Procedure for Education OISNET Applications
through the
Delaware Center for Educational Technology

1. Individual educator fills out an *Education OISNET Application*. Application information can be found on the Web at **http://www.dcet.k12.de.us/oisnet/index.html**
2. Individual educator *reads* and *signs* the State's *Acceptable Use Policy*.
3. Individual educator sends the application and acceptable use policy to the district's business manager. (Note: If the individual is paying for the account, a check made payable to the *State of Delaware* must also be given to the business manager.)
4. The business manager will verify that the applicant is a current employee of the district and is eligible for a dial-in account subsidized by DCET.
5. The business manager will mark whether the district will pay the $25 or the individual will pay the $25.
6. If the district is paying, the business manager will attach an intergovernmental voucher for the amount to the application and acceptable use policy. If the individual is paying, a check from the individual made payable to the *State of Delaware* will need to be attached to the application and acceptable use policy.
7. ***The business manager will submit the application, acceptable use policy, and the payment to the Delaware Center for Educational Technology.***
   > Ms. Pam Reed
   > Delaware Center for Educational Technology
   > N510
8. The Delaware Center for Educational Technology will process the application and commit the funding to that account for the current fiscal year. (Note: Funding for future fiscal years is dependent upon appropriation by the General Assembly.)
9. The Delaware Center for Educational Technology will contact the Office of Information Services to setup the account.
10. The Office of Information Services will inform the applicant by e-mail that the account is active and how to access the account.

Note: The same procedure will be followed for a Skilled and Service Worker not eligible for a subsidized account except the amount will be $83.40.