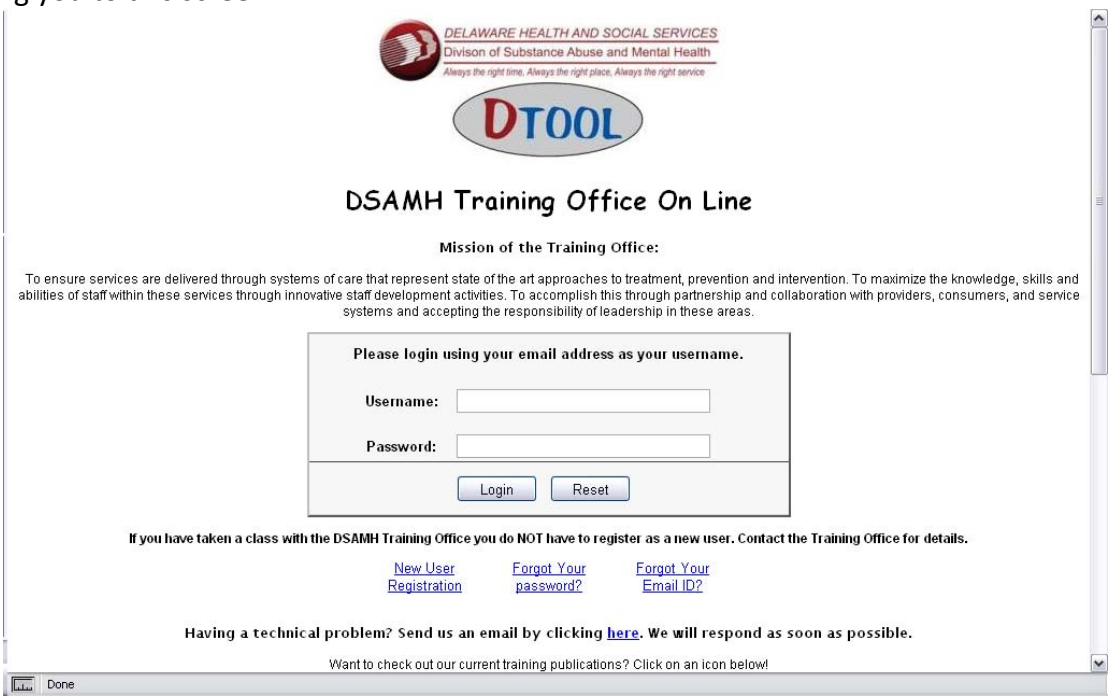
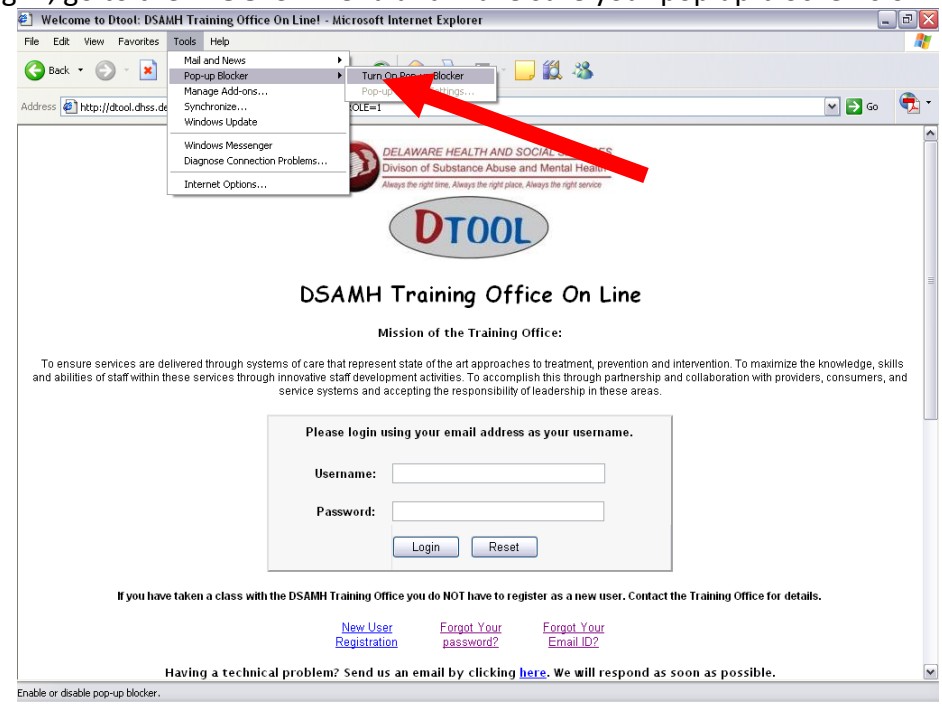
“How To” LOG INTO

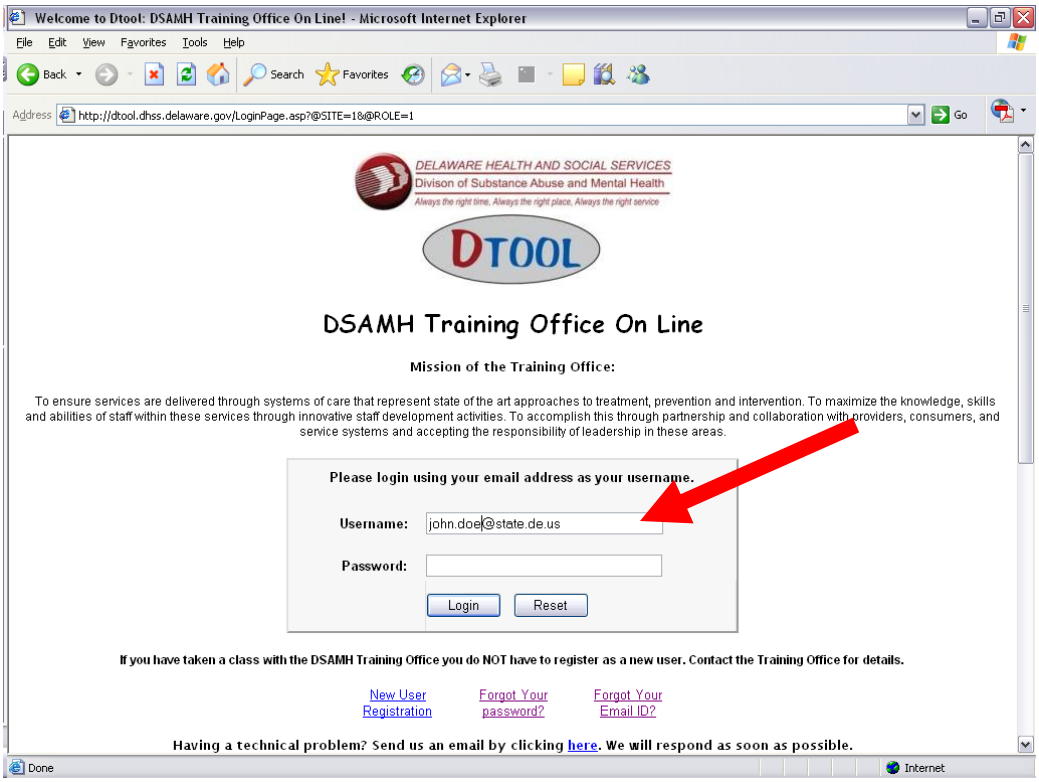
1. Open up your Internet Explorer.
2. Type the following web address into your browser: http://dtool.dhss.delaware.gov.
   It will bring you to this screen:



3. *Before* you log in, go to the **“TOOLS”** Menu and make sure your pop up blocker is off.



4. In the **Username** field, type in the state email account or home email account you have given us previously on your Learning Contracts.



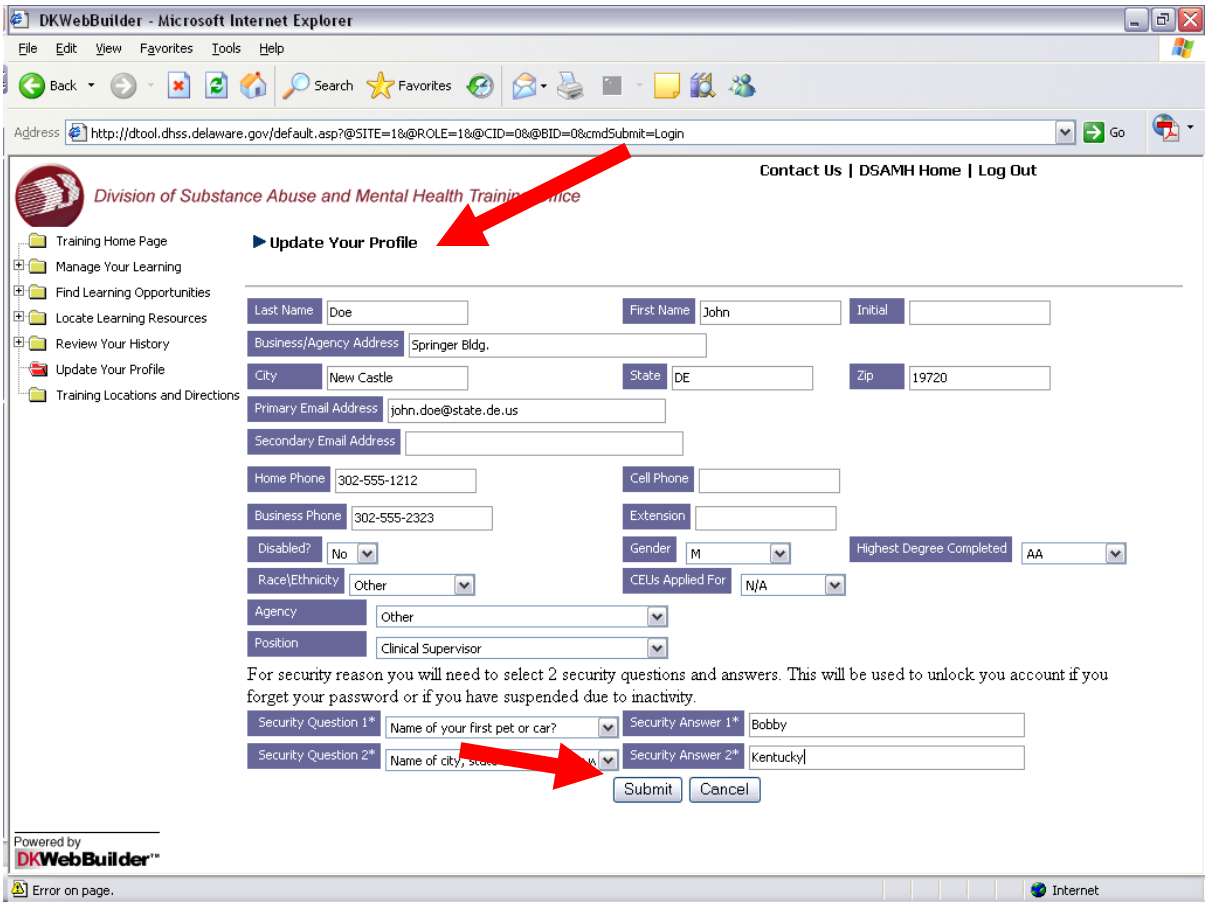
5. If this is your first time logging in use the following information to create your **Password**:
   Lowercase state abbreviation, example: de
   Uppercase first 2 letters of last name, example: DO
   Last 4 digits of your Home Phone Number, example: 9999
   Uppercase gender abbreviation: M or F

   It should look something like: deDO9999F

6. Click **Login**.
   DO NOT click 'New User' because you may already be in the database.

7. Read the instructions carefully to change your password.

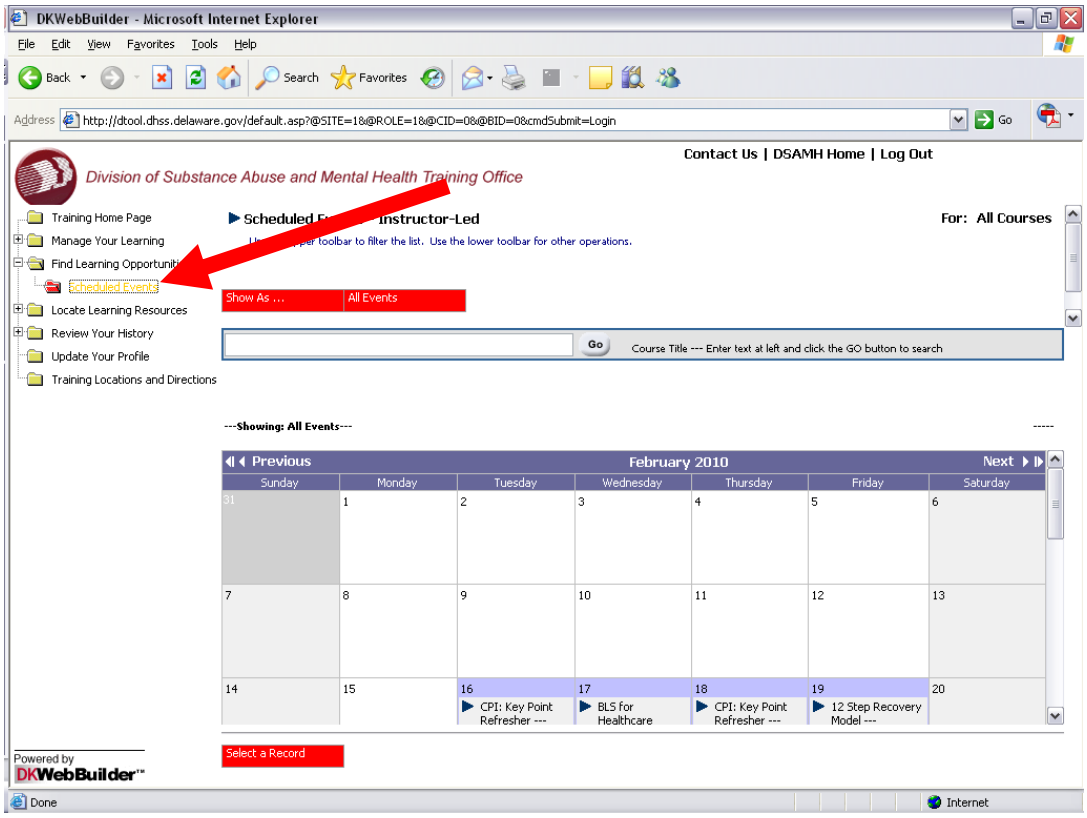
8. Once you have changed your password successfully, you will see your "Profile" and you will need to verify and/or update the information in addition to creating security questions.



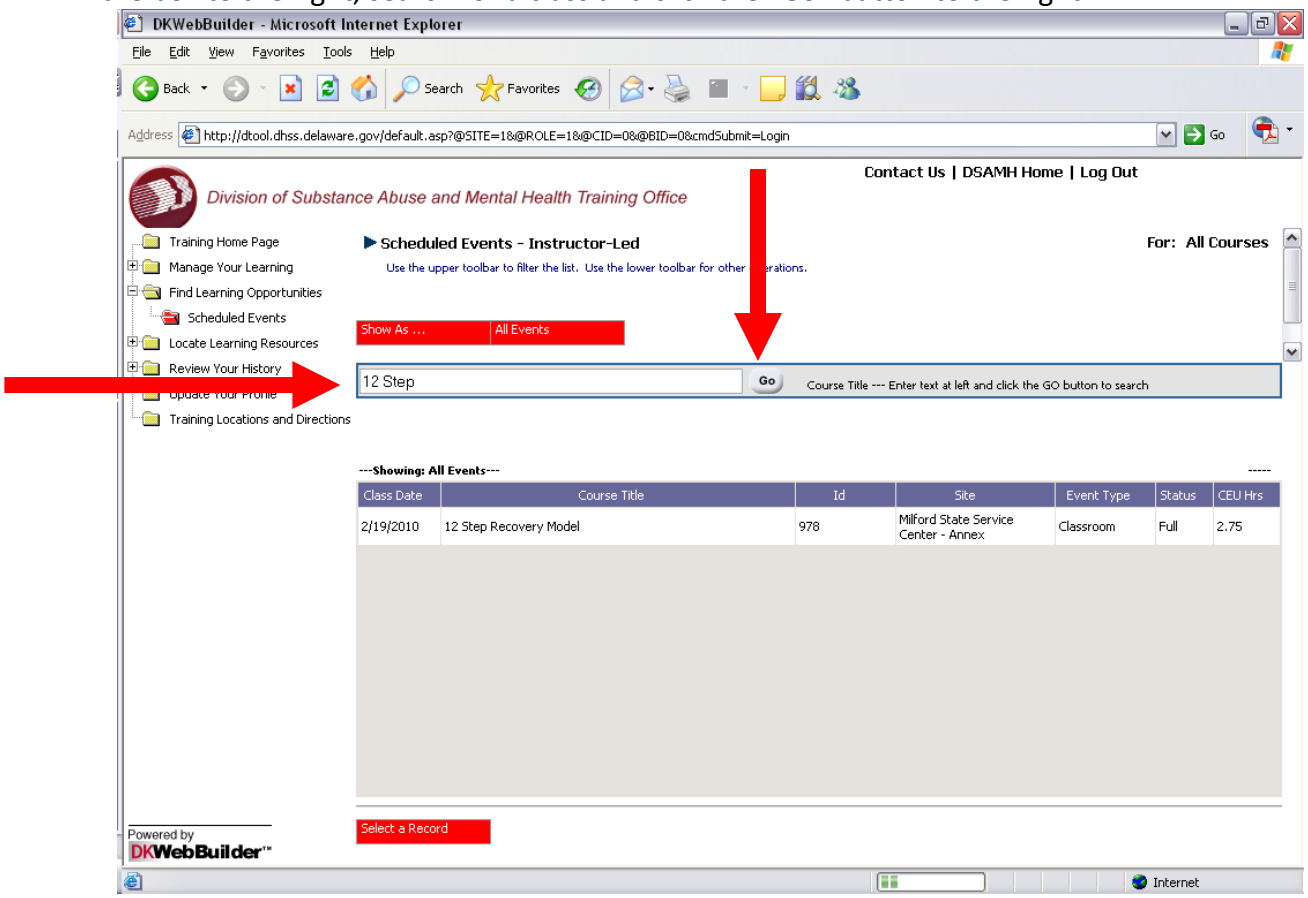
9. Click Submit. You will see your updated Profile screen.

10. Look to the left side of the screen. Click on the folder that says “Find Learning Opportunities”.

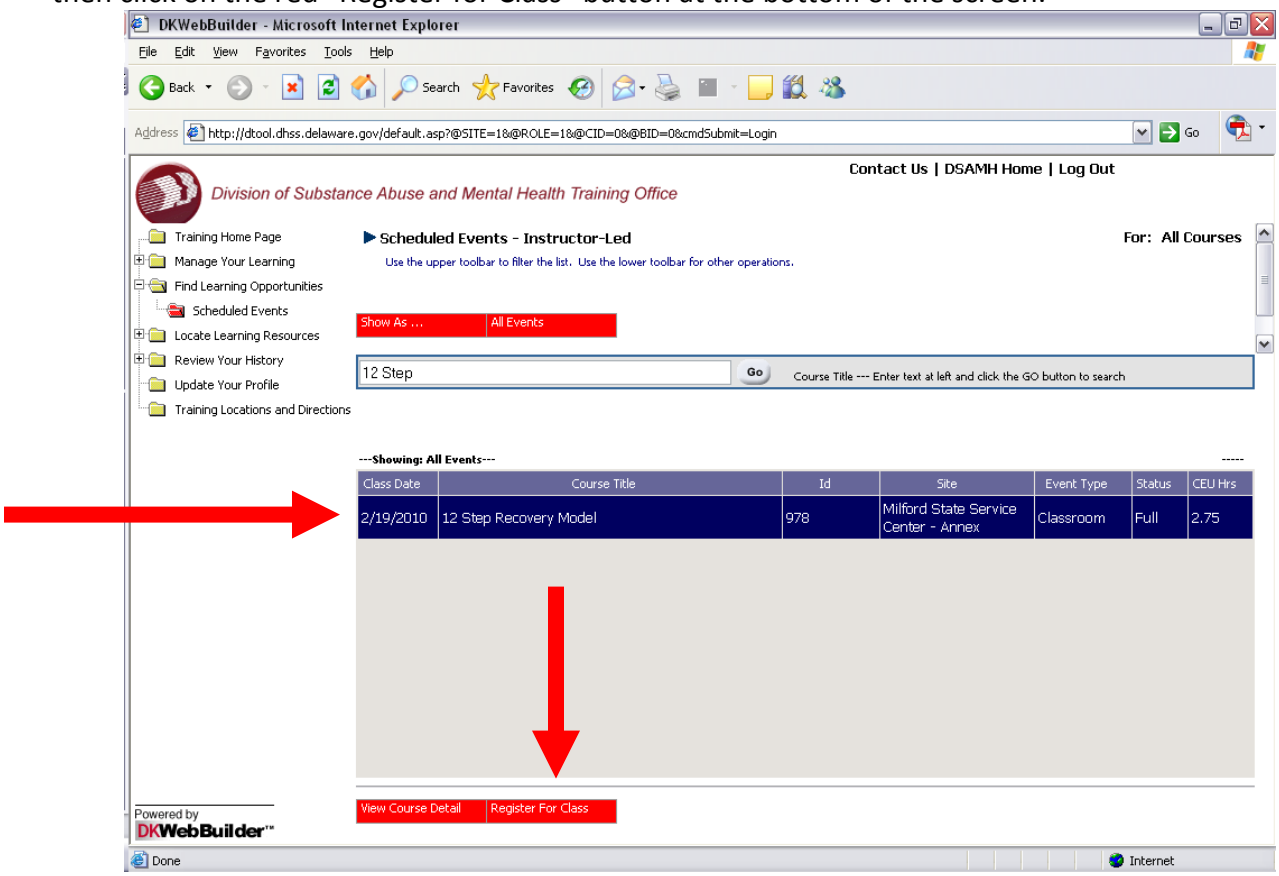
11. Click on “Scheduled Events”.



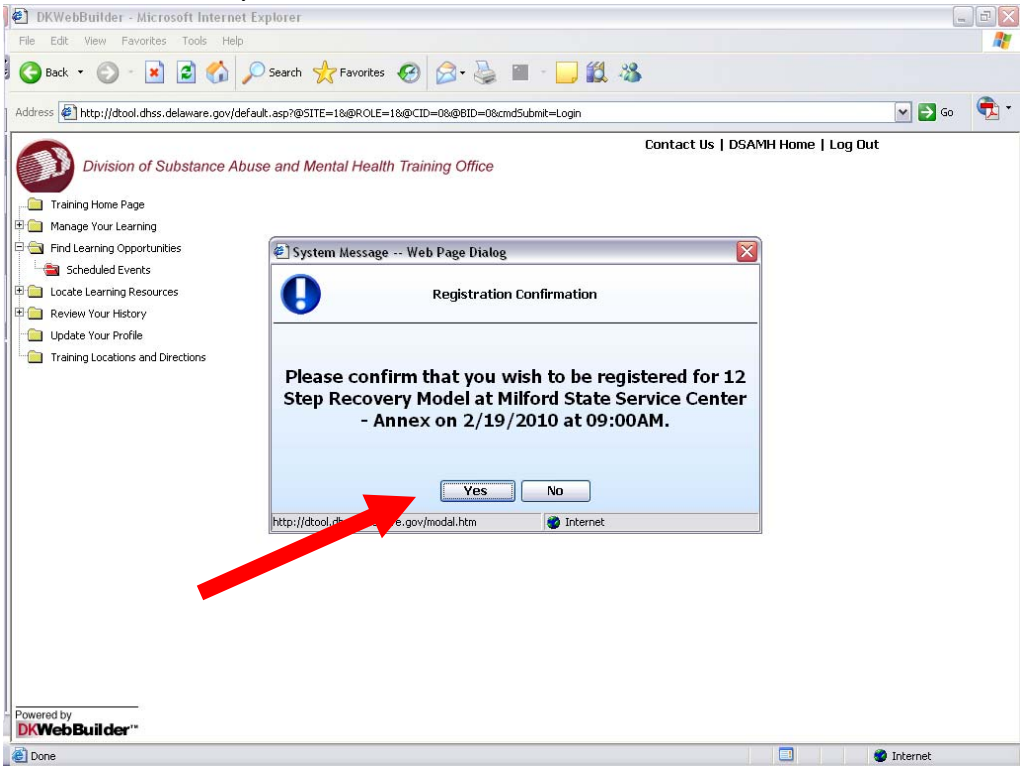
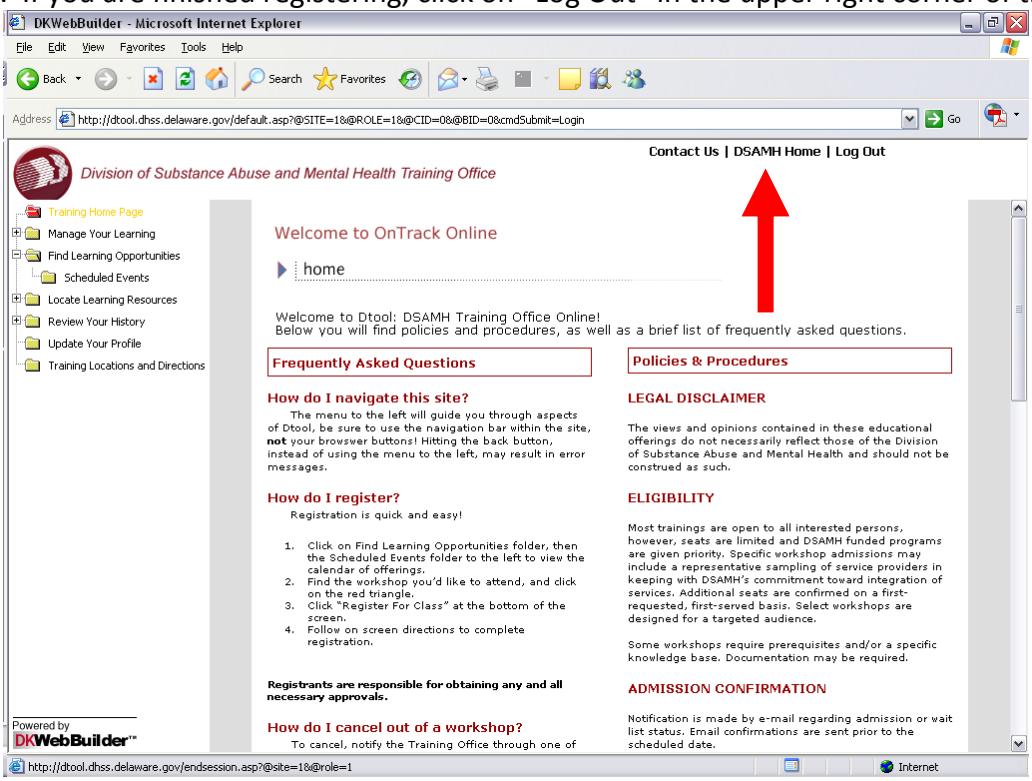
12. In the box to the right, search for a class and click the “Go” button to the right.



13. If there is a class in the system, there will be a list of dates. Click on the date you wish to attend and then click on the red “Register for Class” button at the bottom of the screen.



14. You will be asked to confirm your choice of date. Click “Yes”.



15. If you are eligible for attendance, and there are seats available, you will receive a confirmation email. All communication regarding your registration is automated and will be emailed to you prior to the workshop start date.
16. Click “OK”. If you are finished registering, click on “Log Out” in the upper right corner of the screen.