

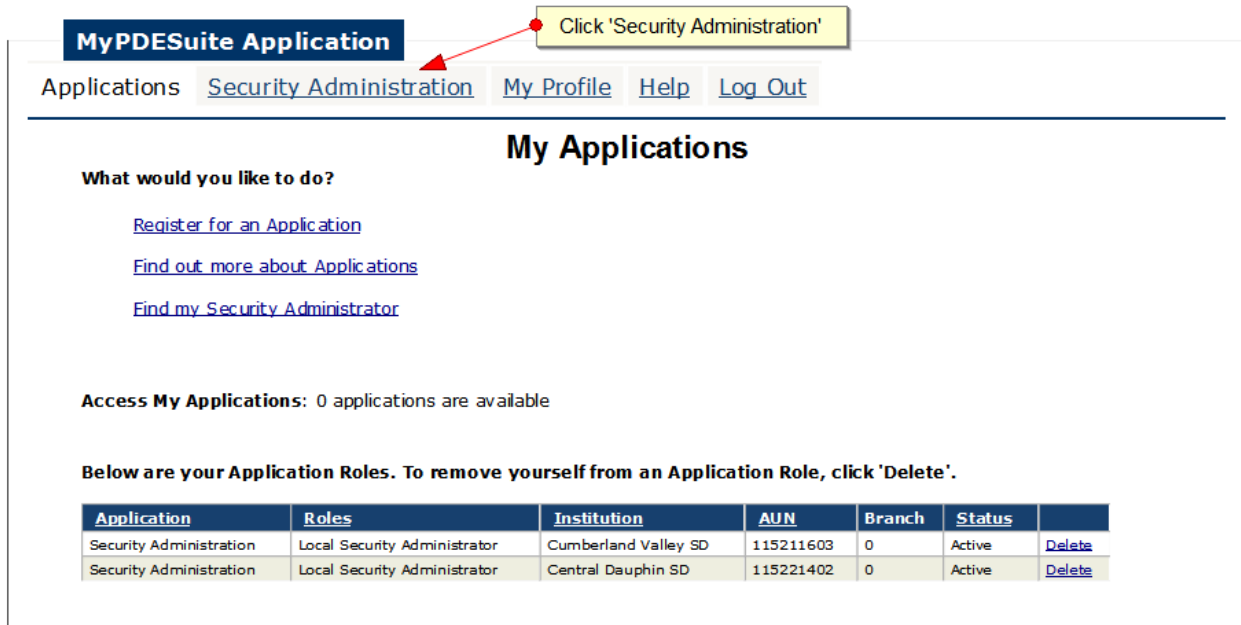
How To Guide

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

Delete Users from Groups

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.

You are logged in as: **betauser\pdetesterLSA**



MyPDESuite Application

Applications Security Administration 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](#)

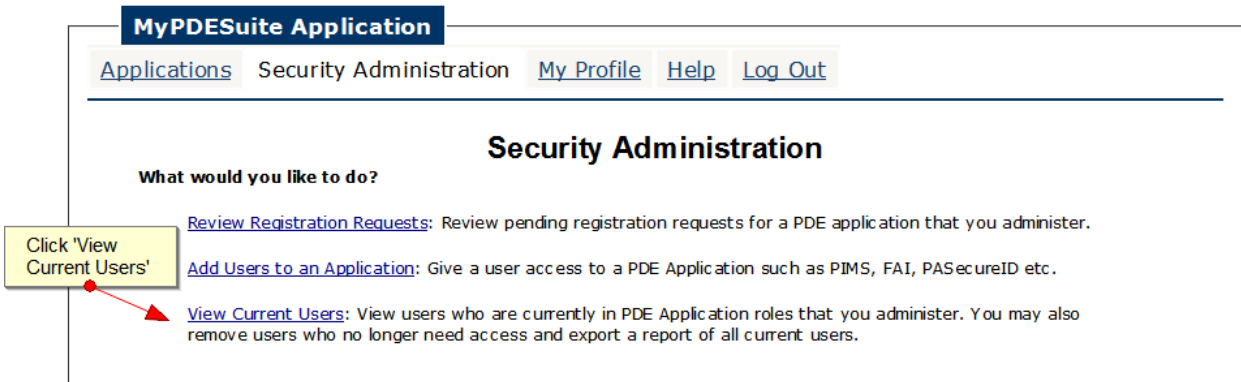
Access My Applications: 0 applications are available

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

Application	Roles	Institution	AUN	Branch	Status	
Security Administration	Local Security Administrator	Cumberland Valley SD	115211603	0	Active	Delete
Security Administration	Local Security Administrator	Central Dauphin SD	115221402	0	Active	Delete

3. Click 'View Current Users'

You are logged in as: **betauser\pdetesterLSA**



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, 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.

- Locate the users Application Role(s) that you would like to delete. Please note that if you need to remove the user from more than one application you must do them separately.

You are logged in as: **betauser\pdetesterLSA**

MyPDESuite Application

Applications Security Administration My Profile Help Log Out

Security Administration >> View Current Users

My Users

Search for User if needed

- To search enter criteria below and click search.
- To clear search criteria click reset.
- To download a user report spreadsheet click 'Download Report'.
- To delete a user from an application role, click 'Delete'.

Download user report if desired

Click 'Delete' next to desired group membership

First Name: Last Name: User Name: Email:
 AUN: Institution: Application: All

Search Reset Download Report

record count: 2

Last Name	First Name	Phone Number	Email Address	User Name	Application	Role	AUN	Branch	Institution	Status	
Andrews	Hiram	7179860425	pdetester1@pa.gov	betauser\pdetesterLSA	Security Administration	Local Security Administrator	115221402	0000	Central Dauphin SD	Active	Delete
Andrews	Hiram	7179860425	pdetester1@pa.gov	betauser\pdetesterLSA	Security Administration	Local Security Administrator	115211603	0000	Cumberland Valley SD	Active	Delete

- Click 'Delete' if satisfied else click 'Cancel'.

You are logged in as: **betauser\pdetesterLSA**

MyPDESuite Application

Applications Security Administration My Profile Help Log Out

Security Administration >> View Current Users >> Delete Application Role

Delete Application Role

User Name: betauser\pdetesterLSA
 Name: Hiram Andrews
 Application: Security Administration
 Role: Local Security Administrator
 Institution: Central Dauphin SD
 AUN: 115221402

Click 'Delete' if satisfied else 'Cancel'

Delete Cancel

Created By: Christopher Rosing
 Created: 5/16/2017 9:48:49 AM
 Modified By: Christopher Rosing
 Modified: 5/16/2017 9:48:49 AM



MyPDESuite Application

[Applications](#) [Security Administration](#) [My Profile](#) [Help](#) [Log Out](#)

[Security Administration](#) >> [View Current Users](#) >> Delete Application Role

Delete Application Role

The membership has been successfully deleted.

Created By: Christopher Rosing
Created: 5/16/2017 9:48:49 AM
Modified By: Christopher Rosing
Modified: 5/16/2017 9:48:49 AM