Colonial SCHOOL DISTRICT
318 East Basin Road • New Castle, De 19720
colonialschooldistrict.org

Delaware ID Registration for CSD

Important Notes – Read This First

- **You will need access to a phone to complete setup. This phone *must be available to you* during setup and in the future whenever you try to logon to your CSD email.**
- CSD Technology advises against running setup on a smart phone browser. The setup application is designed for a computer browser, not a phone browser. Some setup items can be more difficult to complete and some options become nearly impossible to setup.
- If you are using a shared CSD computer (such as a library computer, custodial computer, etc.), you must launch the web browser in "Incognito" mode. If you do not know how to do this or have no idea what "Incognito" mode is, please contact the Technology Department and ask for assistance at 302-323-2854.
- If you ever run into trouble with your Delaware ID account, Colonial School District Technology can assist in access issues.

Instructions

Step 1: Open an internet browser, such as Google Chrome

If this is a shared computer, use Incognito Mode.

See "Important Notes – Read this first" for more details.

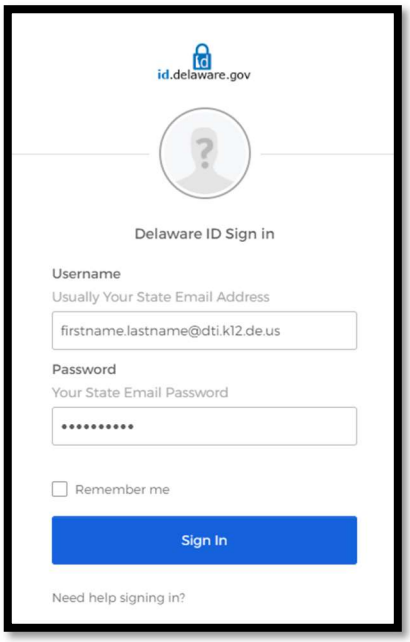
Step 2: Enter https://id.delaware.gov into the Address Bar at the top of the window.

Step 3: Login with your CSD credentials

Username will usually be firstname.lastname@colonial.k12.de.us

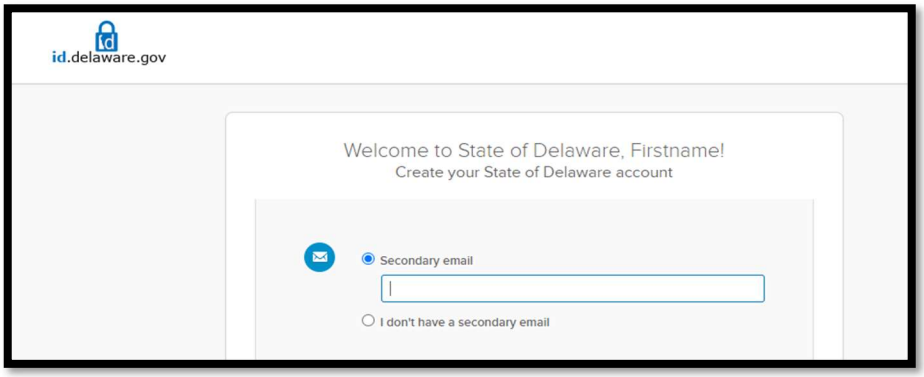
Your password is the same one used to access computers, email, ClassLink, and DSC.

Click "Sign In" and this will redirect you to account creation page.

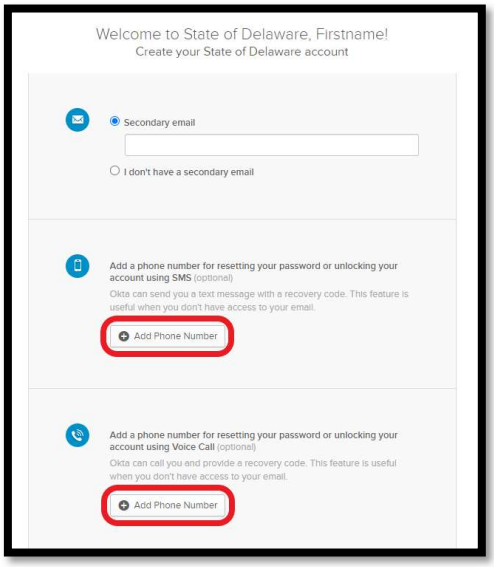


Step 4: On the account registration page, you provide the information that will allow you reset your own password or unlock your own account in the future.

Add a Secondary email: You can provide your personal email address as secondary email (***STRONGLY recommended)***, or click on ***'I don't have a secondary email'*** button.

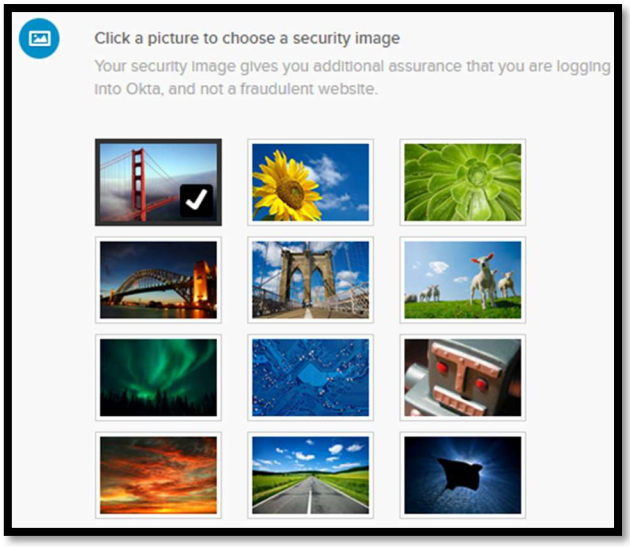


Add a Phone Number: This allows you to receive a code to reset your password or unlock your account. Add a mobile phone number to unlock via SMS (text message) or add any phone number where you can receive a Voice Call, and complete the verification.

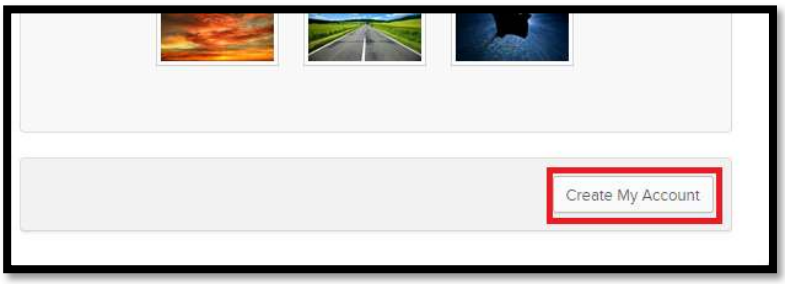


Step 5: Choose your ***security image*** from one of the 12 images offered**.**

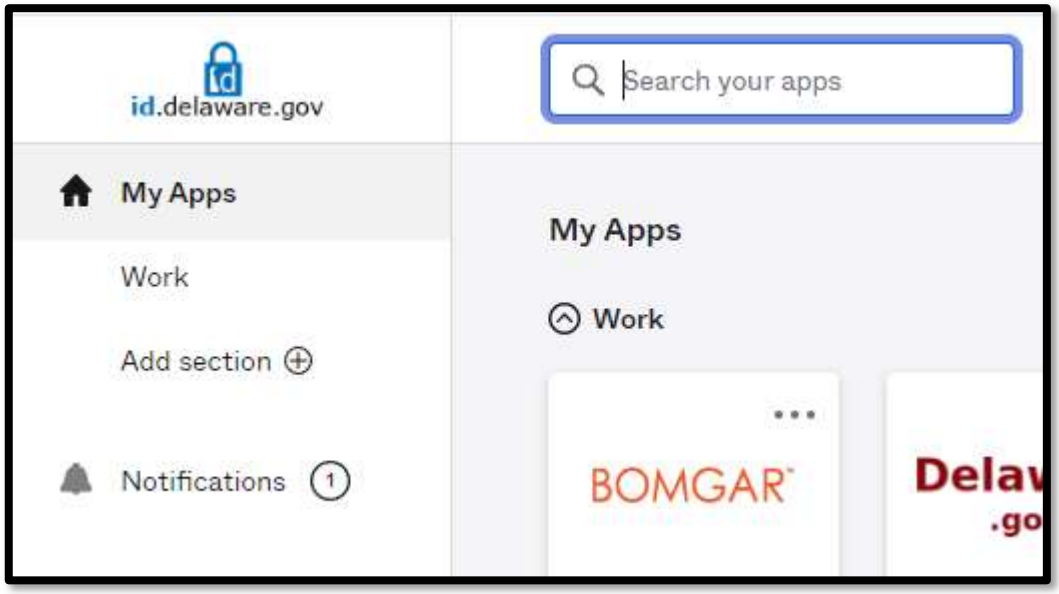
This image will appear when you enter your credentials to log in: when you see your special image, this provides you with additional assurance that you are logging into Delaware ID and not a pretender's imitation website.



Step 6: Finally, click on Create Account at the bottom of the page.



Last: You should be directed to the Delaware ID applications page, which serves a similar function to the ClassLink logon page in that there will be application tiles that link to the various resources you have access to.



The Colonial School District would like to thank the teams at Delaware Department of Technology and Information for their assistance in creating this document as this is based almost entirely upon documentation shared with CSD Technology by DTI.