

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

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- 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



Bureau of Career and Technical Education

Bureau of School Support

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Bureau of Curriculum, Assessment, and Instruction/Division of Federal Programs

Program Monitoring and Accountability/AEDY

Safe School Office

School Improvement Office

School Services Office

Admin Functions

My Team

Change My Username/Password

Request Access to System

My Team Members

User	Username	Title	Application Name/User Role	Action(s)
Jeff E	jeffed			Edit Access Deactivate User

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- Assign System Access
Application Name: **Homebound Instruction Request Extension**
User Role: **LEA User**
- Click **Submit**

System Access:

Application Name	User Role
AEDY	Select a User Level
Contingency Funds	Select a User Level
CMCI Monitoring System	Select a User Level
Deaf/Blind	Select a User Level
FedMonitor	Select a User Level
SES Homebound/Instruction in the Home	Select a User Level
Homebound Instruction Request Extension	LEA Level - Create/edit/View/submit Request an Extension PDE-4675 Student
Publicly Placed	Select a User Level
RISC - Restraint Reporting	Select a User Level

Submit **Cancel**

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



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About

Contact RA-EDIMS@pa.gov for technical assistance