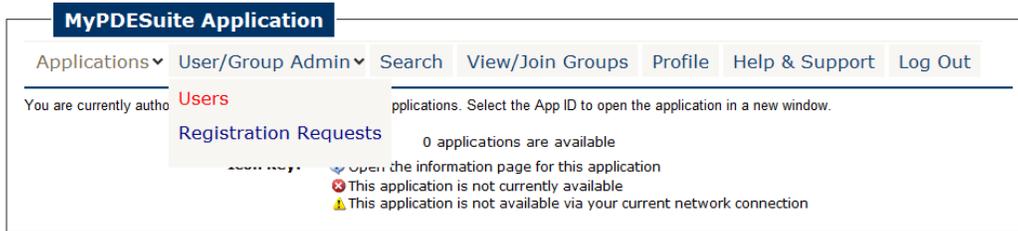


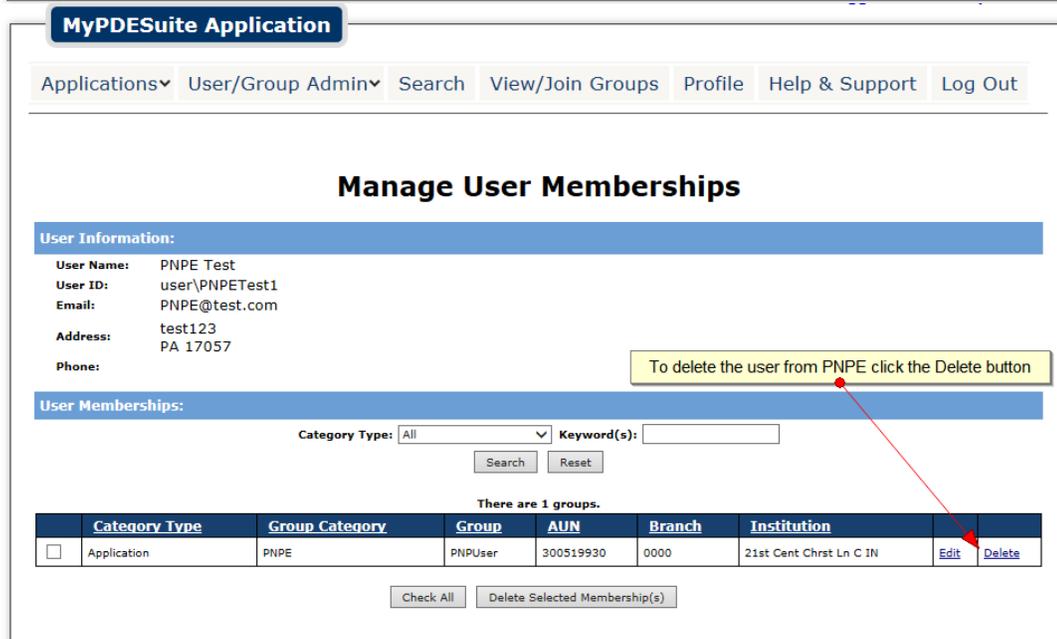
PDE has been directed by the PA Office of Administration and PA Auditor General to implement updated security policies for all educational institutions that use PDE online systems. As a result, all local educational institutions must review and confirm their PDE system users each year.

The PNPE – Local Administrator or Local Security Administrator for your institution should follow the below instructions annually to review your PNPE users and remove users who no longer need access.

1. Log in to MyPDESuite <https://www.mypdeapps.pa.gov>
2. Navigate to User/Group Admin > Users:



3. Review users in your list. If a user no longer requires access delete them:



Reference Documents: [Help and Support Page](#) [How To Delete a User From a Group](#)

If you require further assistance you can [create a Help Request](#) (Category: Applications Type: PNPE Item: Other) or call the Help Desk 717-506-2317.