

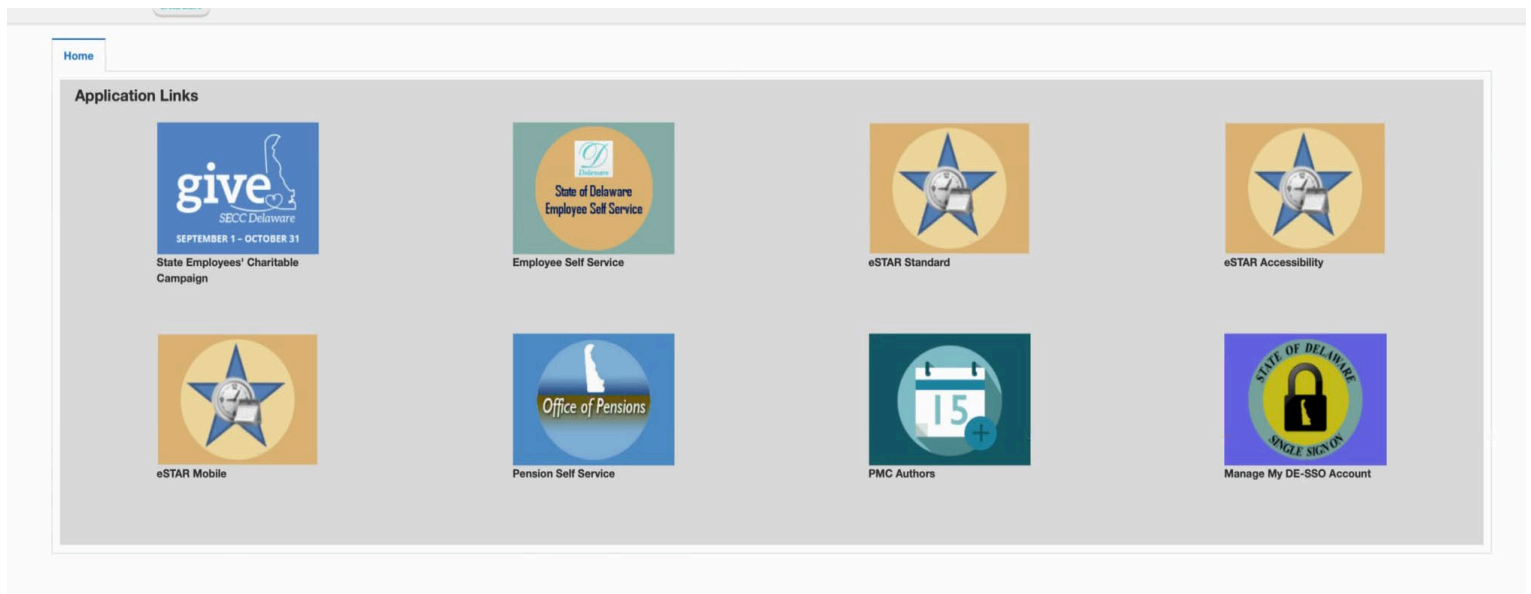
The authentication functionality of the Public Meeting Calendar was integrated with the DE-SSO. Integration with DE-SSO will support the goal of a single sign-on for state applications that authors are currently using and provide increased access security.

The email listed in SSO becomes the user id you use to log into PMC. It is necessary the email be listed, verified, and up to date.

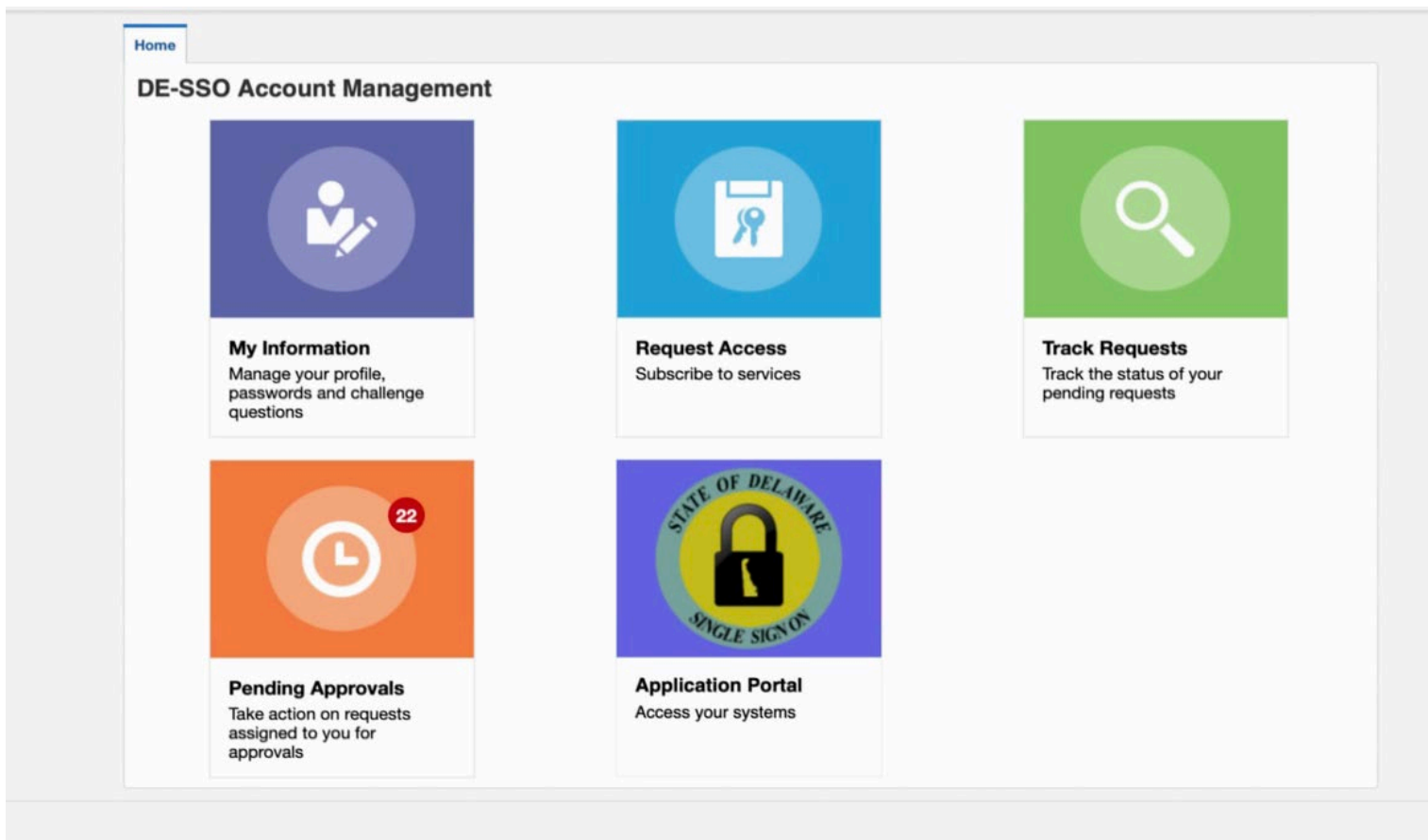
1. Go to: <https://sso.delaware.gov/>. Sign in with your state employee id (anywhere from 4 to 7 numbers) and password.



You will now see a page with your available application links. *You may have different options on this page.*



2. Click on **“Manage My DE SSO Account”** to go to the next screen. *You may have different options on this page.*



### 3. Click on “My Information”

The “My Information” page lists your personal details as they are entered in PHRST including your email address. Take note of the email address listed.

If your email is

- Correct – proceed to the next step 4.
- Needs to be verified – follow the instruction to verify your email then proceed to step 4.
- Is outdated – please contact your HR representative to update your email in PHRST. You may need to verify the email after the update before proceeding to step 4.
- Is missing – please contact your HR representative to add your email to you PHRST account. You will need to verify your email after it is entered before proceeding to step 4.

### 4. Return to the Application Portal page by clicking on the Application Portal tile

If the PMC Authors tile is listed, you need not proceed to step 5. This completes the steps to setup an SSO account for PMC. There may be additional PMC steps to request access to your calendar(s).

#### 4a. Click on the PMC tile.

- If your email address exists in PMC as it is listed in SSO, you will have access to update your assigned calendars.

- If your email was updated or recently added, an error message will display stating you do not have permissions to author on PMC. Please email [gic@delaware.gov](mailto:gic@delaware.gov) with instruction on which calendar(s) you need to access.
5. Click on the “Request Access” tile.
  6. Click on “Add to Cart” for State of Delaware Public Meeting Calendar. If you do not see State of Delaware Public Meeting Calendar in your list, please use the search function.

Delaware.gov  
The Official Website of the First State

User Guides ▾ Display Settings ▾ Sign Out lynn hooper

Self Service Manage

Home Request Access ×

Back Add Access Checkout Cancel Next

Cart lynn hooper 1

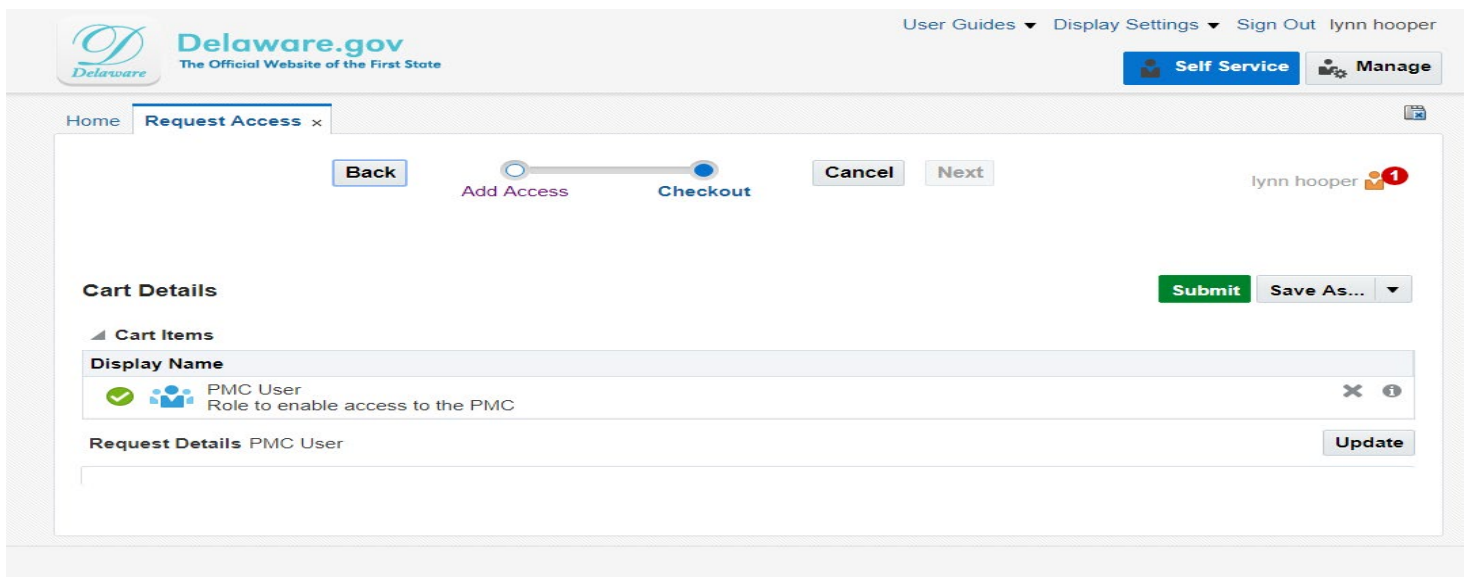
Search and select individual items from the Catalog tab. Sets of pre-bundled items commonly used in your organization can be selected from the Request Profiles tab.

Catalog Request Profiles

Search Name ▾

Name	
<b>Delaware Certified Information Security Officer (DCISO)</b> Primary and Alternate ISOs subscribe to the certification application	+ Add to Cart
<b>GALT</b> Request access to the GALT application	+ Add to Cart
<b>GIA</b> Request access to the Grant in Aid application	+ Add to Cart
<b>Libraries WordPress User</b> Request access to Library websites only	+ Add to Cart
<b>GIC Elected Official User</b> Request access to statewide elected official websites or other non-DOS agency websites only.	+ Add to Cart
<b>DCSS Employer Website</b> The DCSS Employer Website is a free service of the Division of Child Support Services (DCSS) offered to those firms that employ one or more persons who are obligated to pay child support through an Income Withholding Order. The Employer Website allows registered users to electronically respond to inquiry letters, Income Withholding Orders and to notify DCSS of employee terminations and to manage their company's other interactions with DCSS, such as address and/or telephone number changes.	+ Add to Cart
<b>DTI WordPress User</b> Request access to DTI managed websites	+ Add to Cart
<b>DNREC WordPress User</b> Request access to DNREC websites	+ Add to Cart
<b>State of Delaware Public Meeting Calendar</b> Request Author Access to the State of Delaware Public Meeting Calendar	+ Add to Cart
<b>GIC WordPress User</b> Request access to the State news server, state agency blogs, & municipal websites.	+ Add to Cart

7. Hit “Next” on the top of the Page, which will take you to your cart
8. Click “Submit”



An email will be generated and sent to the Government Information Center.

“An access request for *\*your name\** has been submitted”.  
“Requested Role: PMC\_USER”  
“User Email: *\*your email address\**”  
“To access the Approved Request - “[Click Here to sign into DE-SSO](#)”

The GIC will approve your request and notify you via email that you are now able to enter the State Public Meeting Calendar as an author.

**Note:** DE-SSO just validates your SSO password. The Public Meeting Calendar determines if you are an author or not authorized to enter the calendar.

**Note:** The URL will remain [pmc.delaware.gov](http://pmc.delaware.gov) for authors to create meetings and [publicmeetings.delaware.gov](http://publicmeetings.delaware.gov) for public viewing.

**If you are new to PMC, this screen will render after you sign into PMC:**

## Request to Author PMC Calendar(s)

If you are seeing this page, it means we need to assign calendar(s) to your access. Click the Request Permissions button below to email us that list. We'll reply to your email after the permissions are in place.

[Request Permissions](#)

This is the final step to establishing your PMC account. Clicking the “Request Permissions” tab opens an email to the Government Information Center. Please list the calendar(s) you need to access. After GIC establishes permission for the calendar(s) in you list, they will send an email confirming you can log into PMC.

**If you have existing permissions in PMC**, when you sign back into DE-SSO and click the PMC tile, you will be sent to the screen “**List My Meetings**”, which will display all meetings entered for all of the calendars you have access to:

This screen will display the meetings you & any other individuals who have access to this calendar have entered, their date and time, whether or not there is an agenda and timeline attached to the meeting, and under the Actions Column: edit (pencil), copy (C in circle), information (i - what is the meeting id), and cancel (trash can).

Agency  
Testing Agency

Title	Date and Time	Agenda	Minutes-Final	Actions
<a href="#">test</a>	2019-01-29 09:00 AM	!	!	
<a href="#">test url - WAF update</a>	2017-11-17 09:00 AM	✓	!	
<a href="#">testing comment box</a>	2017-01-01 09:00 AM	!	!	
<a href="#">waf</a>	2016-06-20 09:00 AM	✓	✓	
<a href="#">test2</a>	2013-06-03 09:00 AM	✓		
<a href="#">test</a>	2013-05-06 09:00 AM	✓		

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A PMC user's manual is available for download by clicking the question mark in a circle on the top right side of PMC.