

## How To Guide

[www.education.pa.gov](http://www.education.pa.gov) <https://www.mypdeapps.pa.gov>

### Become an Application User

The Department of Education's (PDE) MyPDESuite gives users access to several applications such as PIMS, FAI, PERMS, DriverEd and many more.

To become a user of one of PDE's applications you must have a Username and log into the MyPDESuite. If you already have a Username you do not have to register again. If you do not have a Username please register one following the steps in "How to Register a Username and Log In" guide.

If you are a Security Administrator you should directly add yourself to a group. Please reference the "How to Add a User to a Group" guide.

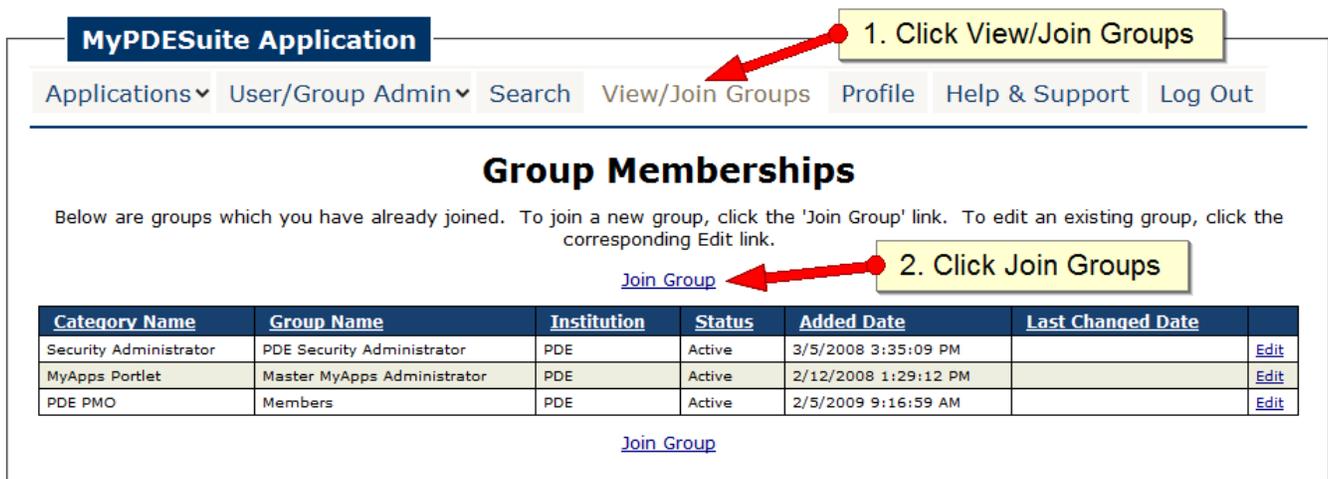
There are two methods by which you can gain access to an application: Security Administrator directly adds you to the application group or registering for an application group and having the Security Administrator review your registration request. Both methods are detailed below.

### Security Administrator directly adds you to the application group

1. Determine Who Your Security Administrator is: To gain access to a PDE application your Institution must have a Local Security Administrator. To find out who your Local Security Administrators are please follow the directions in **How To Find Your Security Administrator**. If there is no Local Security Administrator at your Institution please follow the directions in the **How to Set up Initial Security**.
2. Ask your Security Administrator to directly add you to the desired application group. Once that task is completed the application link will show up under the Applications tab in MyPDESuite. Click the link and the application will open in a new tab or window.

### Register to join an application group

1. Login to My PDE Suite <https://www.mypdeapps.pa.gov>, click 'View/JoinGroups', click 'Join Groups':



**MyPDESuite Application**

Applications ▾ User/Group Admin ▾ Search View/Join Groups Profile Help & Support Log Out

**Group Memberships**

Below are groups which you have already joined. To join a new group, click the 'Join Group' link. To edit an existing group, click the corresponding Edit link.

[Join Group](#)

Category Name	Group Name	Institution	Status	Added Date	Last Changed Date	
Security Administrator	PDE Security Administrator	PDE	Active	3/5/2008 3:35:09 PM		<a href="#">Edit</a>
MyApps Portlet	Master MyApps Administrator	PDE	Active	2/12/2008 1:29:12 PM		<a href="#">Edit</a>
PDE PMO	Members	PDE	Active	2/5/2009 9:16:59 AM		<a href="#">Edit</a>

[Join Group](#)

2. Search for desired group and click 'Join Group':

**MyPDESuite Application**

Applications ▾ User/Group Admin ▾ Search View/Join Groups P

**View / Join Groups**

Category Type: All ▾ Keyword(s): PERMS

Search Reset

There

**3. Next to desired group Click 'Join Group'**

Category Type	Group Category	Group Name		
Education Directory	Security Administrator	PERMS - Local Administrator	Members of this group administer the PERMS groups for their Institution.	<a href="#">Join Group</a>
Education Directory	Security Administrator	PERMS_Test - PDE Administrator	Administrates PERMS_Test groups for PDE.	<a href="#">Join Group</a>
Application	PERMS	Provider	Members of this group may access the PERMS application.	<a href="#">Join Group</a>
Application	PERMS_Test	Provider	Members of this group may access the PERMS_Test application.	<a href="#">Join Group</a>

1. Enter application abbreviation  
2. Click Search

3. Select the Institution that you need to be affiliated with. A shortcut for existing affiliated institutions will appear in the middle of the screen:

**MyPDESuite Application**

Applications ▾ User/Group Admin ▾ Search View/Join Groups Profile Help & Support Log Out

[Manage Users](#)

**Institution**

If the desired institution appears as an existing affiliation simply click select. Otherwise search for desired institution.

1 2 3

**Current Group Information:**

User Name: C  
Group Type: A  
Group Category: P  
Group Name: C

Please identify institution. Select either an existing affiliation, or search for a new institution below.

**Use an existing educational institution affiliation:**

There are 2 affiliated institution(s) available.

Institution Name	
Woodland Hills SD	<a href="#">Select</a>
Howard Gardner Multiple Intelligenc CS	<a href="#">Select</a>

**Or search for a new education institution:**

Please enter search criteria in order to display results below.

Search by keyword(s):

Category: All ▾ County: All ▾ Search Reset

1. Enter Search criteria  
2. Click Search  
3. Click Select next to desired institution.

- If there are attributes associated with the group select desired attributes and then click 'Create Membership':

**MyPDESuite Application**

Applications ▾ User/Group Admin ▾ Search View/Join Groups Profile Help & Support Log Out

[PDE Application Groups](#) [Select Institution](#)

### Group Membership Profile

1 → 2 → 3 → 4

Please complete the membership by editing the attributes below.

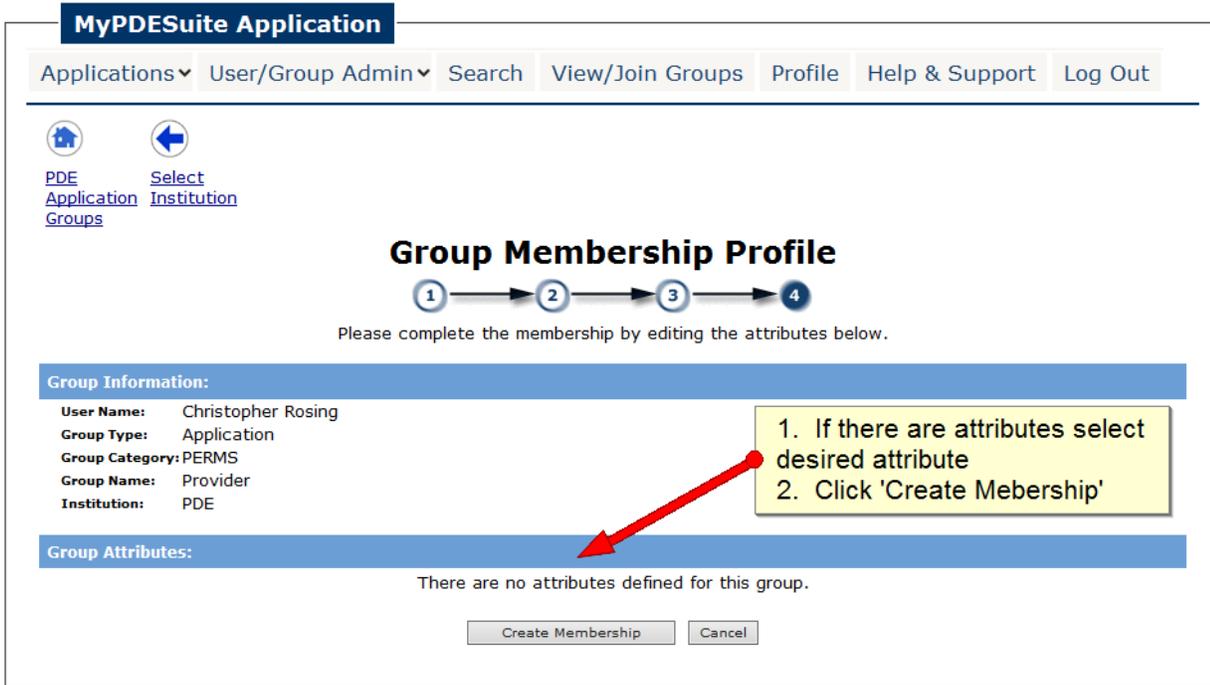
**Group Information:**

**User Name:** Christopher Rosing  
**Group Type:** Application  
**Group Category:** PERMS  
**Group Name:** Provider  
**Institution:** PDE

**Group Attributes:**

There are no attributes defined for this group.

1. If there are attributes select desired attribute  
 2. Click 'Create Membership'



- The group membership will be pending until your Security Administrator approves it. Once it is approved it will show as active and the application link will show up under Applications:

**MyPDESuite Application**

Applications ▾ User/Group Admin ▾ Search View/Join Groups Profile Help & Support Log Out

### Group Memberships

Below are groups which you have already joined. To join a new group, click the 'Join Group' link. To edit an existing group, click the corresponding Edit link.

The group will show as Pending until your Security Administrator approves your request and then it will show as Active.

Institution	Status	Added Date	Last Changed Date	
	Active	3/5/2008 3:35:09 PM		<a href="#">Edit</a>
	Active	2/12/2008 1:29:12 PM		<a href="#">Edit</a>
	Active	2/5/2009 9:16:59 AM		<a href="#">Edit</a>
PERMS	Pending	7/23/2015 11:00:21 AM		<a href="#">Edit</a>

[Join Group](#)

