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**
Create a DEEDS Account
Click Apply for K-12
Apply for K-12
Click Paraeducator Permit
For each green tab, read and answer the questions. Then click “Save and Next” (See next slides for more info)
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
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 offer any information you have entered. However, you may provide or upload any additional documents in response to DOC correspondence.

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

DEEDS Early Learning
Delaware Department of Education
301 N. Market Street, Suite 510
Wilmington, DE 19801
302-739-4250
Email: deedsexarlylearning@doe.k12.de.us

K-12 Licensure & Certification
Delaware Department of Education
Licensure & Certification
College Education Resource Center
59 Commerce Way, Suite 31
Dover, DE 1990l
302-577-3390
Email: deedsk12 @ 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.
Application Tracker

Figure EEM-UAT-01: Emergency Upgrade Application Tracker

- Step is Completed
- In Progress at DOE
- Deficiency
Deficiencies
(If you have a deficiency, DEEDS will look like below)