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](https://ssoapply.doe.k12.de.us)

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

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.

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.