

(Message to the CSAs-)

The Integrated Monitoring System (IMS) requires that you reset your password every 60 days. In preparation for upcoming monitoring **Special Education Indicator 14: My Plan 4 Success (MP4S)**, please reset your password and ensure that you can login to IMS. **You will need to assign this role in IMS to any teachers or staff who have a need to enter student data. The Special Education Directors, who are in the IMS for CMCI, will automatically be assigned.**

As the Chief School Administrator (CSA), you may receive requests from staff who need a new user account created for them. Please refer to the attached guide to add users in IMS.

Next steps are to go to [SINGLE SIGN ON HOME \(pdeims.com\)](https://pdeims.com) and complete the password reset process as follows:

1. Click on the forgot username/password link *under* the Login button. **Do not attempt to login.**
2. Select your school Entity
3. Then type your educational entity email

Forgot Username/Password

Please enter the email address associated with your user account.

Entity:

Select an Entity

Email:

4. An email from PDEIMS@leaderservices.com with a link to reset your password will be sent to you
5. Click on the link to reset your password. Please be sure to type the username *exactly* as it appears in the password reset email when updating your credentials. **Username and password are case sensitive.** Remember your username and new password.

- **Password requirements:**

- Must include 3 of the 4 following character types: uppercase letters, lowercase letters, numbers, and special characters
- Cannot be constructed with standard dictionary words or appear on a list of known compromised passwords
- Must be at least 12 characters long

6. Login to [SINGLE SIGN ON HOME \(pdeims.com\)](https://pdeims.com) with your username and new password

After you have completed the password reset process and logged into IMS, select the “My Team” tab under Admin Functions to add a new user, assign applications, and set security roles.

Please contact the IMS Team at RA-edims@pa.gov if you need further assistance.