How To Guide www.education.pa.gov https://www.mypdeapps.pa.gov

Review Registration Requests

Registration Email

Local Security Administrators and *Application* – Local Administrators will receive an email when a user registers for an application. The text of the email will give you information on the registration:

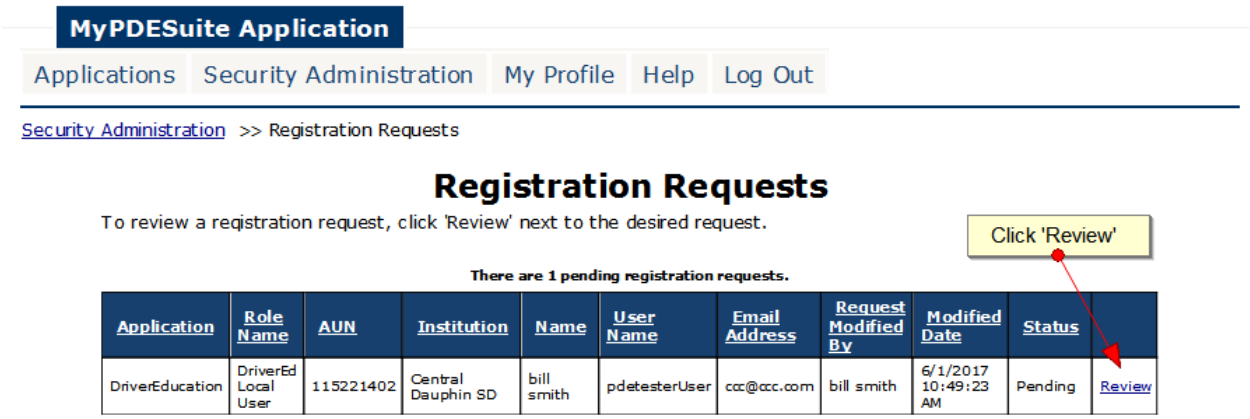
> Joe Smith, Jane Doe registered for group: DriverEd Local User at institution: Any SD on Friday, January 30, 2009 and is awaiting your review

When you receive a registration request email you will need to login to MyPDESuite and review it.

Review Registration Requests

1. Login to MyPDESuite https://www.mypdeapps.pa.gov.
2. Navigate to **Security Administration** click Review 'Registration Requests'**.**

3. Click the 'Review' link next to the desired Registration Request.



4. Review the user's registration information. Make sure that this is a known user and the requested application role is appropriate. To approve it, click the Approve Request button. To deny it, click the Deny Request button. The user will get an email letting them know your decision.