

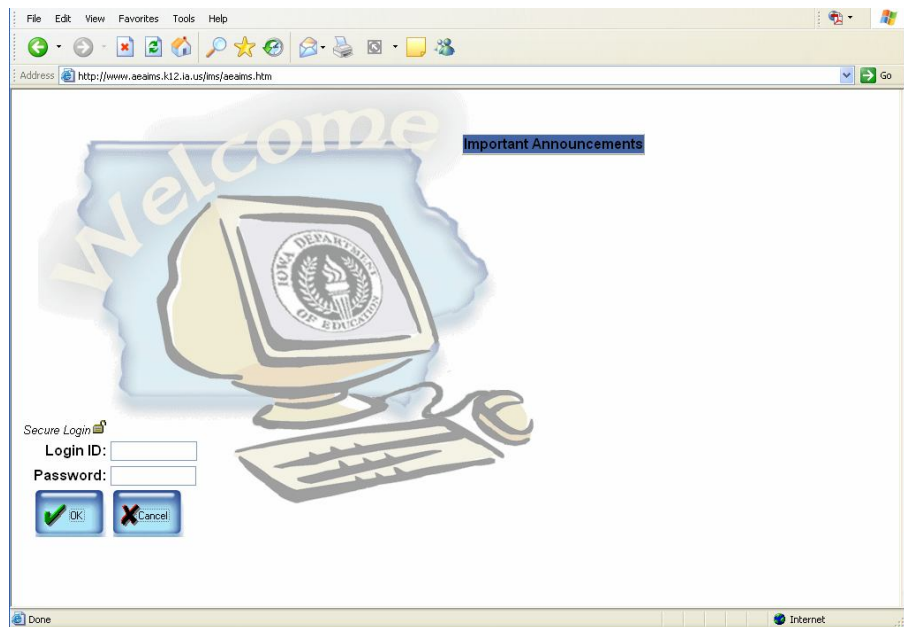
# Logging into IMS

## Overview

To access the IMS application, a data entry person has a log in ID and password. This login may be created by another data entry person at the AEA or, as a service, it may be assigned by the programmers at the CPC. This provides security to the system and ensures that only those with specific levels of security are able to modify the database.

## Log In

1. Open Internet Explorer
2. Access the IMS URL: <http://www.aeaims.k12.ia.us/ims/aeaims.htm>.
3. On the Login screen, enter the assigned Login ID, tab to the "Password" field and enter the password. Click on the OK button or press the Enter key once on the keyboard.



4. Once the login has been accepted, the Main Menu screen will appear.

Note: It is possible to require a data entry person to change his/her password on a regular basis. For more information, refer to the manual topic "User Profile".