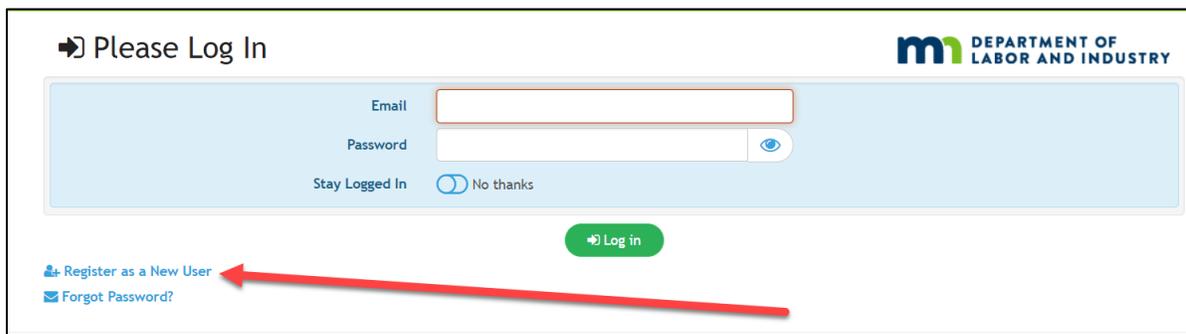


iMS: Linking a Sponsor to their S1 record

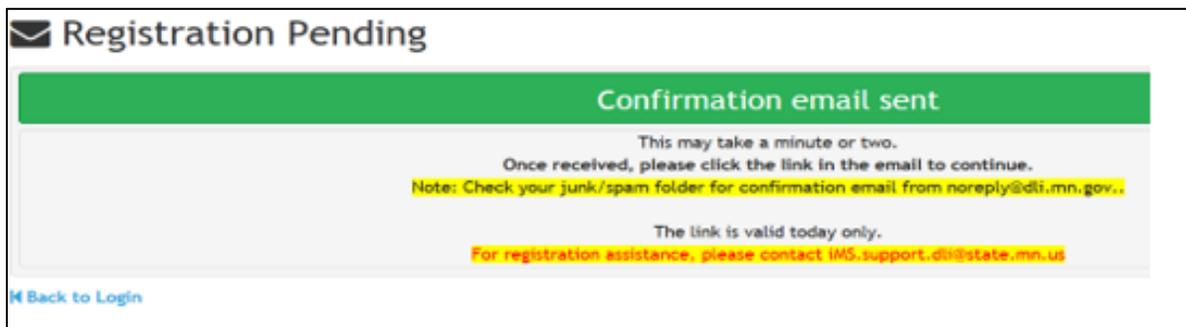
To apply for courses, submit rosters, etc. online, Sponsor's must first create a user account in iMS and contact DLI so that DLI can manually link the Sponsor's user account to their existing S1 record.

Creating an Account

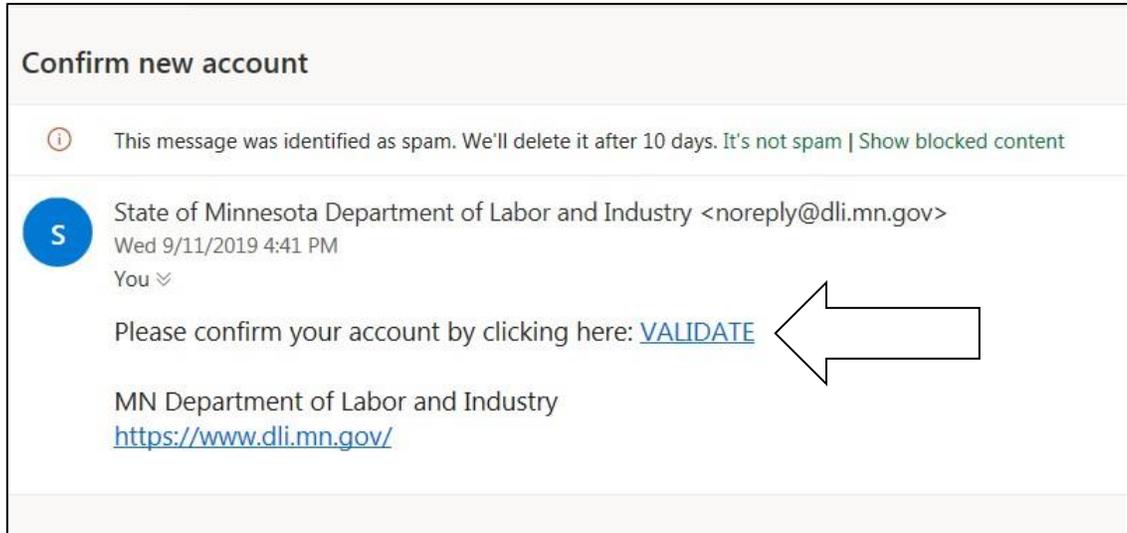
1. Access the iMS home page: <https://ims.dli.mn.gov/ims/Account/Login?ReturnUrl=%2Fims%2F>
2. On the home page, click "Register as a New User" found in the lower left-hand corner.



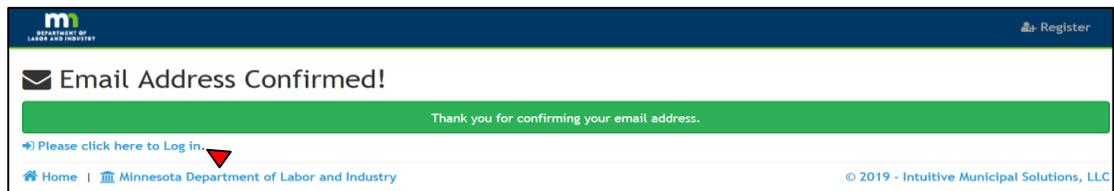
3. On the "Register for Access" page, enter:
 - a. First and Last Name
 - b. Email
 - i. Note: the email address used here will be how you login into your iMS account. This email will also be the email the Continuing Education application will be sent to.
 - ii. This email address DOES NOT have to match the email address found on your Sponsor License.
 - iii. It is suggested that your company create a new email address to use for your iMS account. This email address could be one that multiple people at the company could have access too. Example: Sponsors@gmail.com
 - c. Create a password
 - d. When complete, click "Register"
4. A popup message will display indicating "Confirmation email sent." An email is automatically generated by the system and sent to the email address you created the account with.



5. Verify your new account – open the email account you registered with. The email should be received within 5-10 minutes.
 - a. **This email may be found in your junk/spam mailbox. YOU MUST MOVE THE EMAIL TO YOUR INBOX before opening the email otherwise the VALIDATE button will not work. Click on “It’s not spam” and/or choose “Always Move to Focused”**



- b. **From your Inbox, open the email and click on VALIDATE to confirm your account. The confirmation email expires at midnight on the same day that you registered; therefore, if you do not click on validate by midnight you will need to repeat the above process.** After you click on VALIDATE the following confirmation notice will display:



6. Click on “Please click here to Log in”
 - a. After logging in you will be brought to your Account Profile. Add information and Click Save. When entering your profile information, please type conventionally (do not use all caps or all small letters). Your Account Profile can be updated at any time by clicking on your name, upper right, from any screen.
7. After your account has been created, please email us at dli.cesponsor@state.mn.us
 - a. Your email needs to include the first and last name of the account holder
 - b. The email address used to create the account
8. With the information you have provided, we will then link your account to your Sponsor license.