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 PAlogin 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 PAlogin 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

   Click the ‘Create Keystone Login Account’ link.
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.
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](https://keystonelogin.pa.gov/Account/ForgotUserName)
   
   Forgot Password: [https://keystonelogin.pa.gov/Account/ForgotPassword](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:
2. To migrate your existing application roles you must enter both your old PALogin credentials as well as your Keystone Login credentials and click ‘submit’.

If you do not know your PALogin 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: “PALogin 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.
1. Navigate to the MyPDESuite Login page [https://www.mypdeapps.pa.gov](https://www.mypdeapps.pa.gov). Enter your new Keystone Login username and password:
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:
Registration and Migration Complete

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.

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

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