Integrated Monitoring System (IMS) Homebound Instruction Request Extension Regular Education Students

The Chief School Administrator (CSA)* must give IMS users access to Homebound Instruction Request Extension for Regular Education

* The CSA is the Superintendent or CEO of the LEA

- CSA Login to https://www.pdeims.com
- Select Admin Functions
- Click on My Team in the drop- down menu
- Find the user in the list of My
 Team Members and click on the
 "Edit Access" link under Actions*
- *If the user does not appear in the list, click on the "Add Team Member" link under My Team Members to create a new account for the user



My Team Members

 User
 User and Title
 Application Name/User Role
 Action(s)

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 Edit Access Deactivate User

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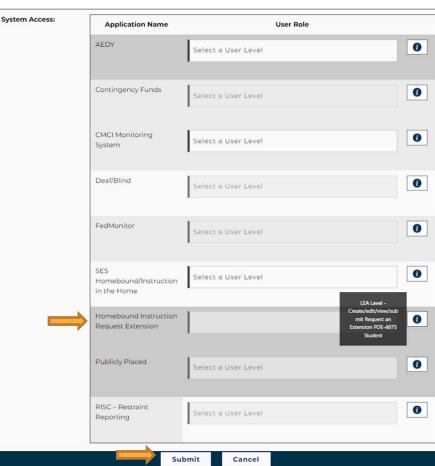
Assign System Access
 Application Name:
 Homebound Instruction
 Request Extension
 User Role: LEA User

Click Submit

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- User login to IMS
- Select School Services
 Office
- Click on Homebound Instruction Request Extension





Contact RA-EDIMS@pa.gov for technical assistance