

Review Registration Requests

Registration Email

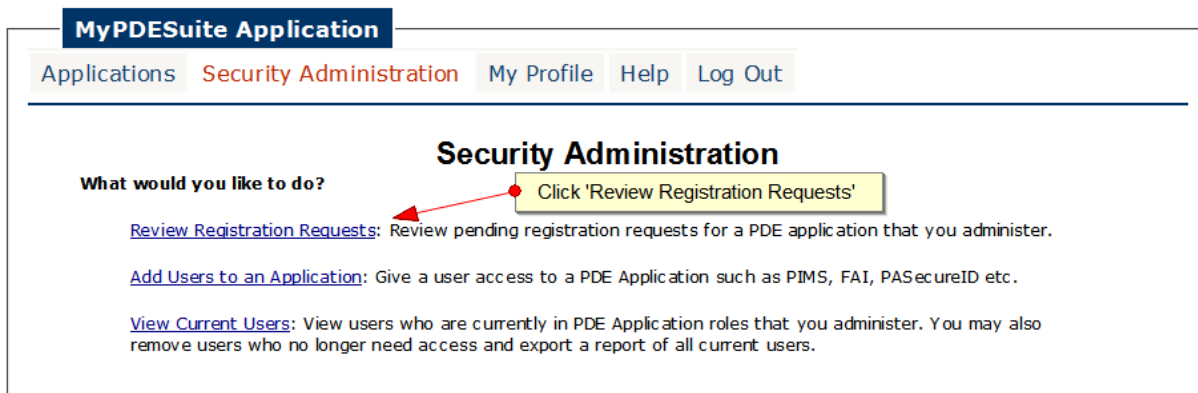
Local Security Administrators and *Application* – Local Administrators will receive an email when a user registers for an application. The text of the email will give you information on the registration:

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'.



MyPDESuite Application

Applications Security Administration My Profile Help Log Out

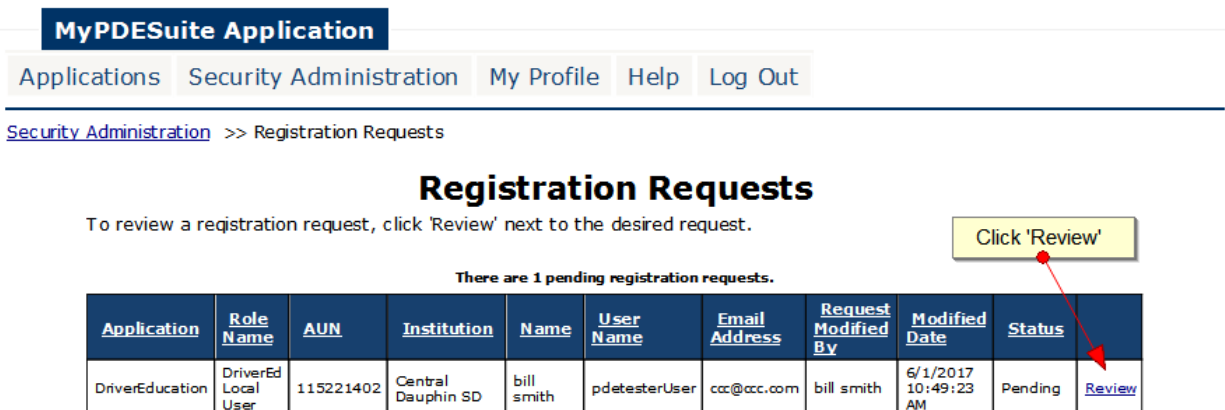
Security Administration

What would you like to do?

- [Review Registration Requests](#): Review pending registration requests for a PDE application that you administer.
- [Add Users to an Application](#): Give a user access to a PDE Application such as PIMS, FAI, PAsSecureID etc.
- [View Current Users](#): View users who are currently in PDE Application roles that you administer. You may also remove users who no longer need access and export a report of all current users.

Note: A red arrow points from a yellow box labeled 'Click 'Review Registration Requests'' to the 'Review Registration Requests' link.

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



MyPDESuite Application

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[Security Administration](#) >> Registration Requests

Registration Requests

To review a registration request, click 'Review' next to the desired request.

There are 1 pending registration requests.

Application	Role Name	AUN	Institution	Name	User Name	Email Address	Request Modified By	Modified Date	Status	
DriverEducation	DriverEd Local User	115221402	Central Dauphin SD	bill smith	pdetesterUser	cc@ccc.com	bill smith	6/1/2017 10:49:23 AM	Pending	Review

Note: A red arrow points from a yellow box labeled 'Click 'Review'' to the 'Review' link in the table.

How To Guide

www.education.pa.gov <https://www.mypdeapps.pa.gov>

- 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.

MyPDESuite Application

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[Security Administration](#) >> [Registration Requests](#) >> Review Registration Request

Review Registration Request

UserID: betauser\pdetesterUser
Name: bill smith
Email: ccc@ccc.com
Application: DriverEducation
Role Name: DriverEd Local User
Institution: Central Dauphin SD
AUN: 115221402

Before approving the registration request be certain that the user is correct and requires the requested Application Role.

To review the registration request Click 'Approve' or 'Deny'

Approve Request

Deny Request

Cancel

Created On: 6/1/2017 10:49:23 AM

MyPDESuite Application

Applications Security Administration My Profile Help Log Out

[Security Administration](#) >> [Registration Requests](#) >> Review Registration Request

Review Registration Request

The membership has been approved.

UserID: betauser\pdetesterUser
Name: bill smith
Email: ccc@ccc.com
Application: DriverEducation
Role Name: DriverEd Local User
Institution: Central Dauphin SD
AUN: 115221402

Created On: 6/1/2017 10:49:23 AM

Approved by: Hiram Andrews on 6/1/2017 11:15:00 AM