**Establishing a Local Security Administrator**

**Security Overview**
It is required that every institution needing to access PDE applications must establish a Local Security Administrator. The security within the MyPDESuite Application is group based. Users are placed in groups and associated with an institution.

**Local Security Administrator** Persons in this group are responsible for overall security of the MyPDESuite for their Institution. This group's primary responsibility is to insure that the appropriate users at their institution have access to needed PDE applications. They can add and remove users to all groups.

***Application* – Local Administrator** Each PDE application has an *Application* – Local Administrator group. A current example would be **DriverEd – Local Administrator**. Persons in this group can add and remove users only for the specific application groups. Membership in this group does not give access to the application itself. If the administrator needs application access, they must add themselves to the appropriate group.

**Application Groups** Membership in an Application Group gives a person access to PDE applications such as PIMS, FAI, DriverEd etc. Different groups allow members to perform different functions within the application. An example would be **DriverEd Local User**.

**Appointment of a Local Security Administrator**
To access PDE applications an Institution must have a Local Security Administrator to manage the group memberships. If you are a new institution or your Local Security Administrator has left, you need to follow this process to have a new Local Security Administrator appointed.

**Step 1 Register and Log In**: If the prospective Local Security Administrator does not yet have a Username, they must create one and log in with it. The How To guide 'How To Register a Username and Log In' details how to accomplish this.

**Step 2 Submit Support Ticket**: Submit a help request asking to establish a Local Security Administrator. You can do this by completing our online Help Request form https://paitsm.service-now.com/pde_wizard_redirect.do or by calling 888-498-8129.

**Step 3 Send an Authorization eMail to PDE**: The Chief School Administrator who is listed for your institution in the Education Names and Addresses website http://www.edna.ed.state.pa.us/Screens/wfHome.aspx, must send us an email authorizing PDE to provision the Local Security Administrator. They should include in this letter the name, title, phone number and email address of the person to be made Local Security Administrator. Include the name, title and phone number for the Chief School Administrator. Send the email to: RA-edhubadmin@pa.gov.

**Step 4 PDE Reviews Request:** After PDE receives the email we may contact the Chief School Administrator for further information as necessary. You will be notified by email when your request has been approved and you are added to the Local Security Administrator group for your institution.