



Please follow the below instructions on how to successfully obtain a Delaware Department of Education (DDOE), Identity Management System (IMS) account and access to the Delaware First Application.

If you already have an existing IMS account and would like to have the Delaware First Application, please send an email to delawarefirst@doe.k12.de.us requesting the Delaware First Application.

Go to the following URL: <https://pubapps.doe.k12.de.us/sso/petitionacctdpec.aspx>

Fill out the requested information and select the 'Accept Terms' checkbox and select 'Submit'.

Request New Delaware First Account

Please fill out the following fields in order to request a new account for Delaware First.

Email	<input type="text" value="test@test.com"/>
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Smith"/>
Middle Name	<input type="text"/>
What is your birthday?	<input type="text" value="01/01/1900"/>
What is the last four digit of your SSN?	<input type="text" value="1234"/>
Additional Security Question	<input type="text" value="What color was your first car?"/> <input type="button" value="v"/>
Additional Answer	<input type="text" value="white"/>

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 that it is functioning properly, the system is monitored by system administrators at the DOE. By using this system, you expressly consent to such monitoring and waive any privacy claim. Unauthorized or inappropriate use may result in the termination of access to the system. Evidence of possible criminal activity will be disclosed to the appropriate law enforcement agency. Anyone using this system expressly consents to comply with the State of Delaware's acceptable use policy. Violation of this policy may result in termination of access to the system and, in the case of employees of the DOE, disciplinary action up to and including dismissal.

[SignOn](#) | [Forgot Password](#) | [Contact Us](#)

You will receive an email confirmation that your request has been received.
You will receive a second email confirmation when your request has been approved (or denied).



Once your account has been approved, you will need to go to the following site to log into the Delaware First Application.

Go to the Delaware Department of Education website: www.doe.k12.de.us

Select the IMS icon in the top right hand corner.

The screenshot shows the top navigation bar of the Delaware Department of Education website. It includes the State of Delaware logo, a search bar, and links for 'State Services & Information', 'Sign In', and 'Register'. Below this is a secondary navigation bar with 'DOE Home', 'Select Section', and 'Select Language'. The main navigation area features the Delaware Department of Education logo and several icons: 'IMS' (highlighted with a red box), 'DEEDS', 'Directory', and 'Higher Ed'. A horizontal menu below contains 'DOE Main', 'Schools', 'Instruction', 'Supports', 'Educators', 'Accountability and Performance', and 'DIAA'. A footer bar contains 'ABOUT DOE', 'NEWS & NEWSLETTERS', 'PUBLIC INFORMATION', 'ESSA', and 'GOVERNANCE'.

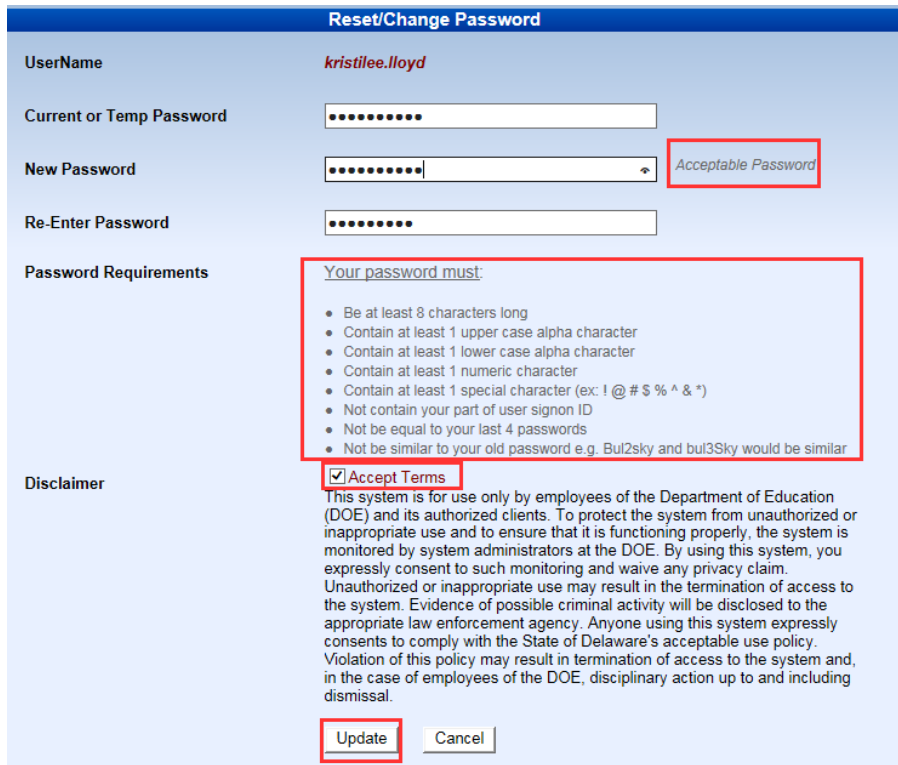
Type in your username and temporary password sent to you in the email confirmation. Select the 'Sign On' button.
do not select enter

The screenshot shows the login page for the Identity Management System. It has a light blue background. At the top, it says 'Identity Management System'. Below that are two input fields: 'SignOn ID' with the text 'jane.smith' and 'Password' with a masked password of ten dots. A blue 'Sign On' button is positioned below the password field. At the bottom, there are three links: 'Forgot/Reset Password', 'Request Account', and 'Contact Us'. Below these links is a link for 'IMS FAQs' and the text 'Authorized Users Only'.

The first time you log in with the temporary password, you will be prompted to change your password to something you will remember. When your new password meets our Password Requirements you will receive the 'Acceptable Password' notification.

Your password must:

- * Be at least 8 characters long
- * Contain at least 1 upper case alpha character
- * Contain at least 1 lower case alpha character
- * Contain at least 1 numeric character
- * Contain at least 1 special character (ex: ! @ # \$ % ^ & *)
- * Not contain your user IMS ID
- * Not be equal to your last 4 passwords
- * Not be similar to your old password



Reset/Change Password

UserName *kristilee.lloyd*

Current or Temp Password

New Password Acceptable Password

Re-Enter Password

Password Requirements

Your password must:

- Be at least 8 characters long
- Contain at least 1 upper case alpha character
- Contain at least 1 lower case alpha character
- Contain at least 1 numeric character
- Contain at least 1 special character (ex: ! @ # \$ % ^ & *)
- Not contain your part of user signon ID
- Not be equal to your last 4 passwords
- Not be similar to your old password e.g. Bul2sky and bul3Sky would be similar

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Select the 'Accept Term's box and then select the 'Update' button. ***do not select enter***



You will be taken to a screen that looks similar to the following, select the Delaware First icon.

