

ELMS Access from Home

How to Access the Early Learning Management System (ELMS)

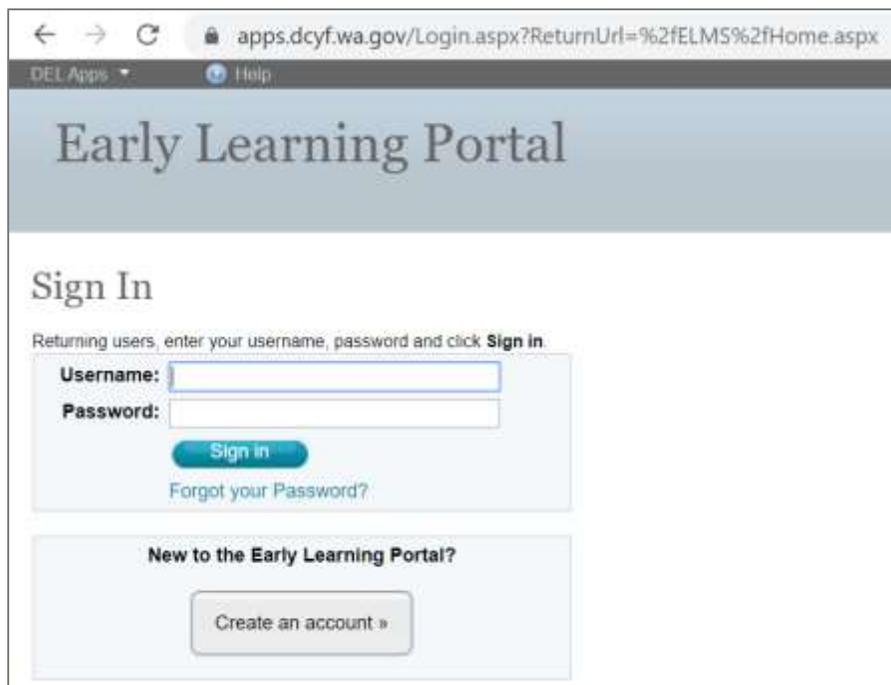
You can connect to ELMS from any internet-connected device. ELMS is not built to accommodate small screens such as phones, so a large tablet, laptop or desktop computer is recommended.

ELMS supports Google Chrome and Firefox web browsers. For the best results, it is necessary to use one of these two browsers. If you use a computer provided by your employer, you will likely need to have your IT administrator manage installations on your device.

- Click Here **to download Chrome**
- Click Here **to download Firefox**

To log into ELMS, visit <https://apps.dcyf.wa.gov/ELMS/Home.aspx> and log in with your DCYF portal account information.

- Your DCYF portal account is the shared account for all of your DCYF applications including ELMS, MERIT and ESIT.
- If you do not have an account, **do not** click on the “Create an Account” link. This is not suitable for gaining access to ELMS. See the following instructions for locating or receiving an account if you either do not have one or if you do not know if you have one.
- Here’s what the ELMS login page looks like:



The screenshot shows a web browser window with the address bar displaying apps.dcyf.wa.gov/Login.aspx?ReturnUrl=%2fELMS%2fHome.aspx. The page title is "Early Learning Portal". Below the title, there is a "Sign In" section. It includes a sub-header "Returning users, enter your username, password and click Sign in." followed by two input fields: "Username:" and "Password:". Below these fields is a blue "Sign in" button and a link for "Forgot your Password?". At the bottom of the sign-in section, there is a section titled "New to the Early Learning Portal?" with a button labeled "Create an account »".



Common Account Questions You May Need to Resolve Before Logging

Do you have an ELMS login?

You will have an ELMS login if your administrator has given you one and set it up to have ELMS access through your DCYF portal account. If you cannot log into ELMS using your DCYF portal login information, you likely need to be given an account with ELMS access. Contact your administrator to request access.

Do you know your DCYF portal login information?

If you know your username but not your password, use the “Forgot Your Password?” link and follow the instructions to reset your password. You can also contact your ELMS administrator or ELMS support at ELMS@dcyf.wa.gov to have your password reset.



The screenshot shows a web form titled "Reset Password". It contains three bullet points: "Enter the e-mail address for your account.", "Type the characters you see in the image below and click **Reset**. Click **Cancel** to return to the sign in screen.", and "Upon successful reset an E-mail will be sent to your E-mail account with your new password and instructions on how to continue." Below the instructions is an "E-mail:" label followed by a text input field. Underneath is an "Image:" label followed by a CAPTCHA image showing the characters "YSL24" with a dotted background. Below the CAPTCHA is another text input field with the placeholder text "Type the code from the image". At the bottom of the form are two buttons: "Reset" (orange) and "Cancel" (blue).

If you are unsure of whether or not you have a DCYF portal account, contact your ELMS administrator and ask if you already have one or if you need one. They will be able to tell you your username, reset your password if necessary or establish an account for you.

- If your administrator establishes a new account for you, then you will receive an activation email at the address that your administrator connected your DCYF account to. This activation email will give instructions and a temporary password to allow you to set a password for the first time and get into the portal.

Questions?

For all ELMS technical and access questions, email ELMS support at ELMS@dcyf.wa.gov.