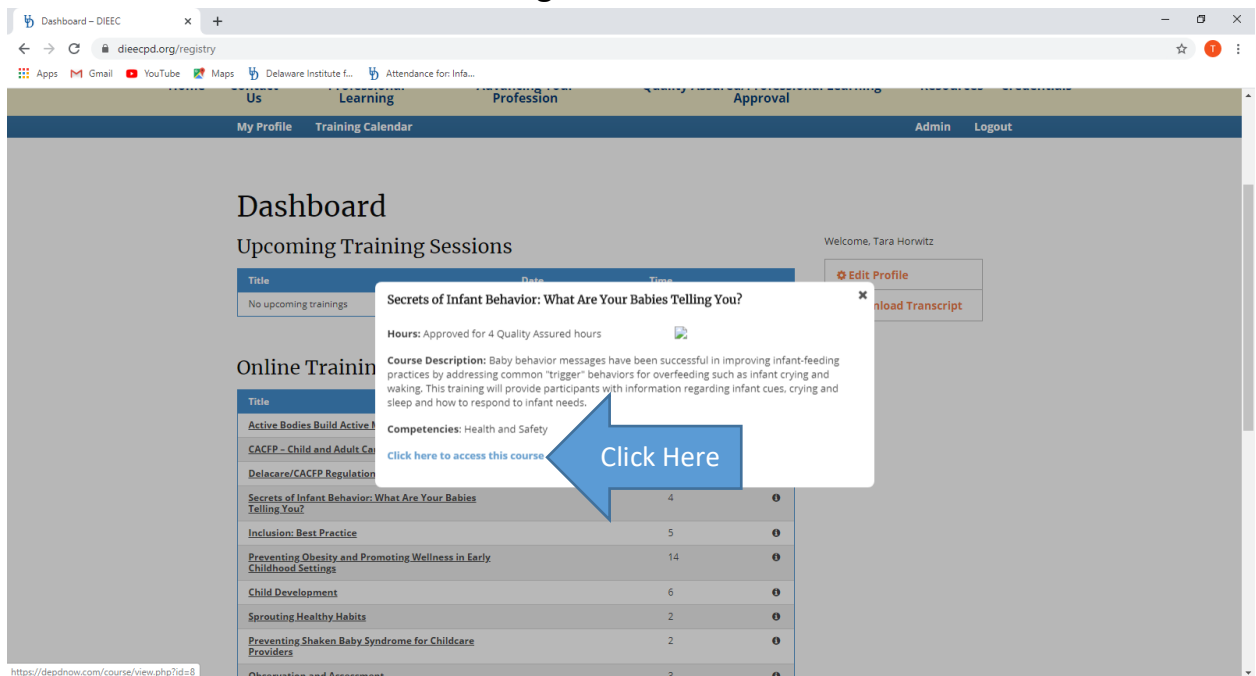
- First time registering the system will ask you to set a password, you are setting a password for DEPDPNow (a separate log in than the DIEECD.org website) – **make sure you write down what password you are setting – for assistance with DEPDPNow log in and password (once registered for online workshop) please contact their customer support at (888) 882-5294**

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\*if there is a fee for the training the system will take you to the payment screen. Once you set the password and pay for training (if needed) the course will then say you can now access this course. Once registered, click on training title again and click on “click here to access this course”. You can view this under Online training opportunities or on your dashboard after you log in to the DIEECD.org website

Once you are registered, and you click on the link to access your course the system will take you to depdnow.com. To access training, click on “My Profile” which will take you to your Dashboard

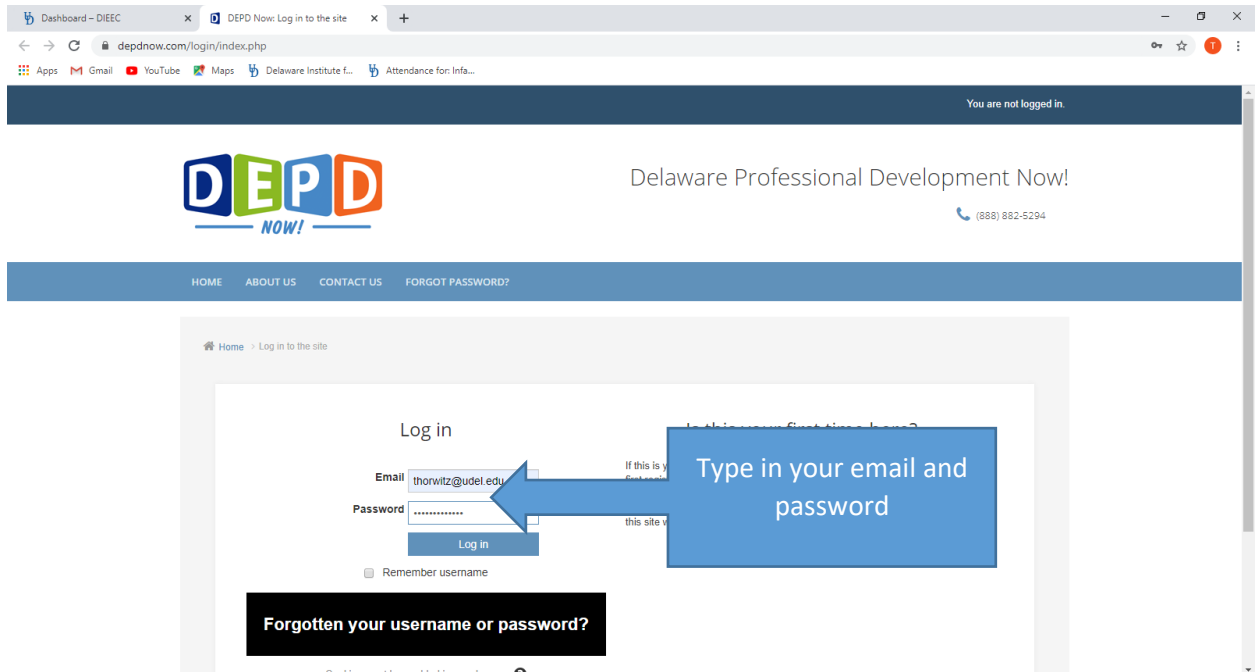
Click on Training Title on Dashboard:



- Then click on “Click Here to Access This Course

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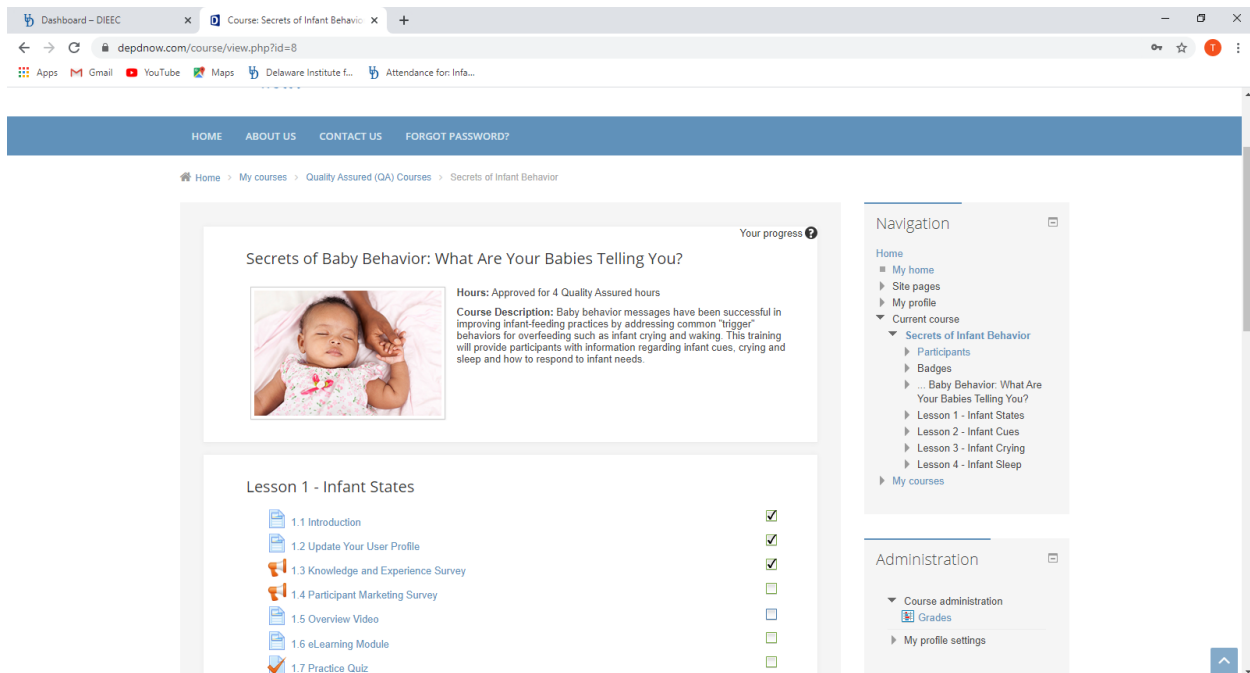
- You will then log in to DEPDNow with your same email and password you set for training



- log in a second time, email and the password which you set for assistance with DEPDNow log in and password (once registered for online workshop) please contact their customer support at (888) 882-5294

Once logged in you will begin working on training:

This is a sample of what a course looks like in “DEPDNow”



Go through each section and make sure each section is checked off  
“Course Workbook” is located in the Course Description under Lesson  
1. 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 certificate please call the  
DEPDNow customer support number at 888-882-5294**

**Online training hours will also be posted to your DIEECD transcript  
within 24 hours after completing the training**

**To print transcript, go back to dieecpd.org 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 302-831-3232**