



Madera Unified Technology Dept.

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How to Create an Account in OMS

1. Go to the Public Calendar of the OMS.
<http://maderaunified.k12oms.org/>
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. Fields with a * are required.
 - o Use your work email address, i.e. - **firstnamelastname@maderausd.org**

Please Note

- o If you change your last name, change it in your account–don't create a new account. Go to the public calendar to edit in your account.
- o If you change your last name, and the district hasn't activated your email address with the new name, log in using your original email address until the email issue is fixed.
- o If you change your work site, log into your account and select the new work site, don't create a new account. By editing your account, your professional development hours will be kept in one account. Go to the public calendar to edit your account.
- o Although a phone number is not required, it is helpful for the staff in charge of an event to have it in case the emails from the system don't make it to you for some reason.
- o Add the following address to your "safe" list of email addresses to receive email from: notifications@k12oms.org If you don't, your registrations and any correspondence from the event contact may get caught in your email spam filter.
- o Select *Educational Organization* if you work for a county office, district office or a school site (public, private, charter, college, or university). If you do not see your work location in the list provided, please click the feedback link.
- o Select *I do NOT work...* if you are not connected to a school district or county office that has a CDS code or cannot find your work location type in your organization's name and address .

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.