District of Columbia
Office of the State Superintendent of Education

OSSE LEARNING MANAGEMENT SYSTEM (OSSE LMS)

Access Guide

May 2023

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Introduction

This guide serves as a manual on how to access the Office of the State Superintendent of Education (OSSE) Learning Management System (OSSE LMS), the new professional development training platform for the DC early childhood workforce. The purpose of the OSSE LMS is to empower early childhood educators, child care providers and administrative staff with a seamless learning and development system. The OSSE LMS organizes eLearning content in a centralized location, provides unlimited access to professional learning and tracks and maintains user progress. The OSSE LMS will replace the Professional Development Information System (PDIS) (dcpdis.org). Effective June 19, 2023, the PDIS will no longer be accessible.

Accessing the OSSE LMS

This section explains the step-by-step process for accessing the OSSE LMS.

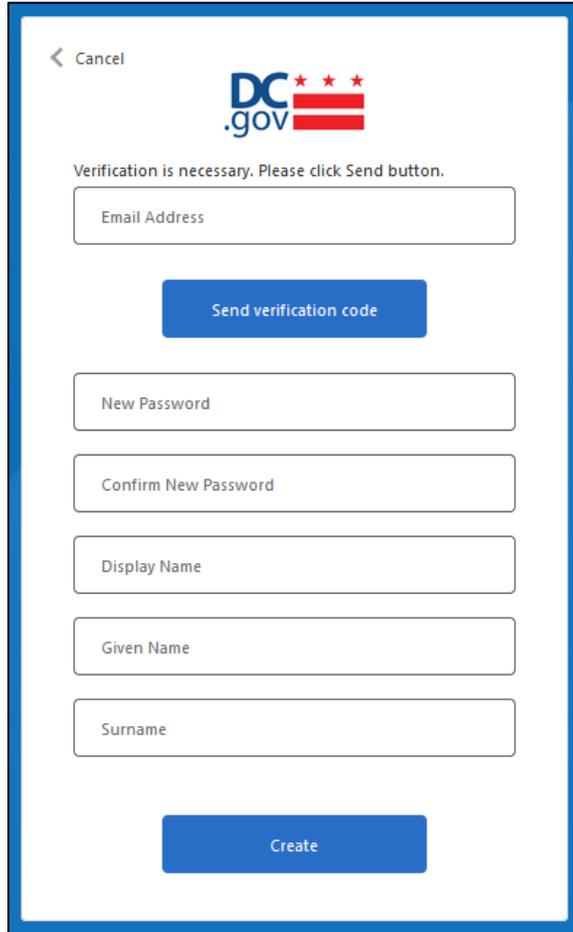# Establishing Single Sign On (SSO) Login Credentials

By creating single sign on (SSO) login credentials with OSSE, users can seamlessly manage their access to all relevant OSSE applications. All staff working in a licensed DC child development facility can gain access to the OSSE LMS platform by first establishing their SSO login credentials through the below steps.

1. Go to the following link: osse.pl.powerschool.com. Click on the blue "Sign up now" link at the bottom.
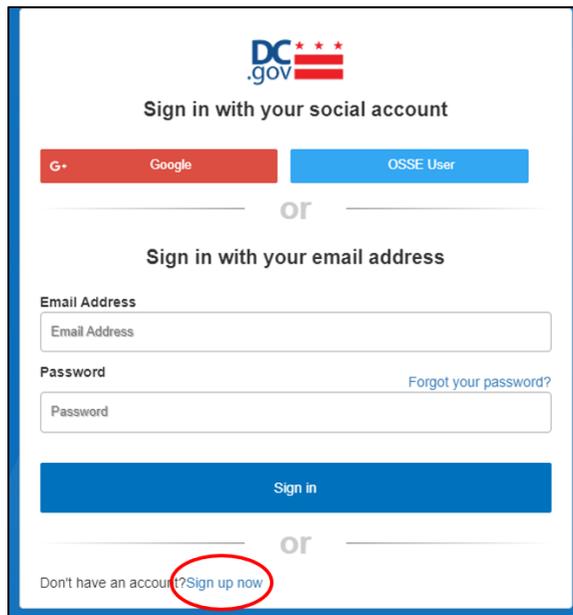

2. The below form will appear. If you have a Quorum (quorumlearning.com) account, enter the email address associated with that account in the first box. If you do not have a Quorum account, enter the email address associated with your PDIS account (dcpdis.org). If you do not have a Quorum or PDIS

account or are unsure if you have accounts, please contact the Early Childhood Education (ECE) Help Desk at ECEhelpdesk@dc.gov or (202) 478-5903 for assistance.

3. After entering your email address, click "Send verification code." A message will appear that a verification code has been sent to the email address you have input. Check your email inbox for an email with the subject line "DCGov – B2C – OSSE account email verification code."
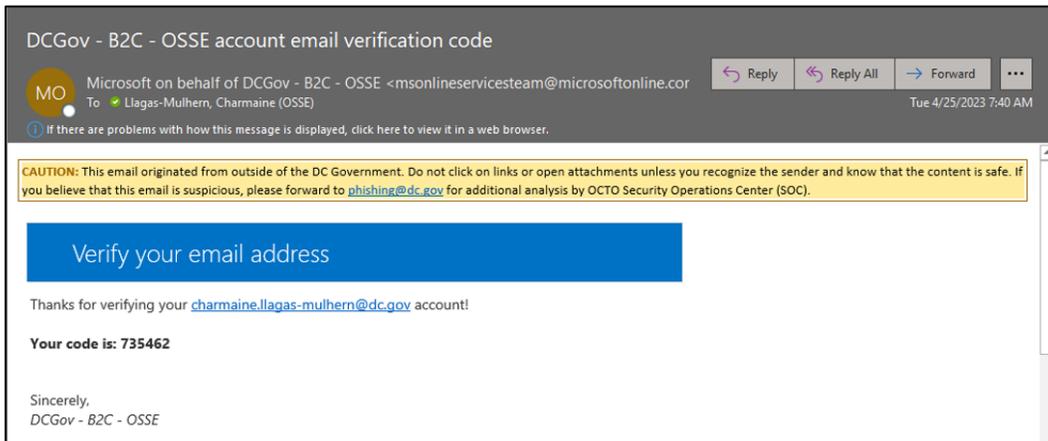
4. Copy the code from the email message to the "Verification code" box that appears below the "Email address" box. Click "Verify code."

5. Once your email address has been verified, COMPLETE ONLY THE TWO PASSWORD FIELDS, then click "Create." You do not need to enter anything in the "Display Name," "Given Name," or "Surname" fields. The email address associated with your Quorum account (or PDIS account if you don't have a Quorum account) is already in the system. Do not click "Change e-mail" unless you believe you entered the incorrect email associated with your Quorum or PDIS account.
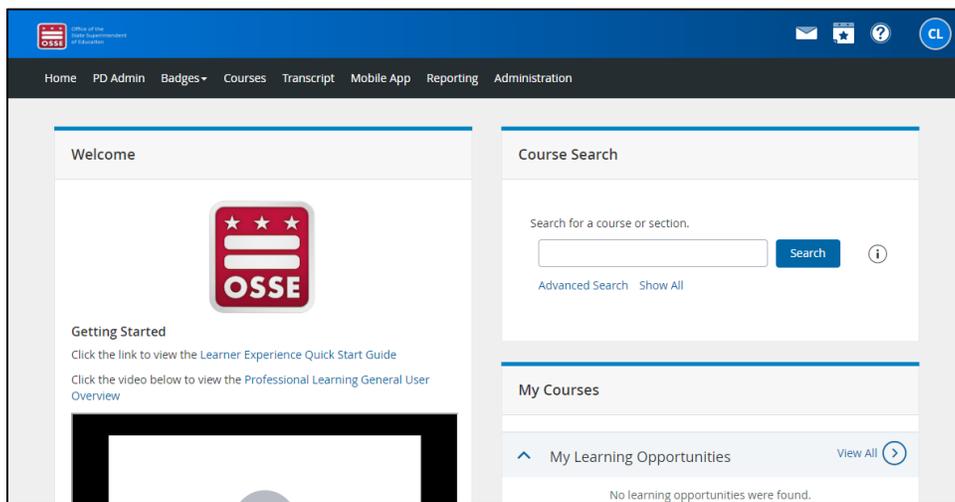
a. If your email address is not in the system, you will get the below message. Please contact the ECE Help Desk at ECEhelpdesk@dc.gov or (202) 478-5903 for assistance.
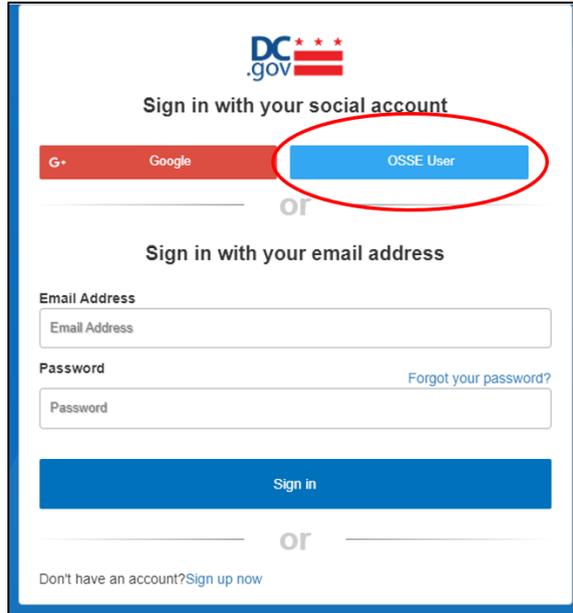

6. Once your SSO credentials have been established, the system will take you to your OSSE LMS home page.
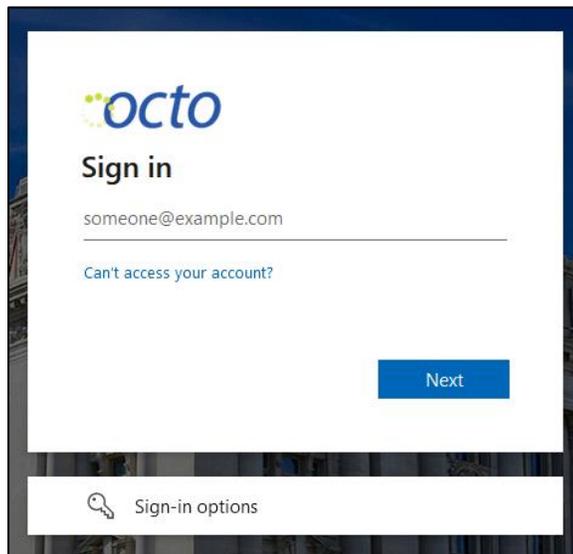
Logging on to the OSSE LMS

1. Once you have successfully established your SSO credentials, log in to your OSSE LMS account by going to the following link: osse.pl.powerschool.com. Click "OSSE User" in the upper right.

2. In the form that appears, enter the email address used to establish your SSO credentials, then click the "Next" button.

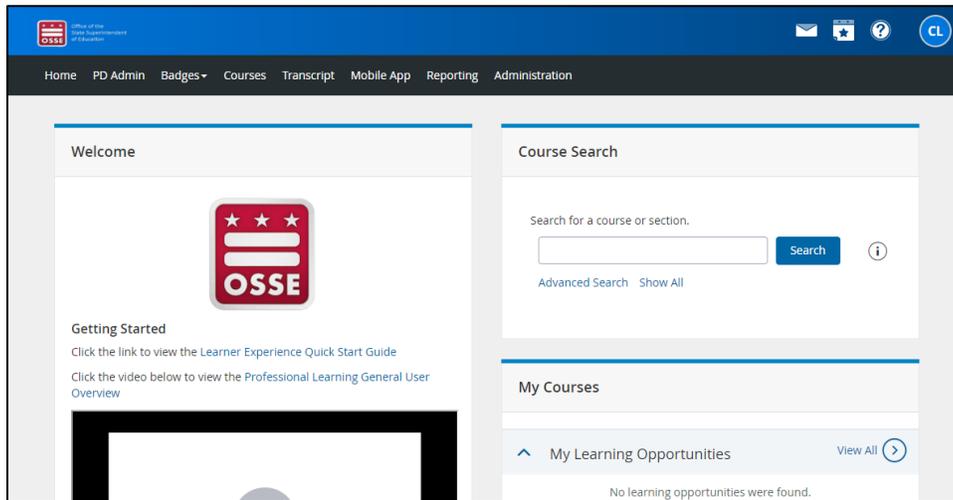3. In the next form that appears, enter your password and click "Sign in."
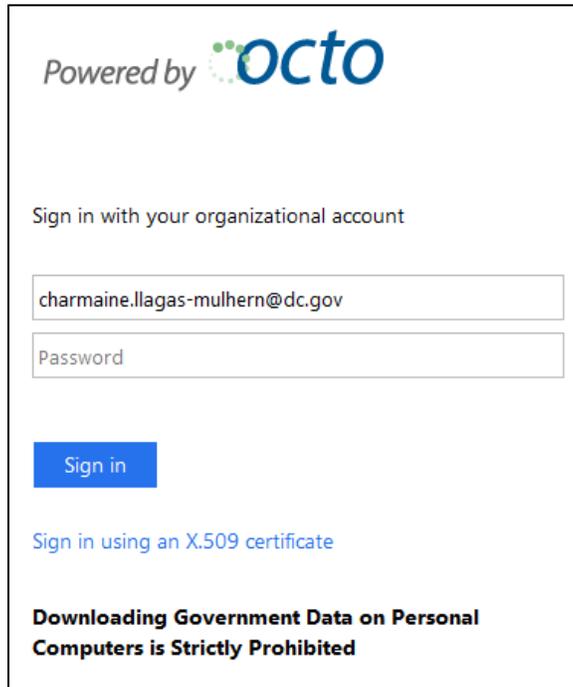
4. The system will take you to your OSSE LMS home page.

Troubleshooting

For questions or technical assistance, contact the ECE Help Desk at ECEhelpdesk@dc.gov or (202) 478-5903.

Frequently Asked Questions

- **What is the purpose of the OSSE LMS?** The purpose of the OSSE LMS is to empower educators, providers and administrative staff with a seamless learning and development system. The OSSE LMS organizes eLearning content in a centralized location, provides unlimited access to professional learning and tracks and maintains user progress. For the DC early childhood workforce, the OSSE LMS will replace PDIS (dcpdis.org).

- **How can I access the OSSE LMS?** The OSSE LMS can be accessed at osse.pl.powerschool.com. To log in, users must first establish their SSO credentials. See page 3 for instructions.

- **Why is OSSE using an SSO setup?** By creating single sign on login credentials with OSSE, users can seamlessly manage their access to all relevant OSSE applications.

- **What email address should I use for my SSO credentials?** If you have a Quorum (quorumlearning.com) account, you should use the email address associated with that account. If you do not have a Quorum account, use the email address associated with your PDIS account (dcpdis.org). If you do not have a Quorum or PDIS account or are unsure if you have accounts, please contact the ECE Help Desk at ECEhelpdesk@dc.gov or (202) 478-5903 for assistance.

- **How do I set up my SSO credentials?** Go to osse.pl.powerschool.com and click "Sign up now." Complete directions are found beginning on page 3 of this guide.

- **Once I've set up my SSO credentials, how do I access the OSSE LMS?** Navigate to the OSSE LMS landing page at osse.pl.powerschool.com. Log in using your SSO credentials. Complete directions are found beginning on page 6 of this guide.

- **Who do I contact if I am having trouble with the OSSE LMS?** If you are not able to setup login credentials due to your email address not being recognized, or are having any other difficulty with the OSSE LMS, please contact the ECE Help Desk at ECEhelpdesk@dc.gov or (202) 478-5903 for support.