



SCHOOL DISTRICT

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



Where Access Meets Opportunity

Your Action is needed by July 8th, 2022 to register at <https://id.delaware.gov>

DELAWARE ID and New Way to Access State Applications

The Delaware Department of Technology is modernizing the access to State applications by State employees with a system called Delaware ID. All Colonial School District employees are required to register for an account to access the effected applications. The purpose of this project is to provide more secure access to these applications and prevent account compromises using Multi-Factor Authentication – a two-step log in process.

Applications That Will be Effected

1. Microsoft Office 365 (accessed through web access), including but not limited to
 - a. Email (i.e. Web Mail)
 - b. Microsoft Teams
 - c. Microsoft One Drive
2. State-provided Cyber Security Training
3. First State Financials (FSF) Access (if part of your job duties on behalf of Colonial School District)
4. PHRST personnel management software (if part of your job duties on behalf of Colonial School District)

Applications That Will NOT be Effected

1. Microsoft Office applications that are run from your desktop computer WHILE ON THE STATE NETWORK (e.g. you click on an icon on your computer to start the application while at work).

Actions Required by You

You **MUST** register for a Delaware ID account by **July 8th, 2022** at <https://id.delaware.gov>. Registering is self-explanatory, you will sign up using your school credentials (your K12 email and K12 network password). For additional help, please refer to the attached full instructions. It is important to note you must have a cell phone in hand to sign-up and in the future to access the above applications. In the future when you log into the applications you will enter your username and password as the first step of the login, and then will use your phone for the second step.



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You may have received emails from the State about registering for a Single Sign On system called my.delaware.gov. This is an entirely different system, and you must still register for Delaware ID. The difference is that My Delaware is for personal access (your payroll, benefits, and other State applications as a citizen) while Delaware ID is to access State applications in relation to your job duties.

Additional Information

The Delaware Department of Technology and Information has provided videos on the setup and use of your Delaware ID account here

<https://dti.delaware.gov/state-agencies-portal/id-delaware-gov/id-delaware-gov-resources/>

If you feel you may need help in creating your account, please watch the “Initial Registration Experience” and “Sign-In Experience” videos presented on this page. All videos are applicable to Colonial School District, though not all content viewed in the videos will apply.