

## ANNUAL SURVEY OF EDUCATIONAL PROGRAMS

22 Pa. Code § 31.23 requires the Department of Education (PDE) to maintain a database of programs offered at degree-granting institutions in Pennsylvania.

Institutions are asked to access the database each year to confirm and update the institution's list of program offerings. Please note that the update must be made directly on the web-based system. It is not possible to call or e-mail PDE with the updates.

Institutions can access the database via <https://www.mypdeapps.pa.gov> by entering the institution's secure user name and password and then selecting "ASEP."

You can use the "forgot password" utility at <http://www.education.pa.gov/Pages/Help-and-Support.aspx>. The information will be sent to the e-mail associated with the account.

If you are not able to identify the user name and password, instructions for registering as a user on the Commonwealth Portal are attached.

Please update your programs on the database by January 15, 2017. The database will be closed for updates soon after the due date. The information is available to the public via <http://www.ips.ed.state.pa.us/Online/wfProgOfferfromInstPblc.aspx> and PDE wants to ensure that all information for your institution is accurate.

Thank you for your cooperation in keeping the database up-to-date as required by state regulations.