

DOE IMS (Identity Management System) Logon Procedures:

The DOE IMS System is a one stop shop for accessing all DOE related programs. These programs include Deeds, Eschool, DCAS & Delsis.

- Account Logon:
 - All new users must request an account from DOE IMS screen
 - Open an Internet Browser on your Home Computer: example: Internet Explorer.
 - In address type: <https://login.doe.k12.de.us>
 - Click on “Request Account”
 - The below screen will appear:

Request New Account

Please fill out the following fields in order to request a new Account for Identity Management.
**** If possible, please use your K12.de.us Email address.*

Primary Email

Secondary Email

Primary Phone

Secondary Phone

User Type

Role Category

First Name

Last Name

Middle Name

District

School

What is your birthday?

What is the last four digit of your SSN?

Additional Security Question

Additional Answer

Security Word

Accept Terms

This system is for use only by employees of the Department of Education (DOE) and its authorized clients. To protect the system from unauthorized or inappropriate use and to ensure

- a. Use your district email address you just setup

- b. User type = employee
 - c. Role Category = Select Teacher , if available
 - d. District = Caesar Rodney
 - e. School = Select the school you were hired for from the list
 - f. Complete Security questions
 - g. Key in Security word
 - h. Check box to accept Terms
 - i. Submit
- You will receive an email from the system when your IMS account has been approved and will be prompted to login to the system and change your password.
 - Once your account has been requested, each user should receive an email with a system generated password within 24 hours.
 - When logging in you will be prompted to change your password from the system generated password.
 - For ease of accessibility, we suggest that you input the same password you used for your email account as your new password for the IMS system so that you don't have as many passwords to remember for your day of orientation and your first month of school
 - Usernames are assigned by system. Username is usually firstname.lastname, unless you were provided with a different convention due to name length or double last names.
 - After successfully logging into IMS with your new password do the following:
 - Under "My Account", select request Application
 - Request the following applications:
 - PDMS (if it does not already appear on your default screen)
 - Eschool
 - DESSA
 - Performance Plus
 - RVS