

Getting Access to ELMS

New users will receive an email from the "DEL Portal". The email will include:

1. An activation link that you need to click.
2. Your user name (which will be the email address someone in your agency used).
3. A temporary password.

IT IS CRITICAL that you review this email and click the link to activate your ELMS account.

Dear *YOU*:

Please follow these directions to log into your ELMS account for the first time:

1. Click this link to activate your account. (1) <http://LINK>
2. Then, log into your account with your user name (2) youremail@youragency.org. Use the temporary password (3) XXXXXXXX
3. Follow the directions to create a new password.

COPY & PASTE the password. It is important you copy all Numbers & Symbols (including periods, colons, etc.)

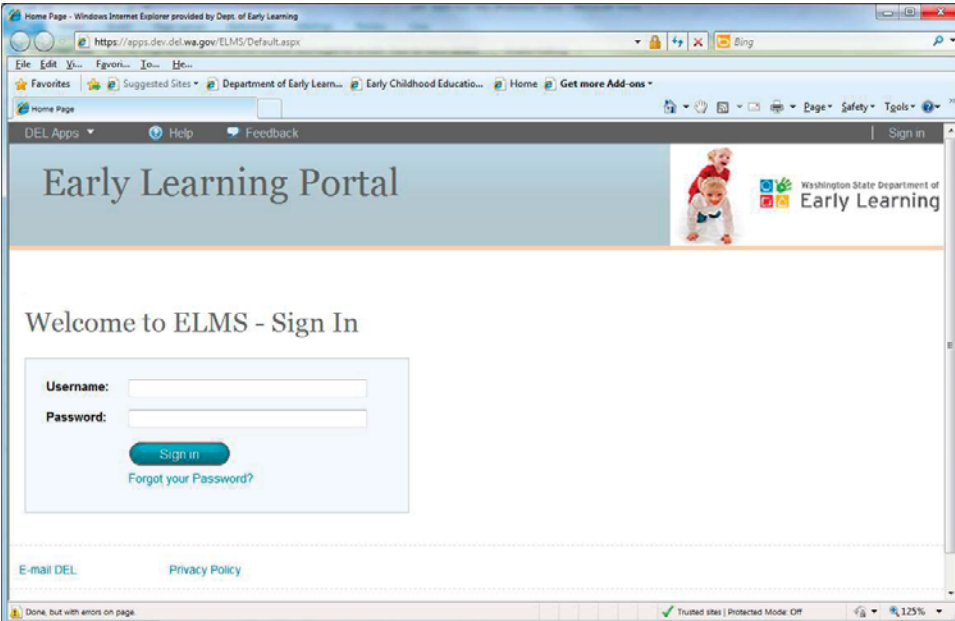
If you need assistance with this log in, call the phone number below. If you need help after you log in to ELMS, email elms@del.wa.gov.

DEL support administrator
Department of Early Learning
Phone: [1.866.482.4325](tel:1.866.482.4325) option
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Kids Potential, Our Purpose.
Please do not reply to this email

You will see a screen that indicates your activation has been completed and verified. Then, you can go into ELMS.

Logging In to ELMS

Log into ELMS at elms.del.wa.gov and enter your user name (email address) and the password you selected.



The first time you log in after you set up your account, you may see this screen.



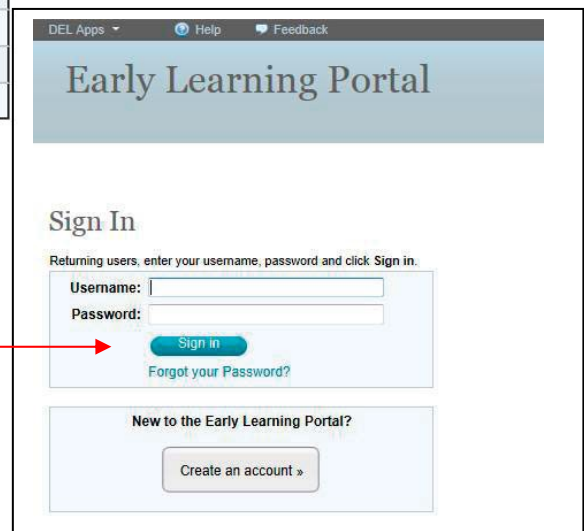
My Applications

You have access to the applications listed below. Click on the application you would like to use.

Application	Roles
MERIT	
Child Care Check	
Rules Comment	
Early Learning Portal	
ELMS	ELMS User

News & Information:
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Note: ELMS will lock you out if you have six failed attempts. If you forget your password, click here and answer the security question. You'll receive an email with a new temporary password.



Update your Profile

DEL Apps

Help

Feedback

sgettmann@psed.org

Logout

Early Learning Portal

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Washington State Department of
Early Learning

Early Learning Portal > Home

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When you first log in to ELMS,
Click on the "Profile" tab

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Profile



[Change Password](#)

[Change Password Hint](#)

Early Learning Portal > Profile

Cancel

Save

Personal Information

* First Name:

* Gender: Female Male

Middle Name:

Race:

* Last Name:

Ethnicity:

* Birth Date: (mm/dd/yyyy)

* Username:

Former Name Information

+ Add Former Name

First Name	Middle Name	Last Name
No Records Found		

Update your Personal Information
(if needed), Verify your Birth Date
and add any additional E-mails.

Contact Information

* Primary E-mail:

Additional E-mail:

* Contact e.g. (555)

Cell Phone: e.g.

Phone: 555-5555 ext.1234

(555)555-5555

Change your Password

Early Learning Portal

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Change Password

Password must be at least 8 characters and must include:

- one upper case letter
- one lower case letter
- one numeric digit
- one special character *\$+?_&=!%{}@/#

* New Password:

* Confirm New Password:

Save

Next, Change your Password!

Click on "Change Password" and follow the instructions and hit SAVE

Password must meet the following criteria:

- ✘ At least 8 characters long
- ✘ At least one upper case letter
- ✘ At least one lower case letter
- ✘ At least one numeric digit
- ✘ At least one special character among *\$+?_&=!%{}@/#
- ✘ Password and confirmation must match

Early Learning Portal

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When you have successfully updated your password, return to the Home tab and click on ELMS

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