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:

   ![MyPDESuite Application](image1)

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

   ![MyPDESuite Application](image2)

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.