

Create a Keystone Account and Migrate Existing Application Roles

Overview

On December 19th, 2019 external educational users will no longer be able to log in to MyPDESuite with their PAlgin username and password.

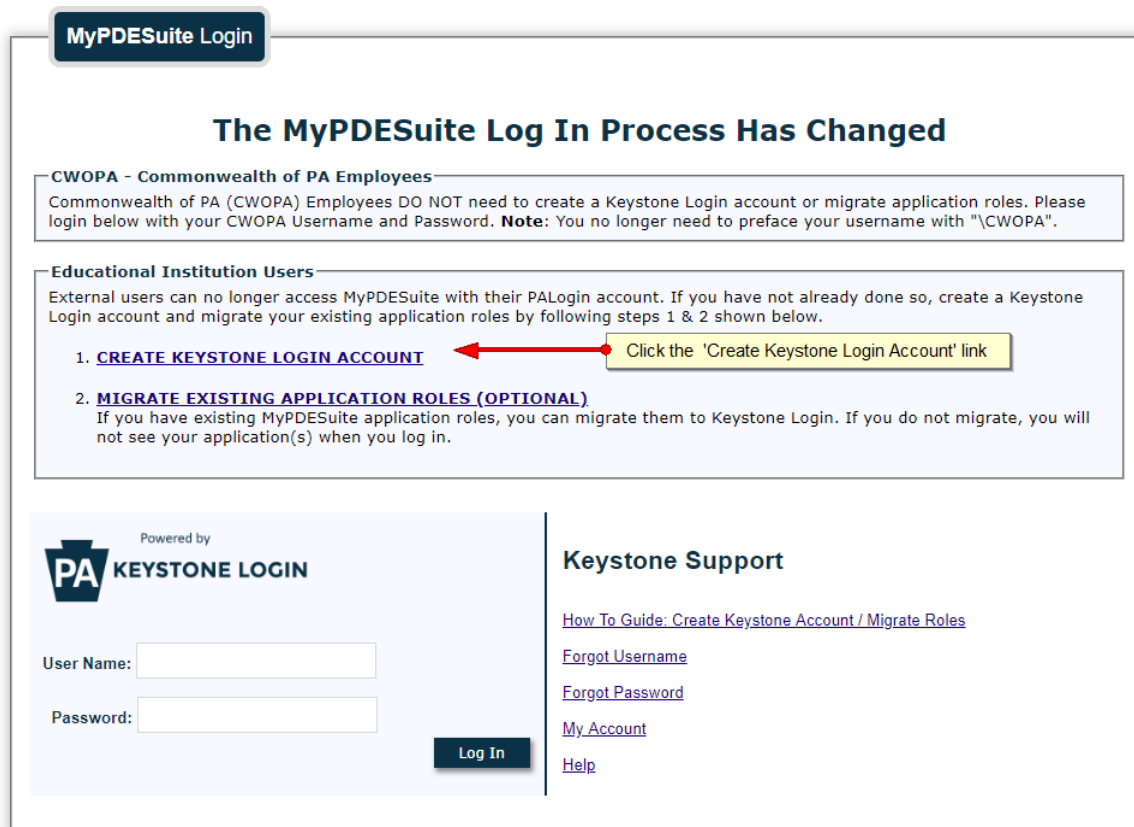
Users will need to register a Keystone Login account and use that to log in to MyPDESuite. **You can register and migrate early, but you won't be able to log in to MyPDESuite with the new Keystone account until December 19th, 2019.**

If they had application roles associated with their old PAlgin account, they must migrate their existing application roles.

CWOPA users do not need to do anything, they may continue login with their current CWOPA credentials.

Create Keystone Login Account

1. Navigate to the MyPDESuite Login page <https://www.mypdeapps.pa.gov>. Click the 'Create Keystone Login Account' link.



The screenshot shows the MyPDESuite Login page with the following content:

- MyPDESuite Login** (header)
- The MyPDESuite Log In Process Has Changed** (main heading)
- CWOPA - Commonwealth of PA Employees**
Commonwealth of PA (CWOPA) Employees DO NOT need to create a Keystone Login account or migrate application roles. Please login below with your CWOPA Username and Password. **Note:** You no longer need to preface your username with "\CWOPA".
- Educational Institution Users**
External users can no longer access MyPDESuite with their PAlgin account. If you have not already done so, create a Keystone Login account and migrate your existing application roles by following steps 1 & 2 shown below.
 1. **CREATE KEYSTONE LOGIN ACCOUNT** (highlighted with a red arrow pointing to a yellow box containing the text "Click the 'Create Keystone Login Account' link")
 2. **MIGRATE EXISTING APPLICATION ROLES (OPTIONAL)**
If you have existing MyPDESuite application roles, you can migrate them to Keystone Login. If you do not migrate, you will not see your application(s) when you log in.
- Powered by PA KEYSTONE LOGIN** (logo)
- Keystone Support**
 - [How To Guide: Create Keystone Account / Migrate Roles](#)
 - [Forgot Username](#)
 - [Forgot Password](#)
 - [My Account](#)
 - [Help](#)
- User Name:**
- Password:**
- Log In** (button)

2. Complete the Keystone Login Registration page. Fields marked with an asterisk are required. After completing the registration form click 'Register'. If successful you will be automatically redirected back to the MyPDESuite Login page.



Register

Personal Information:

First Name *

Last Name *

Date Of Birth *

Please note that fields marked with a red asterisk are required

Contact Information:

Email

Mobile Phone Number

Login Information:

Username *

Password *

Confirm Password *

The password must pass these rules:

- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Security Questions:

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

After completing the form click 'Register'

Keystone Login Registration Error: Email already in use

Some users are reporting that when they try to register a Keystone Login account, they are receiving an 'Email Already In Use' message. This prevents them from registering an account.

The Keystone Login directory has been in use for several years and it is possible that users had accounts created for various purposes in the past.

Solution Options

1. Recover Username and Password

You can recover the username and password associated with the existing account.

Forgot Username: <https://keystonelogin.pa.gov/Account/ForgotUserName>

Forgot Password: <https://keystonelogin.pa.gov/Account/ForgotPassword>

After recovering the account, you can migrate your roles to it and use it to log in to MyPDESuite.

2. Register a Keystone Login without email address

When registering a Keystone Login account the email address is optional. This means that you can register a username without entering an email address.

MyPDESuite does not use the Keystone Login email or phone number. If we do not have your email/phone, when you login to MyPDESuite you will be prompted to enter your work email and phone.

3. Request that your email address be freed for use

If you would like your email address to be removed from the existing account so that you can use it when registering a new account send an email to ra-edhubadmin@pa.gov. **The email must be sent from the email account that needs to be freed.** Put 'Keystone Login Email In Use' in the subject line. The body of the email should state that you are requesting that your email be removed from any existing Keystone Login accounts. You will receive a replay when this is completed.

Migrate Existing Application Roles (Optional)

If you have existing application roles tied to your PALogin username you can migrate those roles so that when you log in with your new Keystone Login username you will see your applications.

1. Click the 'Migrate Existing Application Roles (Optional)' link:

MyPDESuite

The MyPDESuite Log In Process Has Changed

CWOPA - Commonwealth of PA Employees

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Educational Institution Users


External users can no longer access MyPDESuite with their PALogin account. If you have not already done so, create a Keystone Login account and migrate your existing application roles by following steps 1 & 2.

1. [CREATE KEYSTONE LOGIN ACCOUNT - REGISTRATION SUCCESSFUL](#)
2. [MIGRATE EXISTING APPLICATION ROLES \(OPTIONAL\)](#)

If you have existing MyPDESuite application roles, you can migrate them to Keystone Login. If you do not migrate, you will not see your application(s) when you log in.

If you have existing Application Roles
Click here to migrate them to your
new Keystone Login account.

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 **KEYSTONE LOGIN**

User Name:

Password:

Keystone Support

[How To Guide: Create Keystone Account / Migrate Roles](#)

[Forgot Username](#)

[Forgot Password](#)

[My Account](#)

[Help](#)

How To Guide

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

2. To migrate your existing application roles you must enter both your old PLogin credentials as well as your Keystone Login credentials and click 'submit'.



PLogin Migration

Enter your credentials for your PLogin and Keystone Login accounts.

PLogin Credentials

Username *
Password *

Enter your old MyPDESuite Username and Password here.

Keystone Login Credentials

Username *
Password *

Enter your new Keystone Login Username and Password here.

If you do not know your PLogin password you can reset it here:
<https://palogin.state.pa.us/Login/Home/ForgotPassword>

If you do not know your Keystone Login password you can reset here:
<https://keystonelogin.pa.gov/Account/ForgotPassword>

If you receive this message: "PLogin account already mapped to a Keystone account" it means that you already registered a Keystone account and migrated it.

For further assistance call the Help Desk: 717-857-3737.

Login to MyPDESuite with Keystone Login credentials

1. Navigate to the MyPDESuite Login page <https://www.mypdeapps.pa.gov>.
Enter your new Keystone Login username and password:

MyPDESuite Login


The MyPDESuite Log In Process Has Changed

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1. **CREATE KEYSTONE LOGIN ACCOUNT**
2. **MIGRATE EXISTING APPLICATION ROLES (OPTIONAL)**
If you have existing MyPDESuite application roles, you can migrate them to Keystone Login. If you do not migrate, you will not see your application(s) when you log in.

Enter your new Keystone Login User Name, Password and click 'Log In'

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 **KEYSTONE LOGIN**

User Name:

Password:

Log In

Keystone Support

[How To Guide: Create Keystone Account / Migrate Roles](#)
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How To Guide

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

2. The first time you login with your Keystone Username you will be required to enter your work email address and work phone number and click update:

MyPDESuite Login

[Applications](#) [My Account](#) [Help](#) [Log Out](#)

My Account

Please update your account information. Fields that are marked with an asterik (*) or highlighted in yellow are required. To change your password or security questions log in to your [Keystone Login Account](#).

*** First Name:**

*** Last Name:**

*** Work Email Address:**

Address:

City:

State:

Zip Code:

*** Work Phone (10 digits only):**

Work Phone Extn:

The first time that you log in you will be required to enter your:

Work Email Address
Work Phone

Registration and Migration Complete

MyPDESuite Login

Applications [My Account](#) [Help](#) [Log Out](#)

My Applications

Access My Applications:

[EdNav2](#)

Education Names and Addresses.

If you have migrated successfully your pre-existing application links will be displayed.

What would you like to do?

[Register for an Application](#)

[Find out more about Applications](#)

[Find my Security Administrator](#)