



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 Dashgboard 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





		Manago	Leore Appli	options		
		manage	Osers Appl	cations		
		UID shank.sub		Go (Sea	arch)	
User: shar	nk sub <u>Edit User</u>)	District: DOE	Schoo	ol: DOE S	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
<u>Settings</u>	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
<u>Settings</u>	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

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ware Dept of Education					
💐 Identity Management	Home	My Account	IMS Management	User Request	Reporting
User: Shank sub (IMS Admin) (VFS2)					Contact DDOE
	Applications	for User (shank s	ub)		
Application	-Select an Applicatio	m-			
Active	Yes				
Description	Please Select an App	alication to Add			
		late Cancel			

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



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🥂 ldent	ity Management	Home My Account	IMS Management User Request	Reporting
User: sha	ink sub (IMS Admin) (WS2)		Con	tact DDOE
		Manage User Roles		
	User: shank sub (Edit User)	District: Caesar Rodney	School: Brown Elem	
	To add a New Role, Click the Add N on the left. User must have at least o	ow Role button, Choose a District from t ne district assigned.	the District dropdown and Click the Insert button	

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

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k Identity Manager	nent	Home	My Account	IMS Manage	ement User	Request	Reporting
User: shank sub (IMS A	3min) (WS2)					Co	ntact VDOE
h.		Manage	User Roles		/		
User: shan	k sub (<u>Edit User</u>)	District: Caes	ar Rodney	Sch	ool: Brown Elem		/
To add a h on the left.	lew Role, Click the Add New Role b User must have at least one district	outton, Choose assigned.	a District from	n the District dropd	lown and Click the	e Insert button	
Application	Edinsight Dashboard						
Insert/Can	cel District		Sch	ool	Role)
Insert Canc	el Academy of Dover Charter School		▼ Sc	hool All	▼ Adr	ministrator 💌	
Add New	Role						
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7. Select the District, School and Role from the dropdown boxes

8. Click "Insert"

To add a new Role click on "Add New Role"



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2 Identity Management	Home	My Account	IMS Management	User Request	Reporting
User: shank sub (IMS Admin) (WS2)	Undate	lser (shank sub)			Contact DDOE
Other Action	unt: Applications Role User's ISO: Jeffery Fler	s <u>Reset Password</u> ning Phone: (302)	<mark>Dolote</mark> Email Usor 735-4140		
	UID shank sub				
	EMall ssubramania	in@doe.k12.de.us			
1	irst Name shank		1		

The page will navigate to the Update User page

9. Click "Applications" next to "Other Actions"

User: shank sul	b (IMS Admin) (WS2)				Contact DDO
		Manage	Users Appli	cations		
		UID shank.sub		Go <u>(Sea</u>	arch)	
User: shar	ık sub <u>Edit User</u>)	District: DOE	Schoo	ol: DOE S	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
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Settings	Remove	DOE Choice	Yes	129	shank.sub	8/7/2012 5:14:00 PM
			N			

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



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Identity Management	Home	My Account	I <mark>MS</mark> Management	User Request	Reporting
ser: shank sub (IMS Admin) (WS2)					Contact DDOE
	Manag	e User Roles			
User: shank sub (EditUser)	D	istrict: DOE	School: DOE St	aff	
To add a New Role, Click the Ad on the left, User must have at lea App	Id New Role button, Choo ist one district assigned. lication Edinsight Dashboa	se a District from th	e Bistrict dropdown and	Click the Insert butt	on
Inse	ent/Cancel District	School I	Role Delete		
	Brandowine Schoo	District School All	Administrator <u>Delete</u>		

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

Have questions? Email Brenda Dorrell at Brenda.Dorrell@doe.k12.de.us