Add Users to Application and Security Administration Roles

This guide is for security administrators and details the process to directly add a user to an Application or Security Administration Role.

1. Login to the MyPDESuite website https://www.mypdeapps.pa.gov

2. Click 'Security Administration'. If you do not see the Security Administration link it means that you are not a Security Administrator and thus cannot view/delete users.

3. Click ‘Add Users to an Application’

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**MyPDESuite Application**

**What would you like to do?**

- Register for an Application
- Find out more about Applications
- Find my Security Administrator

**My Applications**

Access My Applications: 0 applications are available

Below are your Application Roles. To remove yourself from an Application Role, click 'Delete'.

<table>
<thead>
<tr>
<th>Application</th>
<th>Roles</th>
<th>Institution</th>
<th>AIN</th>
<th>Branch</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Administration</td>
<td>Local Security Admin</td>
<td>Cumberland Valley SD</td>
<td>115211603</td>
<td>0</td>
<td>Active</td>
</tr>
<tr>
<td>Security Administration</td>
<td>Local Security Admin</td>
<td>Central Dauphin SD</td>
<td>115221402</td>
<td>0</td>
<td>Active</td>
</tr>
</tbody>
</table>

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**Security Administration**

- **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, PAI, PASEcureID 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.
4. To add a user to an Application Role either enter a keyword search or select the application abbreviation from the dropdown menu. To add a user to a Security Administration Role select Security Administration from the Application dropdown menu. Click search and then click Add Users next to the desired Role.

Please note that users must have logged in to MyPDESuite at least once to be searchable. If you do not find the user it is most likely because they have not logged in.
5. Search for and Select the User that you want to add.

6. Select the Institution that you want to associate the user with. Only institutions that you are a Security Administrator for and that are eligible for the Application Role will appear.
7. Review User details. If there are attributes add them in the Group Attributes section. If satisfied click 'Create Membership' if not click 'Cancel'.