



Please follow the below instructions on how to successfully obtain a Delaware Department of Education (DDOE), EdAccess Account and access to the Delaware First Application.

*\*If you already have an existing EdAccess account, please skip to page 3.*

Go to the following URL: <https://ssoapply.doe.k12.de.us>

Click the drop down arrow, choose Delaware First Account, and submit the required information.

The screenshot shows the top of a web page. At the top, there is a dark grey banner with the State of Delaware logo and the text "State of Delaware The Official Website of the First State". Below this is the Delaware Department of Education logo. The main content area has a light grey header that reads "Welcome to the Delaware Department of Education EdAccess Account Information Page". The body of the page contains instructions for creating an account, a list of steps, links for forgotten usernames or passwords, and a note for District/Charter School users. At the bottom, there is a label "Please select what type of account you would like to apply for" followed by a dropdown menu currently set to "Delaware First Account".

State of Delaware  
The Official Website of the First State

Delaware Department of Education

Welcome to the Delaware Department of Education EdAccess Account Information Page

Need an account? Follow these quick easy steps.

1. Select the appropriate drop-down box below.
2. Fill out the required information.
3. Verify your email address.
4. Watch your inbox for further correspondence from our team.

Forgot your username or password? Please select [here](#).

Do you have questions for our team? Please select [here](#).

NOTE: If you are with a District/Charter School and need assistance, you must contact your District/Charter School's Technology Department first; the Department of Education cannot assist you directly with login issues.

Please select what type of account you would like to apply for

Delaware First Account

Only apply for this account if you are seeking Early Childhood certification for the Delaware Department of Education's Delaware First program.

Full Legal First Name	<input type="text" value="As it appears on your driver's license"/>
Full Legal Middle Name	<input type="text" value="As it appears on your driver's license"/>
Full Legal Last Name	<input type="text" value="As it appears on your driver's license"/>
Email Address	<input type="text" value="Please enter a valid email address"/>
Primary Phone Number	<input type="text" value="xxx-xxx-xxxx"/>
What is your date of birth?	<input type="text" value="MM-DD-YYYY"/>
What are the last four digits of your SSN?	<input type="text" value="XXXX"/>
Please select a security question	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="Please select a security question"/> ▼
Security question answer	<input type="text" value="Security question answer"/>
What is 2+1?	<input type="radio"/> 3 <input type="radio"/> 5 <input type="radio"/> 7
	<input type="checkbox"/> I accept the <a href="#">Terms and Conditions</a>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

A verification email will be sent to the email address you provide.

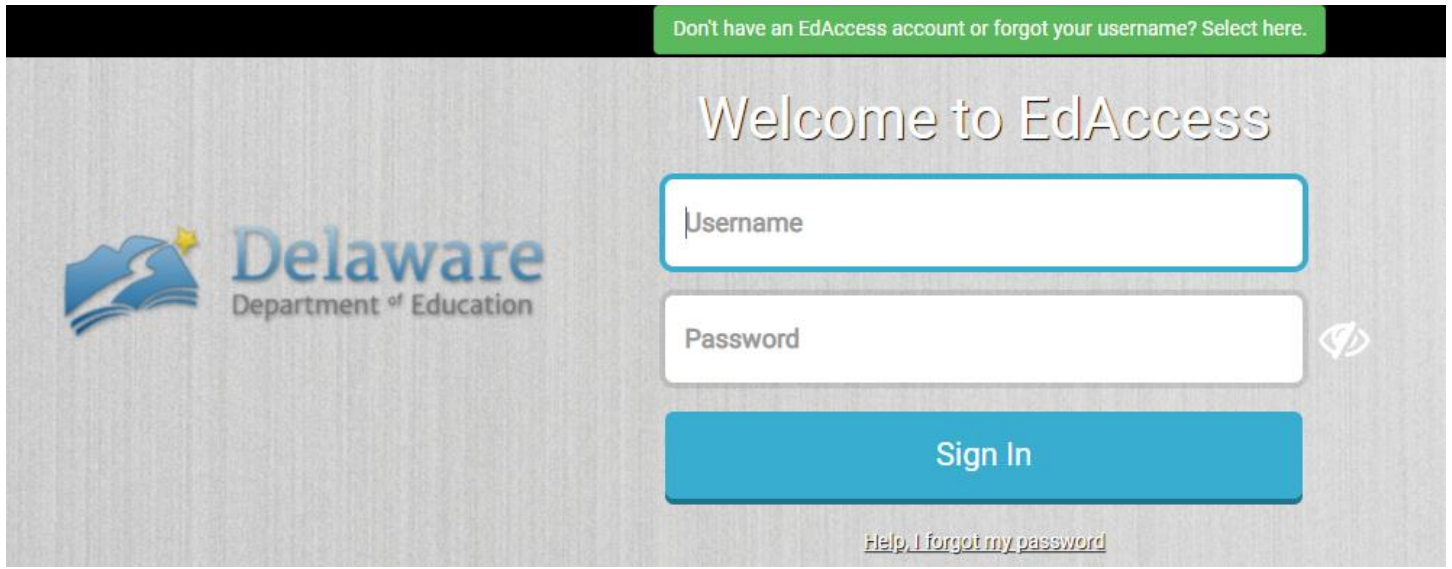
After you complete verification, your account will be sent to the appropriate place for approval.

Once approved, you will receive an email with your account login information.



Once your account has been approved, you will need to go to the following site to log in to EdAccess.

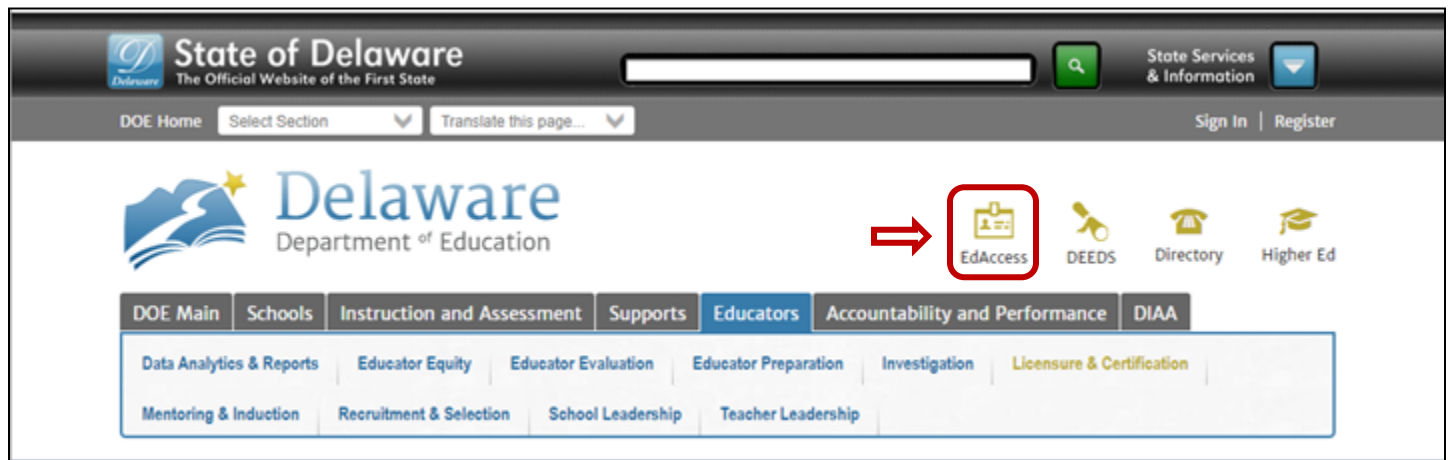
<https://launchpad.classlink.com/ddoe>



**OR**

Go to the Delaware Department of Education website: [www.doe.k12.de.us](http://www.doe.k12.de.us)

Select the EdAccess icon in the top right hand corner.




Type in your username and temporary password sent to you in the email confirmation. If you were a previous active IMS user, the username and password will be the same.

Don't have an EdAccess account or forgot your username? [Select here.](#)

## Welcome to EdAccess

Username

Password 

Sign In

[Help, I forgot my password](#)

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

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

