How To Guide

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 at least once. 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.

There are two methods by which you can gain access to an application:
1. Security Administrator directly adds you to the application group or registering for an application group
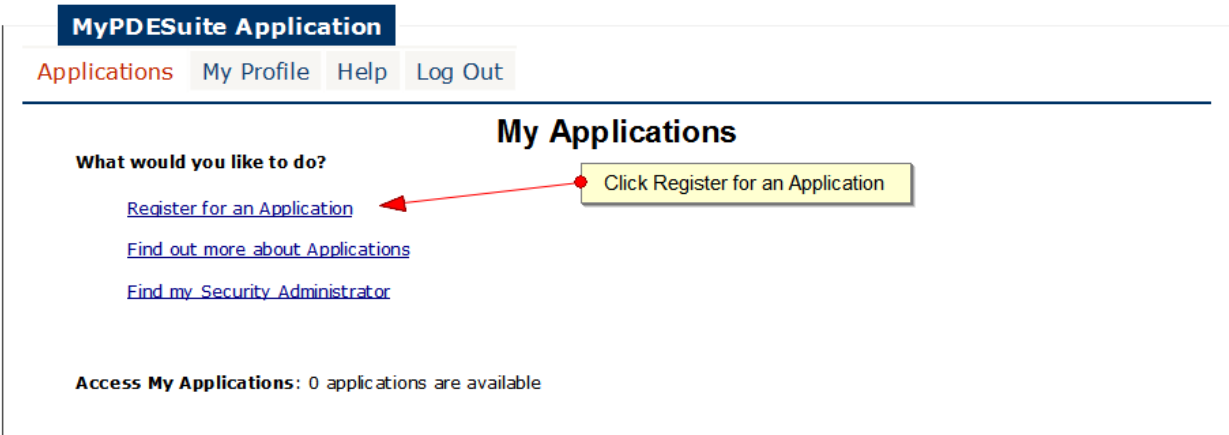2. You register for an application role and your Security Administrator approves your registration request

Note: If you are a Security Administrator you should directly add yourself to the group. Please reference the "*How to Add a User to an Application*" guide.

Security Administrator directly adds you to the application group

1. **Register a Username and Log in to MyPDESuite**: If you do not have a Username please register one following the steps in "*How to Register a Username and Log In*" guide. You must log in to MyPDESuite at least once or your Security Administrator will not find you when they try to add you to an application.

2. **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 Establish a new Local Security Adinistrator**.

3. **Ask your Security Administrator to directly add you to the desired application role**. Once your Security Administrator adds you to the application role 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, on the Applications page click 'Register for an Application':
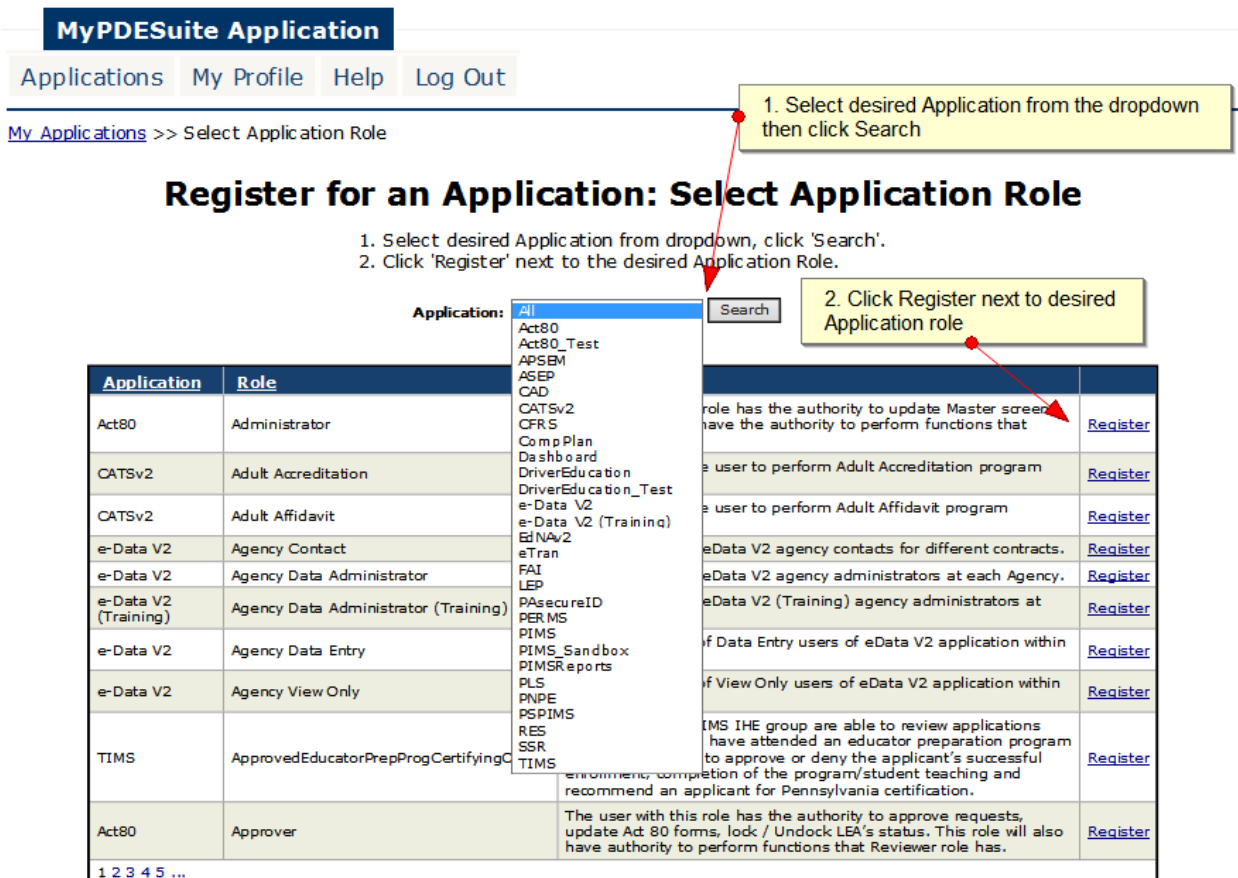
2. Select desired Application from the dropdown, click search then click 'Register' next to the desired Application Role:

3. Select the Institution that you need to be affiliated with. If you are already affiliated with an institution it will show up as a shortcut which you may select if not then you must search for the desired institution:

MyPDESuite Application

Applications   My Profile   Help   Log Out

My Applications >> Select Application Role >> Select Institution

Register for an Application: Select Institution

1. If the desired Institution appears as a shortcut click 'Select'.
2. Enter Institution search criteria and click 'Search'.
3. Click 'Select' next to the desired Institution.

Name: bill smith
UserID: betauser\pdetester
Application: DriverEducation
Role: DriverEd Local User

If you are already affiliated with an institution it will show up as a shortcut and you may select it. Otherwise you will need to enter search criteria below, click Search then Select the desired institution.

There are 1 affiliated institution(s) available.

Institution Name	AUN	Branch	
Central Dauphin SD	115221402	0000	Select

Search by keyword(s): cumberland   **AUN:** [   ]   Search   Reset
Category: School District   **County:** All

There are 1 institution(s) available.

AUN	Branch	Institution Name	County	Category	
115211603	0000	Cumberland Valley SD	Cumberland	School District	Select

4. If satisfied with the Application, Role and Institution click 'Register':

MyPDESuite Application

Applications   My Profile   Help   Log Out

My Applications >> Select Application Role >> Select Institution >> Register

Register for an Application: Register

1. If satisfied click 'Register', if not click 'Cancel'.

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

1. If satisfied click 'Register'

Register   Cancel

5. The application role membership will be pending until your Security Administrator approves it.

MyPDESuite Application

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Register For an Application: Pending

Your new registration for role: 'DriverEd Local User' at institution 'Central Dauphin SD' has been created and is awaiting approval by your Local Security Administrator.

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

Created by: bill smith
Created: 6/1/2017 10:49:23 AM
Modified by:
Modified:

MyPDESuite Application

Applications   My Profile   Help   Log Out

My Applications

What would you like to do?

Register for an Application

Find out more about Applications   The Application will not show up until your security adminstrator approves it

Find my Security Administrator

Access My Applications: 0 applications are available   Status will be penind until your security administrator approves it

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

Application	Roles	Institution	AUN	Branch	Status	
DriverEducation	DriverEd Local User	Central Dauphin SD	115221402	0	Pending	Delete

6. Once your Security Administrator approves your registration request the Application link will show up and your status will change to active. To access your application click the link and the application will open up in a new tab or window.

MyPDESuite Application

Applications   My Profile   Help   Log Out

My Applications

What would you like to do?

Register for an Application

Find out more about Applications

Find my Security Administrator

After your Security Administrator approves your registration the application link will show up. To access the application click the link and the application will open up in a new tab or window.

Also, your status will change to active.

Access My Applications:

DriverEd The DriverEd application provides an online pathway for educational entities to submit their Driver Education programs for PDE approval. DriverEd also allows School Districts to submit a request for reimbursement for their Driver Education programs.

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

Application	Roles	Institution	AUN	Branch	Status	
DriverEducation	DriverEd Local User	Central Dauphin SD	115221402	0	Active	Delete