

## Introducing EdAccess

EdAccess is your new home base for learning! EdAccess gives you instant access to all your online resources from any device, with one username and password. It doesn't matter whether you're in the classroom or completing projects from home, EdAccess is the only place you need to visit to find everything related to education.



### **What is EdAccess?**

EdAccess is the new Single Sign-On solution provided by the Delaware Department of Education (DDOE). It is replacing the Identity Management System (IMS).

### **Does EdAccess apply to me if I work for one of the following district/charter schools: Brandywine, Caesar Rodney, Cape Henlopen, Capital, Delaware Military Academy, Indian River, MOT Charter, New Castle Vo-Tech, Odyssey Charter, Polytech, Red Clay, or Seaford?**

No, EdAccess does not apply to you. You should refer to your local technology department. Your district/charter school is implementing their own Single Sign-On solution and you need to follow their instructions on how to access your system.

### **If I work for a different district not listed above does EdAccess apply to me?**

Yes, you will be using the new EdAccess system until your district implements their own Single Sign-On solution.

### **When will EdAccess be available?**

Starting Monday, August 17<sup>th</sup> at 7AM EdAccess will be available!

### **What is the new login page for EdAccess?**

The new login page for EdAccess is: <https://launchpad.classlink.com/ddoe>

### **What credentials do I use to access EdAccess?**

The same username and password to access IMS will be used to access the new EdAccess system.

### **If I am a Nonpublic School account holder does EdAccess apply to me?**

Yes, you will be using the new EdAccess system. You will use your existing IMS username and password to sign in. Once you log in, if you do not see your applications on your EdAccess homepage, select the IMS icon.

**If I am a STARs, Delaware First, eLearning, Nutrition, or State Agency account holder does EdAccess apply to me?**

Yes, you will be using the new EdAccess system. You will use your existing IMS username and password to sign in. Once you log in, if you do not see your applications on your EdAccess homepage, select the IMS icon.

**What browser should I use for EdAccess?**

DDOE and EdAccess can only be used on the following browsers: Edge, Chrome, Firefox, and Safari. Please do not use Internet Explorer.

**What if I do not know my IMS username or forgot my IMS password?**

If you work for a district/charter school, please contact your local technology department. DDOE cannot reset passwords for district/charter school accounts. All other account holders can email [ssologinsupport@doe.k12.de.us](mailto:ssologinsupport@doe.k12.de.us) for assistance.

**Are there self-service options available after I establish my first EdAccess login?**

Yes, off of the EdAccess login page will be a reset password link. If you forgot your username, you can reset it using the following link off of the EdAccess login page: <https://ssoapply.doe.k12.de.us/#loginsupport>

**If I am still having trouble logging into EdAccess where can I go for help?**

If you work for a district/charter school, please contact your local technology department. DDOE cannot reset passwords for district/charter school accounts. All other account holders can email [ssologinsupport@doe.k12.de.us](mailto:ssologinsupport@doe.k12.de.us) for assistance.

**I logged into EdAccess for the first time and set-up my recovery questions. Why is this needed?**

This is for added security and allows you to use the self-service password reset feature in the future if the need arises.

**I logged into EdAccess and was prompted to install the ClassLink browser extension. Is this required and is this safe?**

Yes, this is required and safe to do, you will be prompted when you log in to install the ClassLink browser extension. This applies to all browsers (Edge, Chrome, FireFox, and Safari).

**I logged into EdAccess and do not see all of my applications. What do I do now?**

Since the Delaware Department of Education is in the midst of migrating all applications to EdAccess, you may not see all of your applications right away on your EdAccess homepage. Select the IMS icon on your EdAccess homepage and you will be taken to IMS where you can access applications that have not yet been migrated to EdAccess (step by step pictures starting on page 3).

**I went to IMS expecting to see an application but it is no longer there. What do I do now?**

On your EdAccess homepage, select the + in the top left hand corner and select the DDOE Application Library. Find the application in the list shown and add it to your account. If you had access to the system in IMS, your access to the application from EdAccess should be seamless (step by step pictures starting on page 3).

### How do I access eSchoolPLUS, Special Programs, PerformancePLUS, or Schoology?

On your EdAccess homepage, select the + in the top left hand corner and select the eSchoolPLUS/Special Programs/Schoology Library. Find your district and add the application to your account. If you had access to the system in IMS, your access to the application from EdAccess should be seamless. If you accidentally add the wrong district, you can remove it from your homepage (step by step pictures starting on page 3). *Rights must be given by your local technology department in order for you to view data within an application. This is not maintained by DDOE. Access questions for any application must be directed to your local technology department.*

### I recently had a position change, and need access to a DDOE application (for example Unit Count PLUS).

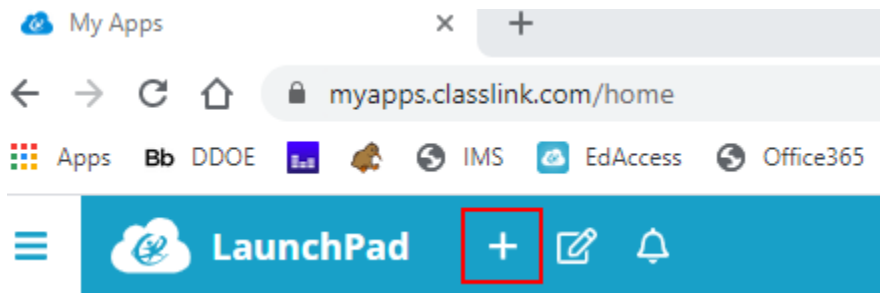
On your EdAccess homepage, select the + in the top left hand corner and select the DDOE Application Library. Add the Unit Count PLUS application to your account. Select the Unit Count PLUS application and submit a reason for your request. You will be notified via email if your local technology department approves/denies your request.

### I would like to customize my EdAccess page, is this allowed?

Yes! This is allowed and highly encouraged! Make your EdAccess page your own. You can create folders, rearrange icons, and create favorites.

### If you cannot find an application, please follow these steps:

Select the + in the top left hand corner of your EdAccess homepage.



Look for the application in one of the available application libraries.



Select the appropriate corresponding icon for your district and add it to your account. *Rights must be given by your local technology department in order for you to view data within an application. This is not maintained by DDOE. Access questions for any application must be directed to your local technology department.*



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If you still cannot find an application, select the IMS icon on your EdAccess homepage and you will be taken to IMS where you can access applications that have not yet been migrated to EdAccess and select the application.

Step one:



Step two:

