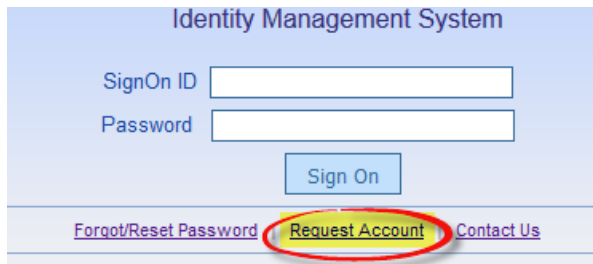


How Do I Get Access to IMS?

- From the Red Clay intranet click on the “IMS” icon.



- Click on the link 'Request Account'. This will take you to the Request New Account page.



- On this page you will have to enter your Red Clay email address. This is the address where your account information and temporary password are sent, along with other important information used to establish the validity of your account request. It is also used to enable the resetting of your password, in case you forget your password. It is important to be accurate when requesting a new account. You will not be approved if your District/School Information Security Officer cannot identify you as a valid staff member or contractor.

For more information, visit: <http://www.doe.k12.de.us/ims>