

DEPDNow Online Training Tip Sheet

- First go to DIEEC PD's website – www.dieecpd.org and log into the registry (username is your email address). You will find this on the lower right hand side of the webpage under the orange words: Login Now. If you should forget your password, click on forget your password or call 302-831-3239 to reset your password.
- Once logged in– click on the “Training Calendar Tab”
 - On the right hand side of the page click on “Online Training Link”
- You will then see trainings listed under “General.” Click on the training title link for a course description, hours, pricing (if applicable) and competency.
- Click on “Register Now” for your course selection –
 - The first time registering for an online training, the system will prompt you to set a password. This password is what you will use to access the online course. Once you set your password you can register for any of the trainings under the “General” tab. If there is a fee, the system will prompt you to pay and then you can access the course.
- To Access the Online Trainings – scroll to the top of the page, click on “**My Profile**” – which will take you to your “**Dashboard**”. Click on the training title and then click on “Click here to access this course”. Next it will take you to depdnow.com. You can log in with your email address and the password which was set when first registering for the course.
- Next, click on “My Courses” and then click on the title of the training you'd like to work on.
- Then go through each module: lesson introduction, presentations and any quizzes or exams that must be completed in each section. You must complete each section in order to complete the training. Please make sure each box is checked before moving on to the next module.
- Once you have completed all of the modules that are required for the training, your hours will post to your DIEEC transcript within 24 hours. Please go to www.dieecpd.org and download your transcript after training is completed for proof of training completion.

If you should have any questions or concerns, contact the main office at 302-831-3239. If you have any technical difficulties with the DEPNow Website you can call the DEPNow Customer service at (888) 882-5294 or email support@depdnow.com.