

Adding a user or roles through the DDOE Identity Management System (IMS)

The following instructions detail how to add a School Level or District Level Administrator access to the EdInsight Dashboard and Reports Portal. Classroom teachers automatically get permission when you create an IMS account for them.

If you have questions, please contact Brenda Dorrell at Brenda.Dorrell@doe.k12.de.us



1. Login to IMS:

<https://login.doe.k12.de.us>

2. Click the “IMS Management” link from the menu options on the home page.

The menu options below will appear.



3. From the Sub-Menu, click “User Management”

User: shank sub (IMS Admin) (WS2) Contact DDOE

Manage Users Applications

UID [\(Search\)](#)

User: shank sub [Edit User](#) District: DOE School: DOE Staff Add Application

	Application	Active	AppID	Added By	Added On
Remove	Child and Adult Care Food Prg.	Yes	104	shank.sub	8/7/2012 5:13:00 PM
Settings Remove	DCAS Accommodations	Yes	79	shank.sub	7/31/2012 8:56:00 PM
Settings Remove	DE Insight Dashboard 1.2 Test	Yes	124	shank.sub	2/13/2012 12:23:00 PM
Remove	DECMS	Yes	89	shank.sub	8/7/2012 5:02:00 PM
Remove	DEEDS	Yes	70	scott.kuykendall1	8/5/2011 11:59:00 AM
Settings Remove	DELSIS 2.0	Yes	102	shank.sub	9/6/2012 8:40:00 PM
Settings Remove	DOE Choice	Yes	129	shank.sub	8/7/2012 5:14:00 PM
Remove	DOE Glossary	Yes	83	shank.sub	9/6/2012 8:42:00 PM
Settings Remove	EdInsight Dashboard	Yes	127	shank.sub	6/1/2012 9:44:00 AM
Settings Remove	EdInsight Dashboard UAT	Yes	125	shank.sub	6/1/2012 10:43:00 AM
Settings Remove	ELL 2.0	Yes	130	shank.sub	8/6/2012 10:13:00 AM
Settings Remove	eSchoolPLUS	Yes	110	shank.sub	5/21/2012 4:18:00 PM
Remove	MetricsDB	Yes	111	shank.sub	1/31/2012 1:21:00 PM

4. If the EdInsight Dashboard application is not already assigned to the user, click “Add Application”

You will be taken to the Add Applications for User screen. This is where you can add EdInsight Dashboard to a user



Delaware Dept. of Education

Identity Management Home My Account IMS Management User Request Reporting

User: shank sub (IMS Admin) (WS2) Contact DDOE

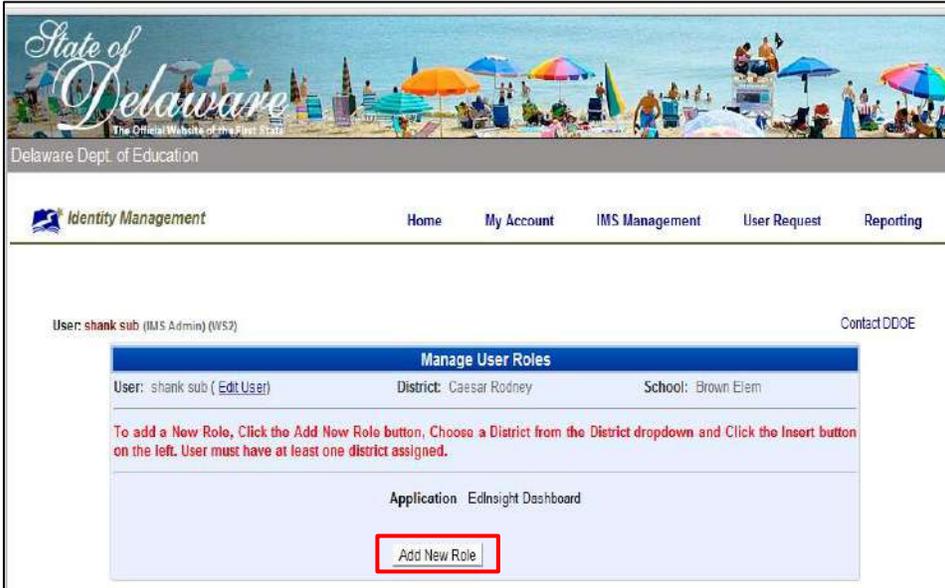
Applications for User (shank sub)

Application: Update

Active:

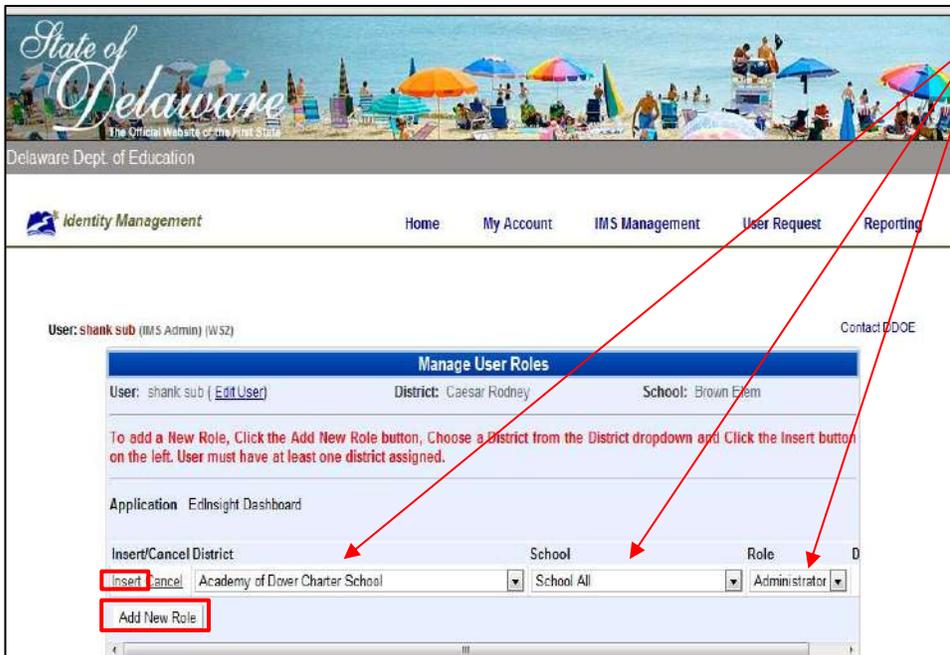
Description:

5. Select EdInsight Dashboard from the Application dropdown and click “Update”



You will be taken to the “Manage User Roles” screen for EdInsight Dashboard

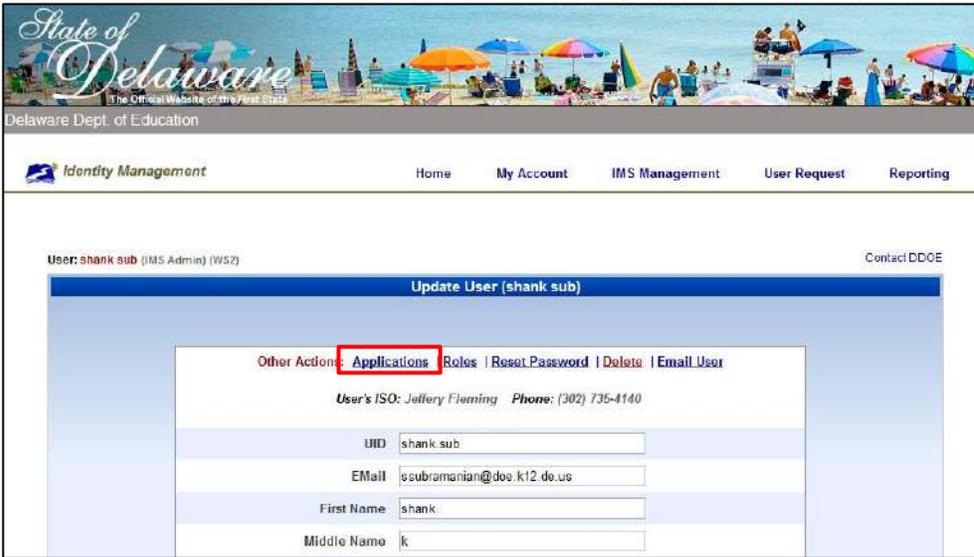
6. Click “Add New Roles” to assign a role to the user



7. Select the District, School and Role from the dropdown boxes

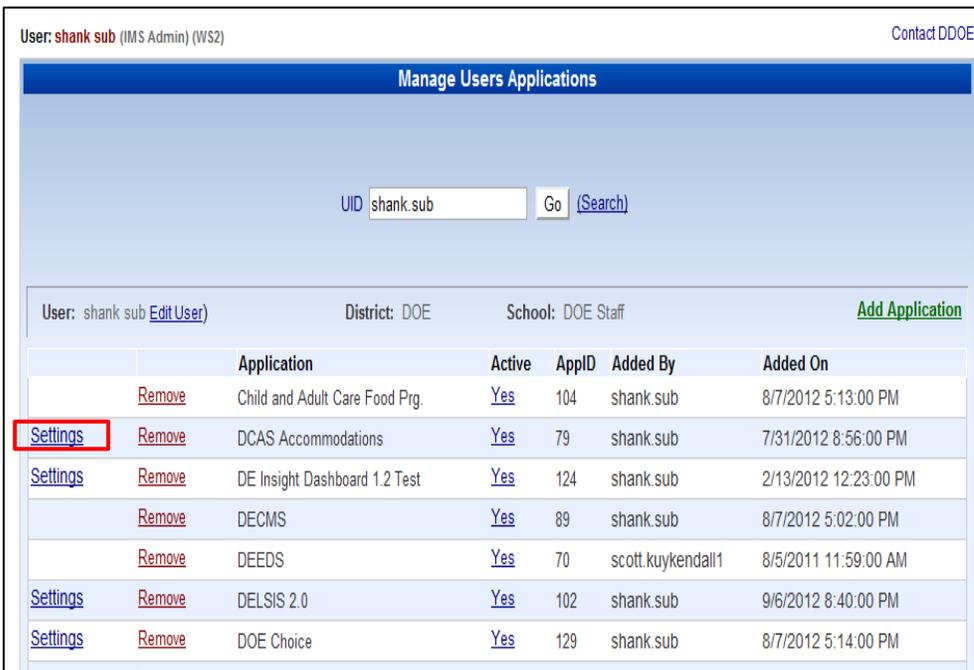
8. Click “Insert”

To add a new Role click on “Add New Role”



The page will navigate to the Update User page

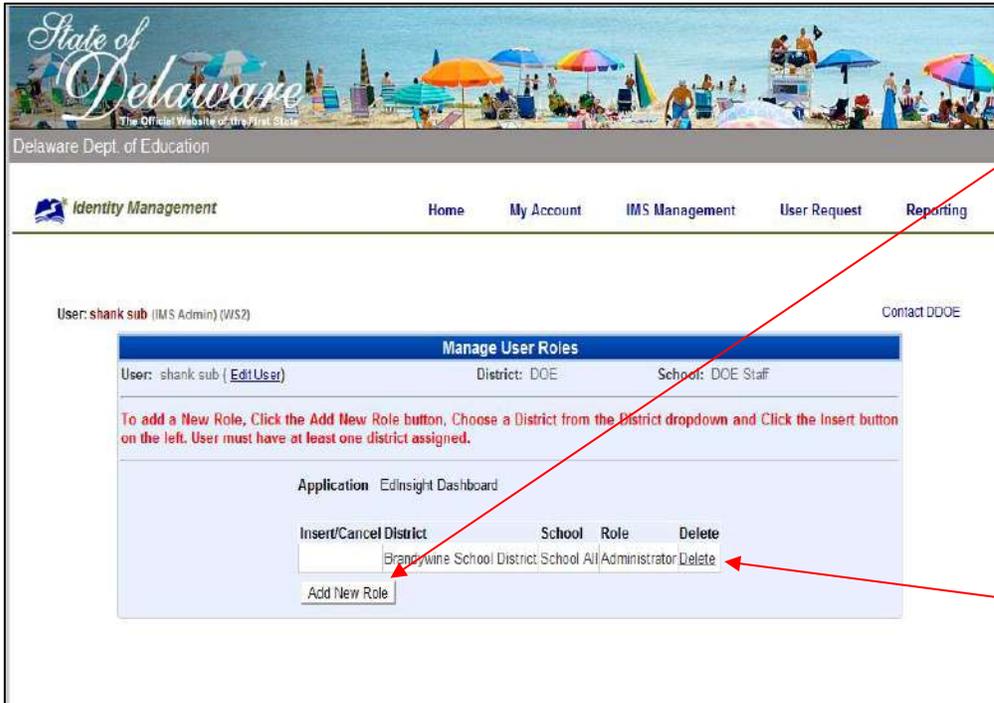
9. Click “Applications” next to “Other Actions”



The page will navigate to the Manage Users Application screen

NOTE: This screen will list all of the applications that the user has access to. Make sure that the user has access to EdInsight Dashboard.

10. Click “Settings” to assign roles to the user



The page will navigate to the “Manage User Roles” screen

11. Click “Add New Role” to add a new Role

NOTE: The only roles you can assign for the EdInsight Dashboard are the following; teachers (automatically granted access) and administrators (assign to school-level users, guidance counselors, building administrators and curriculum specialists)

12. Click “Delete” to delete an existing role

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