

## 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.

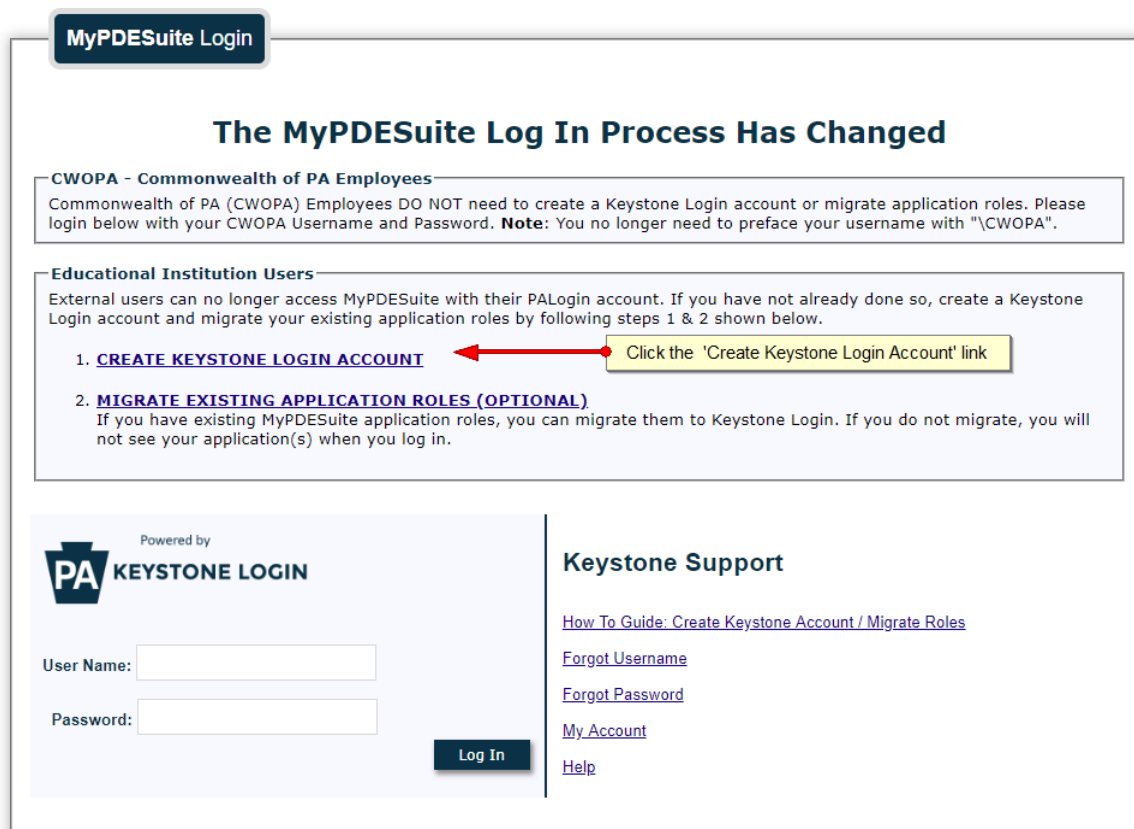
Users will need to register a Keystone Login account and use that to log in to MyPDESuite. **You can register and migrate early, but you won't be able to log in to MyPDESuite with the new Keystone account until December 19th, 2019.**

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. At the top, there is a dark blue button labeled "MyPDESuite Login". Below it, a heading reads "The MyPDESuite Log In Process Has Changed". The page is divided into two main sections: "CWOPA - Commonwealth of PA Employees" and "Educational Institution Users". The CWOPA section states that employees do not need to create a new account. The Educational Institution Users section explains that external users must create a new Keystone account and migrate their roles. It lists two steps: 1. "CREATE KEYSTONE LOGIN ACCOUNT" (highlighted with a red arrow pointing to a yellow box labeled "Click the 'Create Keystone Login Account' link") and 2. "MIGRATE EXISTING APPLICATION ROLES (OPTIONAL)". Below the instructions, there is a login form with fields for "User Name:" and "Password:", a "Log In" button, and the "PA KEYSTONE LOGIN" logo. To the right of the login form, there is a "Keystone Support" section with links for "How To Guide: Create Keystone Account / Migrate Roles", "Forgot Username", "Forgot Password", "My Account", and "Help".

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](mailto: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.



## How To Guide

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

### Migrate Existing Application Roles (Optional)

If you have existing application roles tied to your PAMLogin 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

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 PAMLogin 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.



Powered by

User Name:

Password:

Log In

#### Keystone Support

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

[Forgot Username](#)

[Forgot Password](#)

[My Account](#)

[Help](#)



## How To Guide

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

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



### PAMLogin Migration

Enter your credentials for your PAMLogin and Keystone Login accounts.

#### PAMLogin 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.

Submit

Cancel

If you do not know your PAMLogin 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: "PAMLogin 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.



## How To Guide

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

### 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

#### 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 PLogin 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](#)

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'



Powered by

User Name:

Password:

Log In

#### Keystone Support

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

[Forgot Username](#)

[Forgot Password](#)

[My Account](#)

[Help](#)



## How To Guide

[www.education.pa.gov](http://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:

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

Work Email Address  
Work Phone

Address:

City:

State:

Zip Code:

\* Work Phone (10 digits only):

Work Phone Extn:



## Registration and Migration Complete

**MyPDESuite Login**

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

### My Applications

**Access My Applications:**

[EdNAv2](#) Education Names and Addresses.

**What would you like to do?**

[Register for an Application](#)

[Find out more about Applications](#)

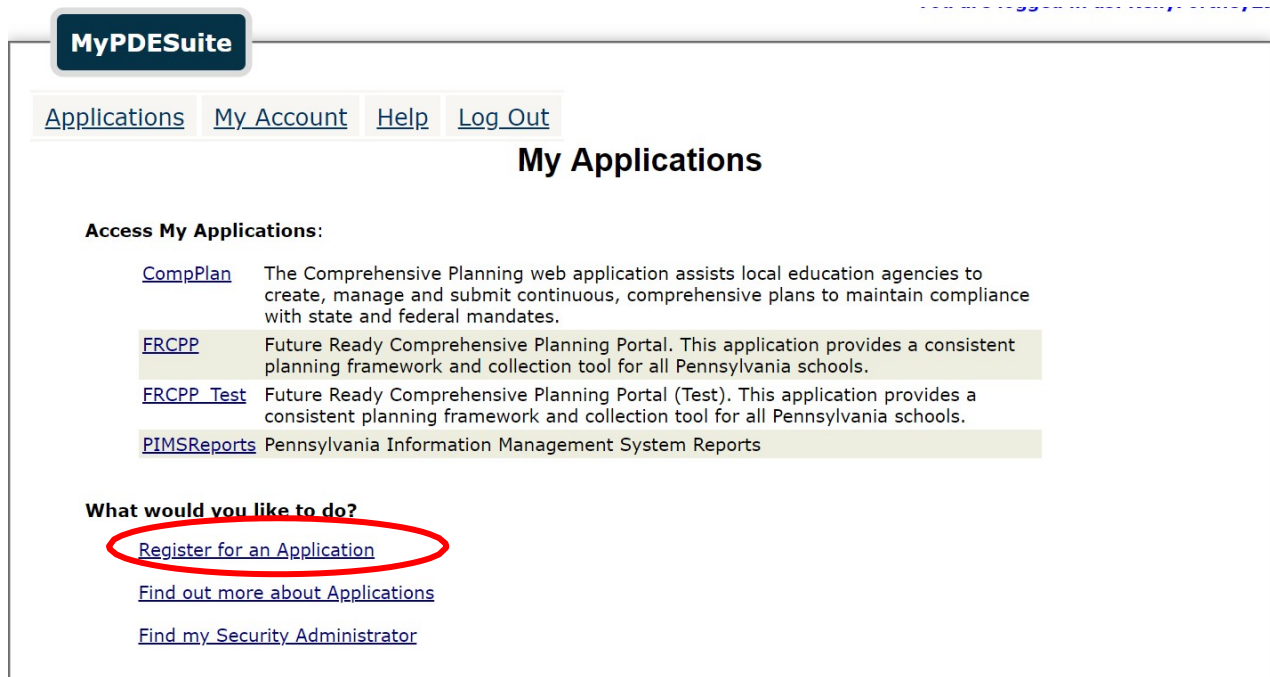
[Find my Security Administrator](#)

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

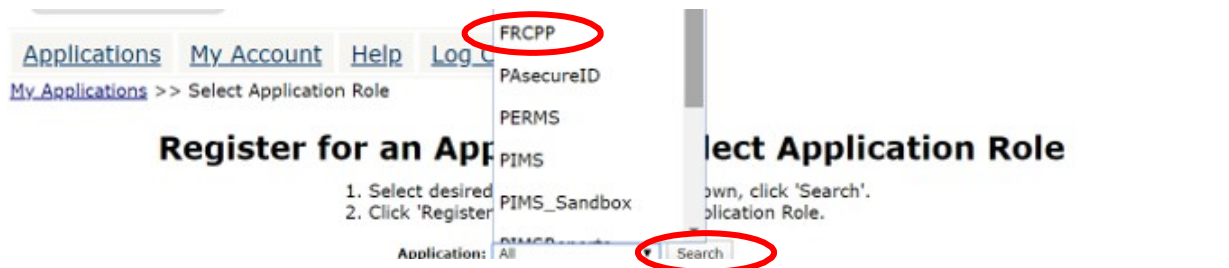


# Accessing the Future Ready Comprehensive Planning Portal and Gaining Access to LEA and School Plans

1. Click “Register for an Application”



2. Use the “Application” dropdown to select FRCPP and then click “Search”



3. Select "Register" next to the LocalUserAdmin Application role.

## Register for an Application: Select Application Role

1. Select desired Application from dropdown, click 'Search'.
2. Click 'Register' next to the desired Application Role.

Application:

Application	Role	Description	
FRCPP	LocalUser	FRCPP user at the local level.	<a href="#">Register</a>
FRCPP	LocalUserAdmin	Allows user to add a new user to their agency, add agency access to an existing user within the system, remove a user's agency access, and adjust agency user roles.	<a href="#">Register</a>

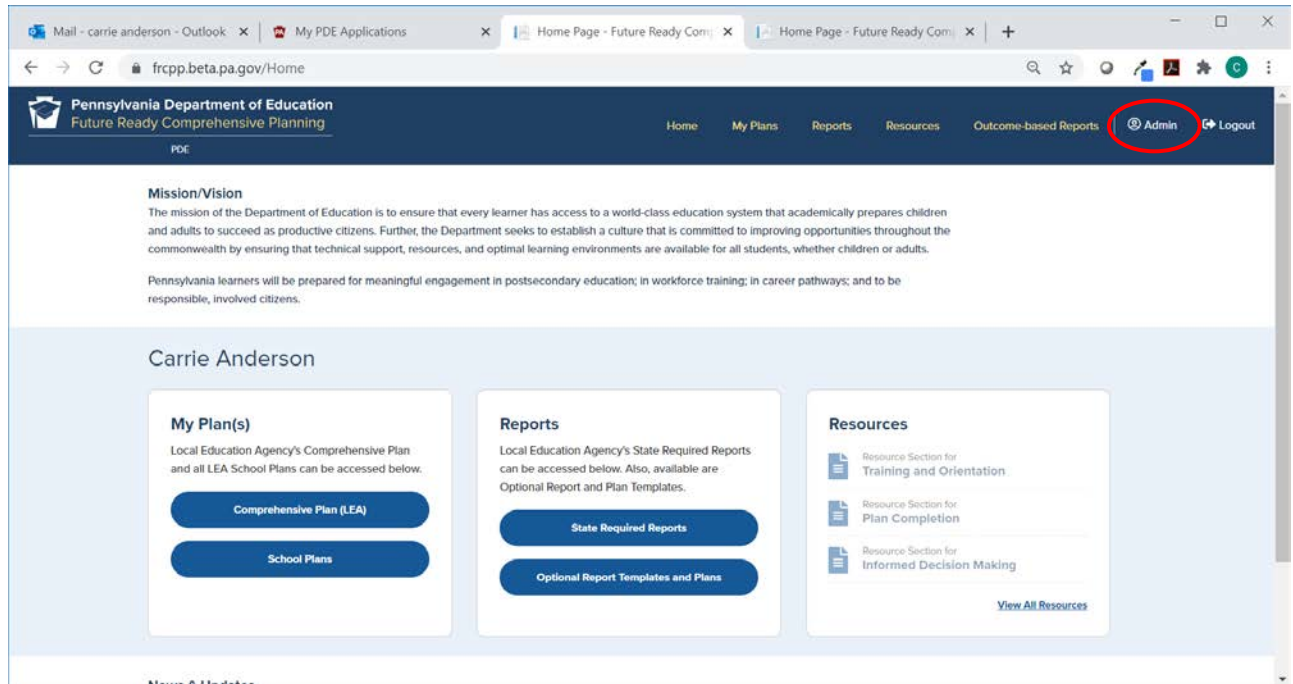
4. If your LEA is not automatically listed enter the LEA's name into "Search by keyword(s)" and click "Search".

Search by keyword(s):  AUN:   
Category:  County:

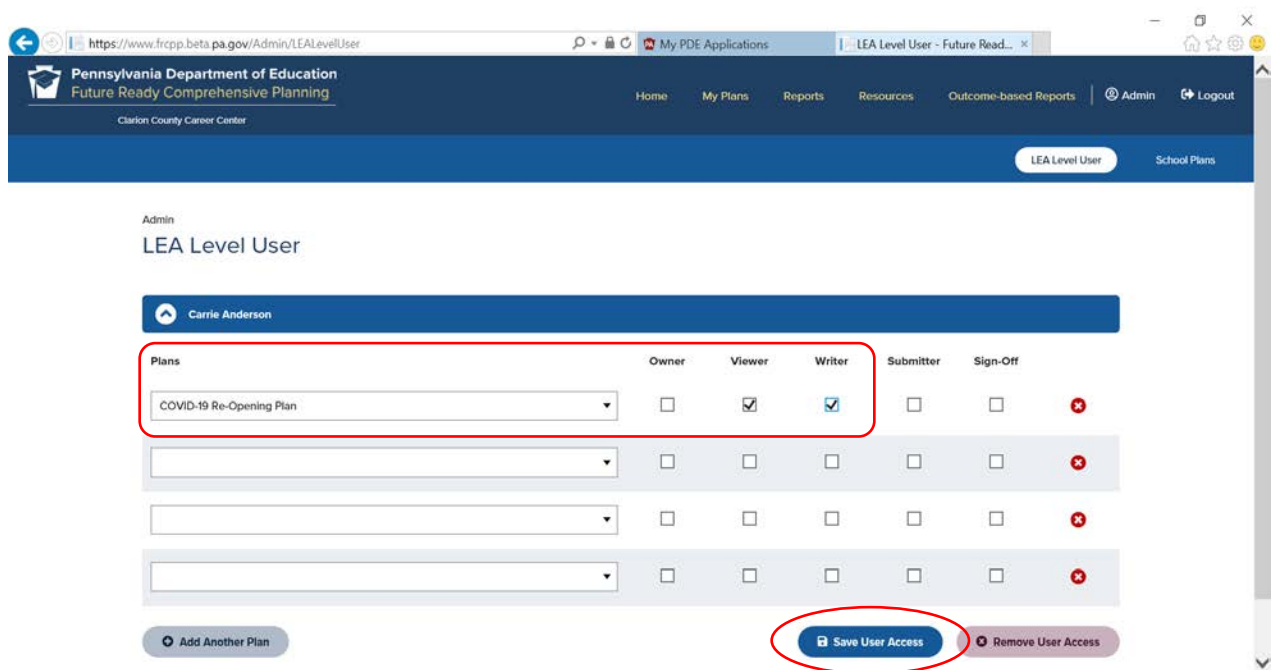
5. Select "Register" next to the LEA's name. Make sure you are registering at the LEA level (Branch Code 0000)
6. Once the FRCPP application is appearing under My Applications in the MyPDESuite, you will need to give yourself access to the Reopening Plan.

# Gaining Access to the Reopening Plan in FRCPP

1. Click on the Admin button



2. Select the Reopening Plan from the drop-down menu and assign yourself Viewer and Writer access
3. Click on Save User Access



- Select Reports from the top blue header
- Click on Reopening Instructional Plans

The screenshot shows a web browser window with the URL <https://www.frcpp.beta.pa.gov/Reports/StateRequiredReports>. The page header is dark blue with the Pennsylvania Department of Education logo and text: "Pennsylvania Department of Education", "Future Ready Comprehensive Planning", and "Clarion County Career Center". Navigation links include "Home", "My Plans", "Reports" (circled in red), "Resources", "Outcome-based Reports", "Admin", and "Logout". Below the header, there are two tabs: "State Required Reports" (active) and "District (Optional) Reports". The main content area is titled "State Required Reports" with a help icon. It contains three report cards:

- Curriculum, Assessment, and Instruction Reports**  
Last Accessed: 5/22/2020 10:16:25 AM  
By: carranders
- Professional Development Plans**  
Last Accessed: 5/28/2020 7:10:34 PM  
By: c-amuir
- Reopening Instructional Plans** (circled in red)  
Last Accessed: 1/1/1900 12:00:00 AM

The footer includes the Pennsylvania Department of Education logo, copyright information "Copyright © 2020 Commonwealth of Pennsylvania", and links for "Site Navigation/Resources", "Contact Us", and "Site Map".