



Important Information about Classlink & Human Resources

Classlink

1. Go to <https://launchpad.classlink.com/crsd>
☆ (Add to bookmark bar)

2. Sign in



first.last name

Computer Password

A screenshot of the ClassLink sign-in page. At the top is the Caesar Rodney School District logo. Below it is the text "Sign in to ClassLink". There are two input fields: "Username" and "Password". Below the fields is a blue "Sign In" button. Two red arrows from the text blocks point to the "Username" and "Password" fields respectively.

Students choose an option

Classlink



Back to School Checklist



CL Academy Admin



ClassLink Management Console



ClassLink Roster Server



Clever (Admin)



Clever for Teachers



Delaware ID (State SSO)



CR Outlook



Cyber Security Resources



Data Service Center



Educator Credentialing



Egress Secure Mail



My Delaware ID (State SSO)



Employee Self Service

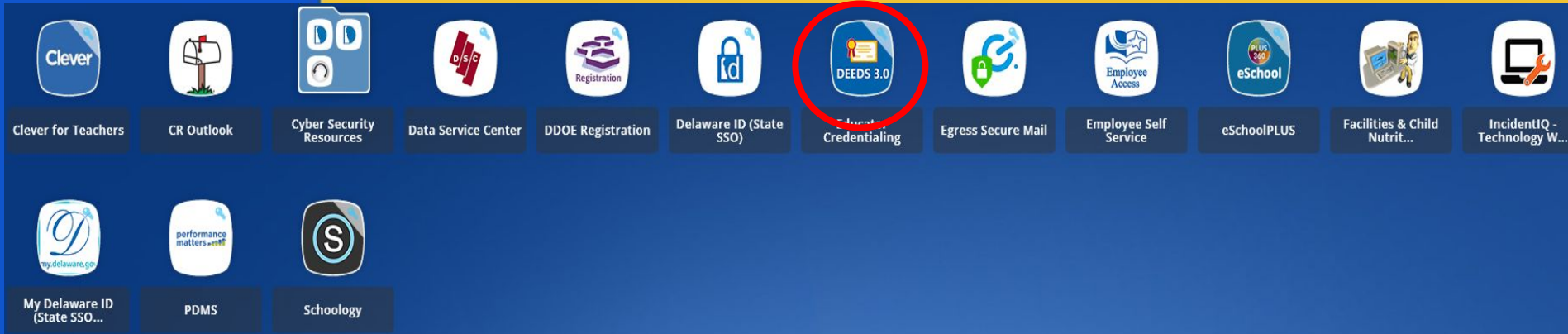


eSchoolPLUS



IncidentIQ - Technology W...

Create a DEEDS Account



Students choose an option

Click Apply for K-12



Educator Dashboard

Welcome Victoria Embers |

Licensure & Certification
Delaware Department of Education
Attn: Licensure & Certification
Collette Education Resource Center
35 Commerce Way, Suite 1
Dover, DE 19904
302-657-3188
deeds@doe.k12.de.us

DEEDS Early Learning
Delaware Department of Education
Attn: DEEDS Early Learning
John G. Townsend Building
401 Federal Street, Suite #2
Dover, DE 19901-3639
302-735-4236
deeds@doe.k12.de.us



DEEDS 3.0 is the newly integrated certification system for the Delaware Department of Education. This enhanced system is used to store educator data and credential public and charter school teachers, administrators, adult and prison education educators and staff and early childhood and school-age professionals.

Still have questions, contact us:

Navigation menu with four buttons:

- Apply for Early Learning
- Apply for K-12** (highlighted with a red circle)
- What can I do Today?
- Help

Click on links to quickly access your account and applications.

- [View/Update My File](#)
- [View My Applications](#)
- [View My Credentials](#)
- [Print My Credentials](#)

Apply for K-12

A navigation menu with four items: "Apply for Early Learning", "Apply for K-12", "What can I do Today?", and "Help". The "Apply for K-12" item is circled in red. Below it is a list of options: "Licensure and Certification", "Paraeducator Permit", "Other Permits", "Graduate Salary Increment", "Salary Stipends", "STS Certificates", and "Support Personnel".

Apply for Early Learning

Apply for K-12

What can I do Today?

Help

- Licensure and Certification
- Paraeducator Permit
- Other Permits
- Graduate Salary Increment
- Salary Stipends
- STS Certificates
- Support Personnel

Click Paraeducator Permit

A screenshot of a website's navigation menu. The menu consists of several blue buttons with white text and icons. The buttons are: "Apply for Early Learning" (with a document icon), "Apply for K-12" (with a document icon), "What can I do Today?" (with a calendar icon), and a partially visible "H...". A dropdown menu is open from the "Apply for K-12" button, listing several options: "Licensure and Certification", "Paraeducator Permit" (highlighted with a red oval), "Other Permits", "Graduate Salary Increment", "Salary Stipends", "STS Certificates", and "Support Personnel". A "Print My Credentials" button is visible at the bottom of the page.

Apply for Early Learning

Apply for K-12

What can I do Today?

H...

Help

Apply for a Paraeducator Permit including Service, Instructional and Title I types.

Licensure and Certification

Paraeducator Permit

Other Permits

Graduate Salary Increment

Salary Stipends

STS Certificates

Support Personnel

Print My Credentials

For each green tab, read and answer the questions. Then click “Save and Next” (See next slides for more info)

Navigation: 1. Home 2. Paraeducator Permit application 3. Application Steps

Introduction

Personal Information Review

Education

Credentials

Fees

Criminal Offenses

Application Submission

Application For Paraeducator Permit

INTRODUCTION

Paraeducator Permit

Note the green bars that appear on the left as these are the pieces of information that are required to complete the Paraeducator Permit application process. Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.

As you progress through the steps in the process, the status icons on the green bars will change from a red x to a green y to signify that the step has been completed. All bars must be completed in order to submit the application.

Click **Save & Next** to continue.

Save & Next

Personal Information



- The Personal Information entered previously is displayed.
- Check the information for accuracy.
- Ensure that the Home/Mailing Address section is completed with your current address.
- Add CR email address
- If changes are made to the information, click Save/Update.

Education



- Mandatory (If nothing is in there already)
- Click Add Education
- Enter your institution
- Click Save & Next

Coursework



- Title
- Course Number
- Month/Year Completed
- Credits
- Grade
- Institution

Coursework



- Title
- Course Number
- Month/Year Completed
- Credits
- Grade
- Institution

Tests



- Have ETS send your test scores to DOE

Criminal Affirmation



- Answer the affidavit

Submit Application

CONFIRMATION OF APPLICATION RECEIVED BY THE DELAWARE DEPARTMENT OF EDUCATION

Thank you for completing your online application. Your application will be reviewed once we have received all the required documents indicated. If further information is required, we will contact you via email in the form of a Deficiency letter which will indicate any issues with your application. While your application is pending, you will not be able to enter any information you have entered. However, you may provide or upload any additional documents in response to DOE correspondence.

If applying with college credits/degrees, please make sure you submit an official college transcript to either:

DEEDS Early Learning

Delaware Department of Education
Attn: DEEDS Early Learning
John D. Townsend Building
401 Federal Street, Suite #1
Dover, DE 19901

302-739-4235

OR Send electronically to deedsearlylearning@doe.k12.de.us

K-12 License & Certification

Delaware Department of Education
License & Certification
Collette Education Resource Center
30 Commerce Way, Suite #1
Dover, DE 19904

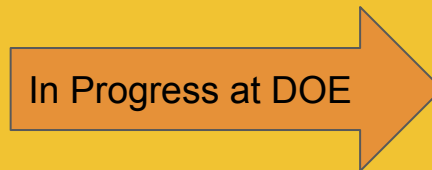
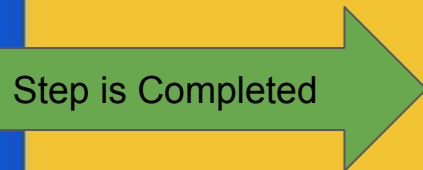
302-697-5388

OR Send electronically to licensing@doe.k12.de.us

You may track the status of your application at any time by logging in to your DEEDS 3.0 account and viewing your Educator Dashboard under **View My Applications**.

[Back To Dashboard](#)

Application Tracker



Deficiencies

(If you have a deficiency, DEEDS will look like below)



A screenshot of the DEEDS (Delaware Educator Employment and Development System) user interface. At the top, there are four blue rounded rectangular buttons with icons: a document with a checkmark for "Apply for Early Learning", a document with a checkmark for "Apply for K-12", a calendar for "What can I do Today?", and a question mark for "Help". Below these buttons is the text "Click on links to quickly access your account and applications." Underneath this text is a vertical stack of five buttons: a red button labeled "Respond to Deficiency", and four blue buttons labeled "View/Update My File", "View My Applications", "View My Credentials", and "Print My Credentials".