

Dear ASEP Application User,

This communication is being sent to you because you are registered as an ASEP Application User. You can access the ASEP at: <http://www.education.state.pa.us>.

Log In and User Profile Update Instructions

1. Go to <http://www.education.state.pa.us>.
2. Click the Log In link in the upper left of the screen just under the banner.
3. If you have forgotten your password, you may click the 'Forgot Password' link just under the Log In link.
4. Enter your User Name and Password and click 'Enter'.
5. The first time that you log in, you may automatically be redirected to the User Profile page.
6. Review/Update the information on this page and click 'Save'.

How To Guides are located here:

http://www.portal.state.pa.us/portal/server.pt/community/department_information/7203/help_and_support/510956

Education's Help Desk can be accessed by submitting a Support Form. A link to the Support Form is located in the upper right of the Education web site header. Click the link and follow the onscreen instructions.

ASEP is scheduled to go live for data submission on **September 15, 2014**.

1. After you have logged in and updated your User Profile, you will have access to the **My PDE Applications** community.

Accessing ASEP Through My PDE Applications:

1. If you have not done so yet, log in to the PDE home page.
2. On the left navigation, click on 'My PDE'
3. Click the Application link.
4. The ASEP application will appear in a new window. Please note that ASEP will go into production on September 15, 2010. Until that date when you click on the ASEP link, you will get a message telling you of the upcoming Go Live date.

The deadline for submitting this information will be **January 15, 2015**. The information collected is exactly the same as that which has been collected in prior years. It consists of those additions, deletions and modifications to the institution's program offerings.

Please note that the National Center for Education Statistics with the U.S. Department of Education Institute of Education Sciences has updated CIP Codes for 2010. You can access their website at: <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>. You will likely notice in the 2010-2011 ASEP for your institution that CIP Codes and programs that became inactive in 2010 have been deleted. A listing of all deleted CIP Codes can be found at <http://nces.ed.gov/ipeds/cipcode/searchresults.aspx?y=55&ca=5>. You will have to add the new CIP Codes to replace the ones that became inactive in 2010 for the programs offered at your institution. You can do that by entering the CIP Code and clicking on "Search" at the bottom of your institution's ASEP survey page.

If you have questions or need assistance, contact Mr. Stan Turzanski at sturzanski@pa.gov or call 717-783-8228.