

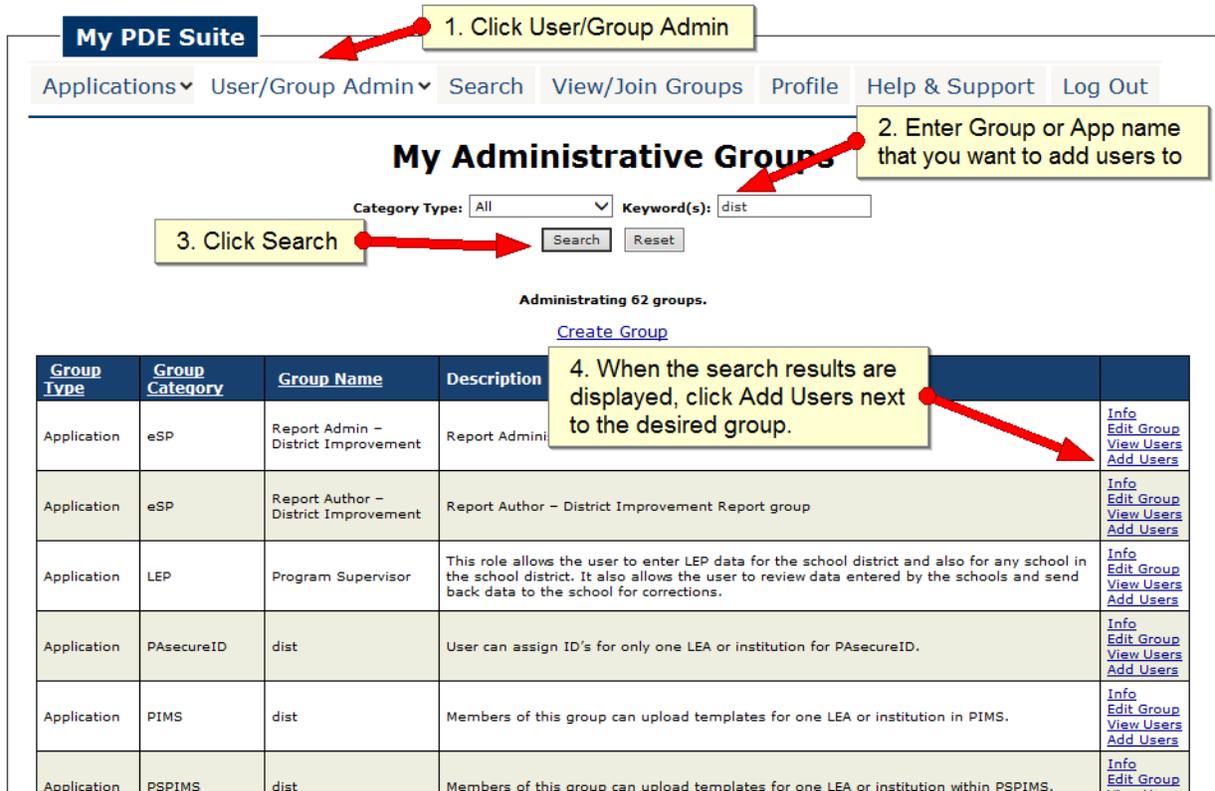
## Add Users to Groups

This guide is for security administrators and details the process to directly add a user to a group.

1. Login to the MyPDESuite website <https://www.mypdeapps.pa.gov>
2. Navigate to **User/Group Admin**. If 0 groups show up on the My Administrative Groups screen it means you are not a security administrator and cannot add users to groups. Contact your Local Security Administrator to be added to a Security Administration group.

To view current members of the group click View Users. To add a user to the group click Add Users.

3. Search for the desired group on the My Administrative Groups screen:



**My PDE Suite**

Applications ▾ User/Group Admin ▾ Search View/Join Groups Profile Help & Support Log Out

### My Administrative Groups

Category Type: All ▾ Keyword(s):

**3. Click Search** →

Administrating 62 groups.

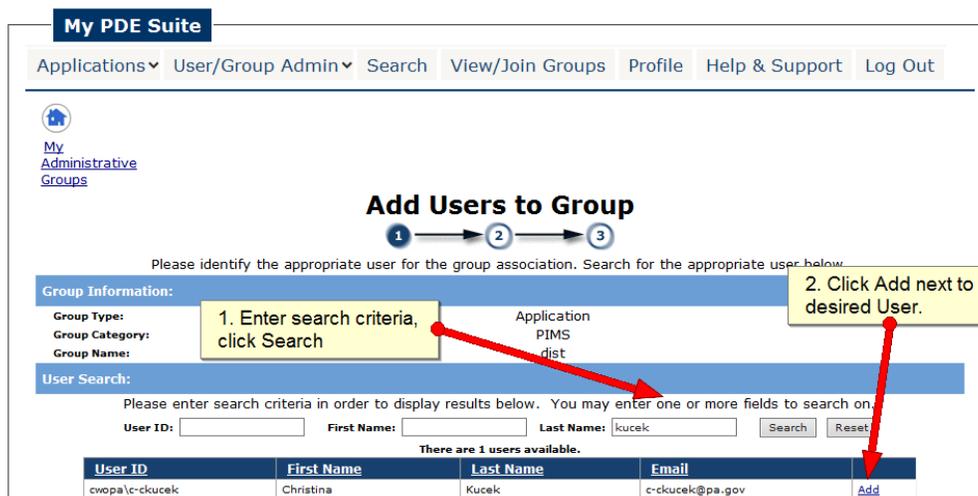
[Create Group](#)

Group Type	Group Category	Group Name	Description	
Application	eSP	Report Admin – District Improvement	Report Admini	<a href="#">Info</a> <a href="#">Edit Group</a> <a href="#">View Users</a> <a href="#">Add Users</a>
Application	eSP	Report Author – District Improvement	Report Author – District Improvement Report group	<a href="#">Info</a> <a href="#">Edit Group</a> <a href="#">View Users</a> <a href="#">Add Users</a>
Application	LEP	Program Supervisor	This role allows the user to enter LEP data for the school district and also for any school in the school district. It also allows the user to review data entered by the schools and send back data to the school for corrections.	<a href="#">Info</a> <a href="#">Edit Group</a> <a href="#">View Users</a> <a href="#">Add Users</a>
Application	PAsecureID	dist	User can assign ID's for only one LEA or institution for PAsecureID.	<a href="#">Info</a> <a href="#">Edit Group</a> <a href="#">View Users</a> <a href="#">Add Users</a>
Application	PIMS	dist	Members of this group can upload templates for one LEA or institution in PIMS.	<a href="#">Info</a> <a href="#">Edit Group</a> <a href="#">View Users</a> <a href="#">Add Users</a>
Application	PSPIMS	dist	Members of this group can upload templates for one LEA or institution within PSPIMS.	<a href="#">Info</a> <a href="#">Edit Group</a> <a href="#">View Users</a> <a href="#">Add Users</a>

**4. When the search results are displayed, click Add Users next to the desired group.**

4. Search for the desired user on the Add Users to Group screen and click add.

Please note that users must log in to MyPDESuite to be searchable. If you do not find the user it is most likely because they have not logged in.



**My PDE Suite**

Applications ▾ User/Group Admin ▾ Search View/Join Groups Profile Help & Support Log Out

My Administrative Groups

### Add Users to Group

1 → 2 → 3

Please identify the appropriate user for the group association. Search for the appropriate user below.

**Group Information:**

Group Type: Application  
Group Category: PIMS  
Group Name: dist

**User Search:**

Please enter search criteria in order to display results below. You may enter one or more fields to search on.

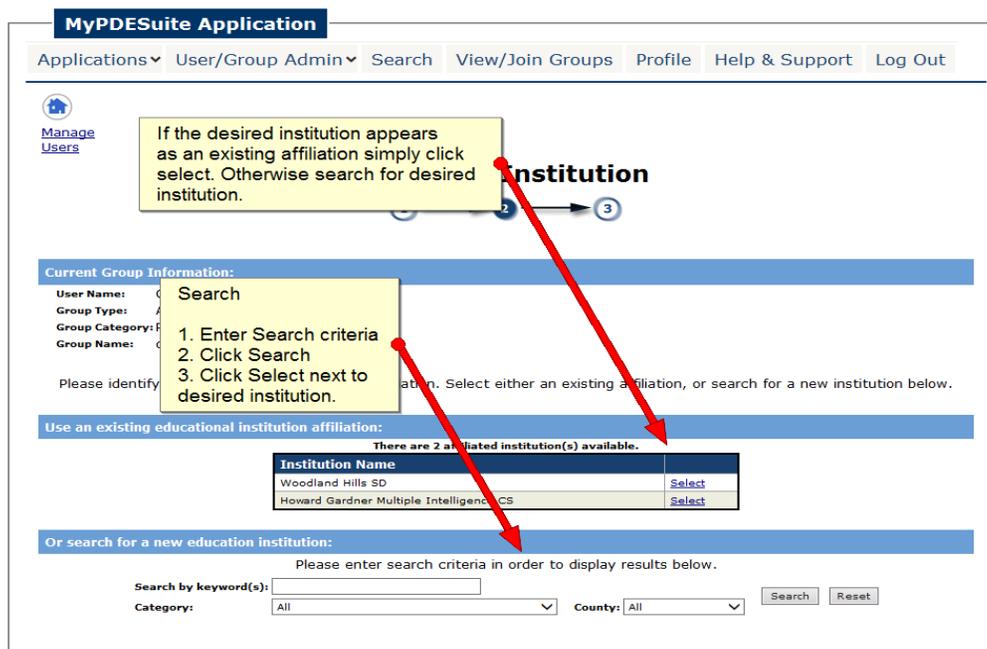
User ID:  First Name:  Last Name:  Search Reset

There are 1 users available.

User ID	First Name	Last Name	Email	
cwopa/c-ckucek	Christina	Kucek	c-ckucek@pa.gov	Add

5. Select the Institution that you want to associate the user with.

After the user has been associated with an institution, the Institution will show up under the existing educational institution affiliation section. If the institution is not there for a new user, you will have to search for the institution.



**MyPDESuite Application**

Applications ▾ User/Group Admin ▾ Search View/Join Groups Profile Help & Support Log Out

Manage Users

### Institution

1 → 2 → 3

If the desired institution appears as an existing affiliation simply click select. Otherwise search for desired institution.

**Current Group Information:**

User Name: Search  
Group Type: Search  
Group Category: Search  
Group Name: Search

Please identify institution. Select either an existing affiliation, or search for a new institution below.

**Use an existing educational institution affiliation:**

There are 2 affiliated institution(s) available.

Institution Name	
Woodland Hills SD	Select
Howard Gardner Multiple Intelligenc... CS	Select

**Or search for a new education institution:**

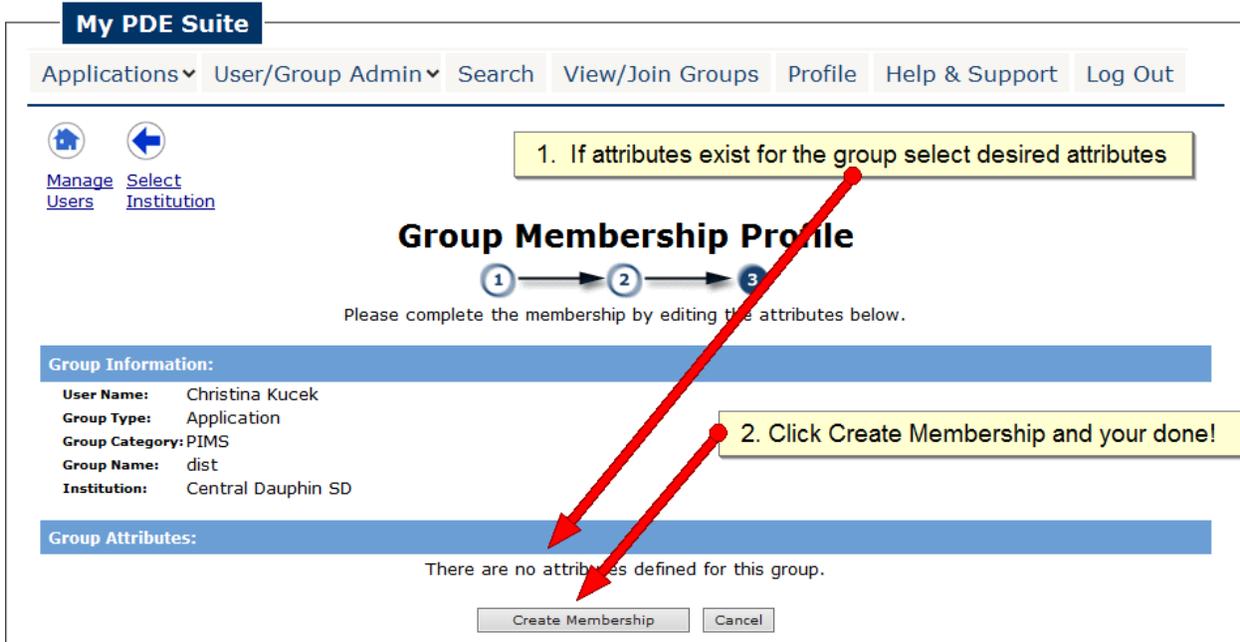
Please enter search criteria in order to display results below.

Search by keyword(s):   
Category: All County: All Search Reset

## How To Guide

[www.education.pa.gov](http://www.education.pa.gov) <https://www.mypdeapps.pa.gov>

6. If there are attributes add them in the Group Attributes section. Click Create Membership and you are done!



The screenshot shows the 'My PDE Suite' interface. At the top, there is a navigation bar with 'Applications', 'User/Group Admin', 'Search', 'View/Join Groups', 'Profile', 'Help & Support', and 'Log Out'. Below this, there are links for 'Manage Users' and 'Select Institution'. The main heading is 'Group Membership Profile', with a progress indicator showing steps 1, 2, and 3. Step 1 is highlighted, and a yellow callout box says '1. If attributes exist for the group select desired attributes'. Below the heading, it says 'Please complete the membership by editing the attributes below.' There are two main sections: 'Group Information' and 'Group Attributes'. The 'Group Information' section contains: User Name: Christina Kucek, Group Type: Application, Group Category: PIMS, Group Name: dist, and Institution: Central Dauphin SD. The 'Group Attributes' section contains the text 'There are no attributes defined for this group.' At the bottom, there are two buttons: 'Create Membership' and 'Cancel'. A second yellow callout box says '2. Click Create Membership and your done!', with a red arrow pointing to the 'Create Membership' button.

**My PDE Suite**

Applications ▾ User/Group Admin ▾ Search View/Join Groups Profile Help & Support Log Out

[Manage Users](#) [Select Institution](#)

**Group Membership Profile**

1 → 2 → 3

Please complete the membership by editing the attributes below.

**Group Information:**

User Name: Christina Kucek  
Group Type: Application  
Group Category: PIMS  
Group Name: dist  
Institution: Central Dauphin SD

**Group Attributes:**

There are no attributes defined for this group.

Create Membership Cancel

1. If attributes exist for the group select desired attributes

2. Click Create Membership and your done!