Integrated Monitoring System (IMS)
for Chief School Administrators

The Chief School Administrator (CSA) is the Superintendent or CEO of the LEA and is *the only* IMS Admin who can add new users and set security roles.

1 If you are the Chief School Administrator and you have already completed the password reset process:

- Login to https://www.pdeims.com with your new password

- Select **Admin Functions**

- Click on **My Team** in the drop- down menu

2 **My Team Members**

- Click on **Add Team Member**

- Provide user information

- Select System Access Applications and User Roles

  Click on 🛈 *for definition of User Roles*

- Click **Submit**

3 If you are the CSA and you were unable to reset your password, need to request a login, or you need assistance with using the Admin Functions in IMS, contact RA-EDIMS@pa.gov .
Please also refer to this short instructional video on using the Admin Functions in IMS: https://youtu.be/BWrDnkxsyNQ