

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.

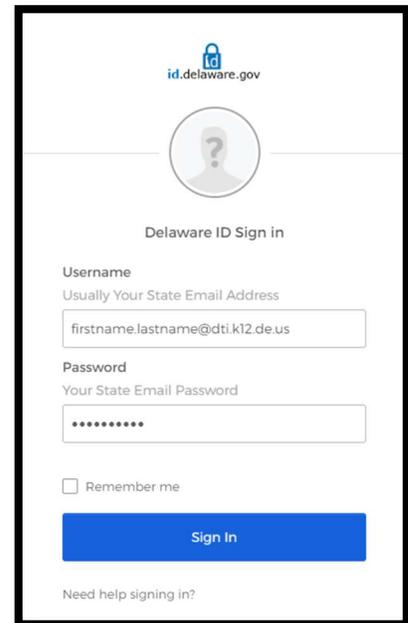
Step 2: Enter <https://id.delaware.gov> into the Address Bar at the top of the window.

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.

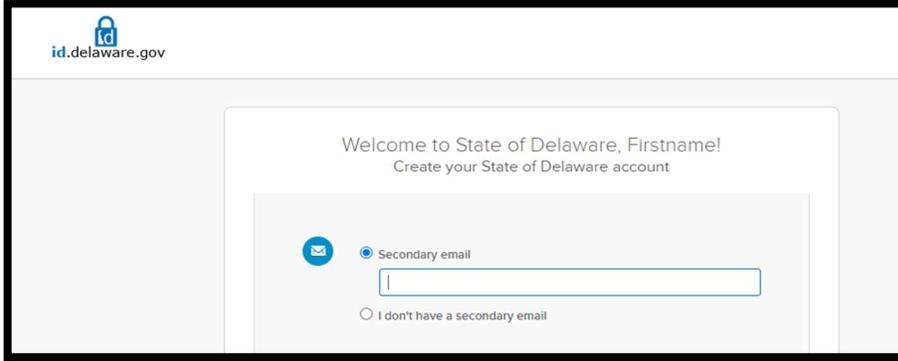
Click “Sign In” and this will redirect you to account creation
page.



The screenshot shows the Delaware ID Sign in page. At the top, there is a lock icon and the URL "id.delaware.gov". Below that is a circular profile picture placeholder with a question mark. The text "Delaware ID Sign in" is centered. There are two input fields: "Username" (with the hint "Usually Your State Email Address" and the example "firstname.lastname@dti.k12.de.us") and "Password" (with the hint "Your State Email Password" and masked characters "*****"). A "Remember me" checkbox is present below the password field. A blue "Sign In" button is at the bottom. A link "Need help signing in?" is at the very bottom.

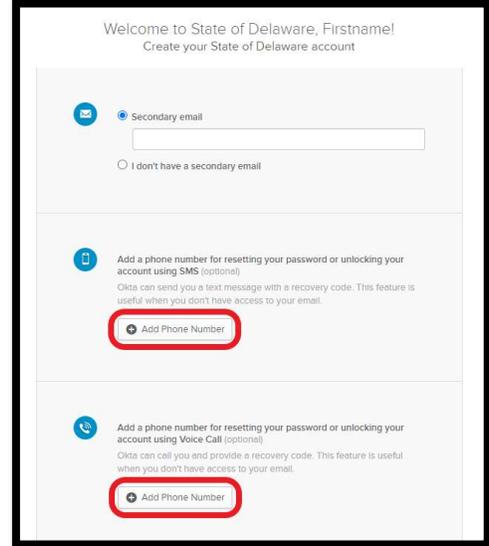
Step 4: On the account registration page, you provide the information that will allow you reset your own password or unlock your own account in the future.

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.



The screenshot shows the 'id.delaware.gov' logo in the top left corner. The main heading reads 'Welcome to State of Delaware, Firstname!' followed by 'Create your State of Delaware account'. Below this, there are two radio button options: 'Secondary email' (which is selected) and 'I don't have a secondary email'. A text input field is positioned below the 'Secondary email' option.

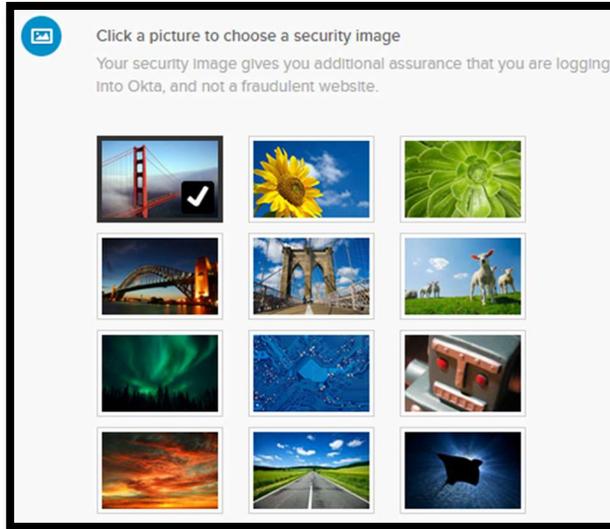
Add a Phone Number: This allows you to receive a code to reset your password or unlock your account. Add a mobile phone number to unlock via SMS (text message) or add any phone number where you can receive a Voice Call, and complete the verification.



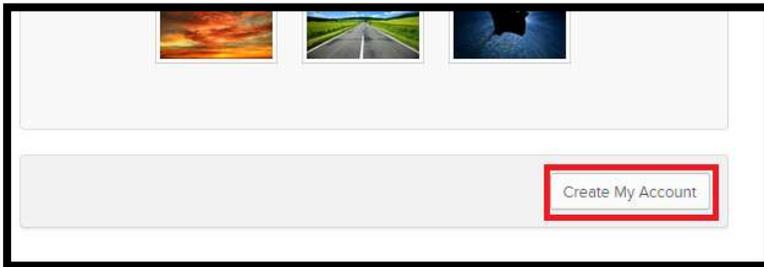
This screenshot shows the same registration page as the previous one, but with two additional sections. The first section is titled 'Add a phone number for resetting your password or unlocking your account using SMS (optional)'. It includes a sub-note: 'Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.' Below this is a red-bordered button labeled 'Add Phone Number'. The second section is titled 'Add a phone number for resetting your password or unlocking your account using Voice Call (optional)'. It includes a sub-note: 'Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.' Below this is another red-bordered button labeled 'Add Phone Number'.

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

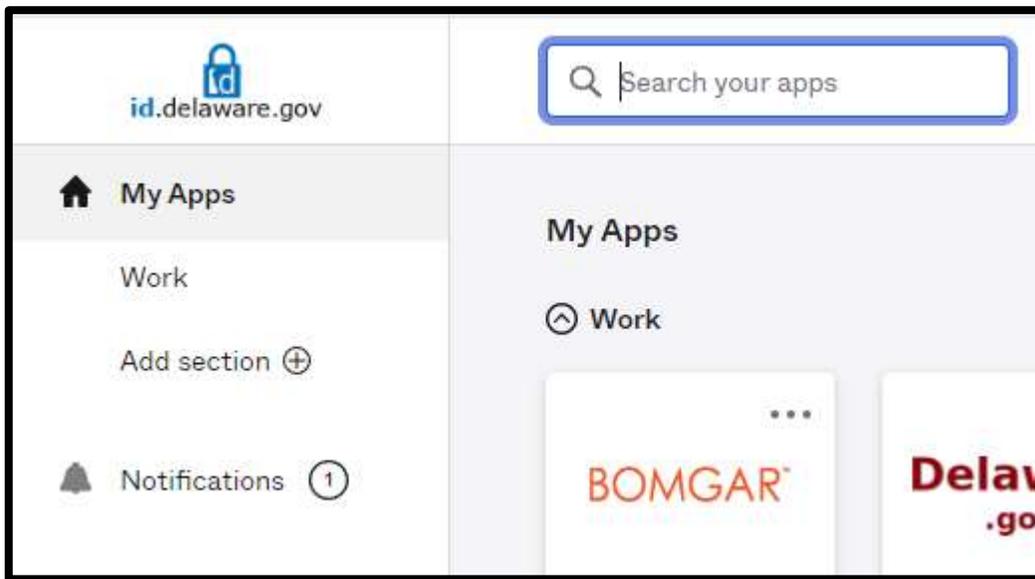
This image will appear when you enter your credentials to log in: when you see your special image, this provides you with additional assurance that you are logging into Delaware ID and not a pretender's imitation website.



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.