Pennsylvania Information Management System (PIMS)
Registering to use the PIMS Application

Introduction

The Pennsylvania Department of Education maintains a group of online systems called ePDE that Pennsylvania education organizations use to report information. The ePDE web portal is the gateway to access all ePDE applications.

These instructions will walk you through the process of registering to use the PIMS Application. **Before you can register to use PIMS, your institution must have an PIMS Approver.** An email has been sent out to your institution’s ePDE WebPortal Security Administrator instructing them to appoint someone at your institution as the Approver for PIMS.

Registration Process: Overview

Registering to use PIMS involves a few steps, described in general here. Specific instructions for each step start on the next page.

- **Step 1**: Make sure you have a valid e-mail address. You cannot register to use the PIMS application without a valid e-mail address.
- **Step 2**: Create a User ID and password in the PA PowerPort.
- **Step 3**: Follow the steps to register for the PIMS application.
- **Step 4**: Notify the PIMS Approver that you submitted a registration request. The PIMS Approver must approve your registration request before you can access the PIMS application.
- **Step 5**: Log on to the ePDE WebPortal and access the PIMS application.
Registering To Use the PIMS Application: Detailed Instructions

Step 1: Make sure all users have a valid e-mail address.

Setting up a user ID in the Pennsylvania PowerPort, which is done in Step 2, requires that the person requesting an ID have a valid e-mail address. So, it's important that each person you identified in step 1 have their own e-mail address.

If any user doesn't have a valid e-mail address at institution, they can use a home e-mail address, but it should be accessible online from institution. As users attempt to set up their ID, e-mail is sent to this address confirming the ID and password.

If a user doesn't have e-mail at institution or at home, a free e-mail account can be set up at many sites such as www.yahoo.com, gmail.google.com, or www.hotmail.com.
To register to use the PIMS Application you must establish a User ID and password as follows:

Open an internet browser and go to http://www.pde.state.pa.us.

Click the e-PDE Web Portal link.

Click Direct Link to the e-PDE Web Portal.
Click the Create a PA PowerPort Login link.
Complete the required fields (marked with an asterisk) on the PAPower Subscription Registration page. Under User Category, select ‘ePDE User’ from the dropdown. Record your User ID and password in a secure place. Click Submit.
Step 3: Register to use the PIMS Application.

Open an internet browser and go to http://www.pde.state.pa.us.

Click the e-PDE Web Portal link.

Click Direct Link to the e-PDE Web Portal.
Click the Login to PA PowerPort link.

Enter the UserID and Password that you created in step 2 and click Login.
You will be redirected to the ePDE Web Portal. Your user ID will appear under Current User on the left navigation bar.

The first time you log onto the ePDE Web Portal, you will be asked to update your user profile. Click on the Modify Your User Profile link.

Update your user information.
Click the Save button, then click the Return button.
You will need to know the name of the PIMS Approver for your institution. The PIMS Approver is the person who will review your registration request.

Click on the Administrator Report link and follow the online instructions to find out who your PIMS Approver is.

If no PIMS Approver is shown, you cannot register to use the PIMS Application. If a Security Administrator is listed, you can find the name of your Security Administrator on the Administrator Report screen. Tell your Security Administrator that a(n) PIMS Application Approver needs to be designated.

If there is no Security Administrator shown for your institution, tell your institution administrator that a request for Initial Security setup must be sent to the PDE. A link on the Administrator Report screen provides instructions on how to do this.
Return to the ePDE Web Portal page and click the Register for an ePDE Application link.

Click the Select Application link.
Click the PIMS Link.

Click the Select Educational Entity and Security Role Link.

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### Applications

- ESPP
- PLS
- ASEPP
- ESE
- Extra

### Links

- DriverEd
- eCert
- EDGr
- EdNA
- ESPE
- ESPP
- eTransport
- FAI
- GEDOnline
- GPR
- LEF-LEA
- LEP-School
- PAAPSA
- PASECIO
- PERMS
- PIMS
- PLS
- PNPE
- RES
- SDC
- SerCEn
- SPF
- SSE
- SupPer
- SWLSC
- YSYM

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**Registration Process**

Be the following steps to Register for an Application:

1. You have selected the EDGr application. To select another application for which you would like to register, click **Select Application**.

2. To select an educational entity and security role(s) for EDGr, click **Select Educational Entity and Security Role**.

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Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333

Support Policy: Support is provided for the ePDE Web Sites from 6am to 4pm, Monday through Friday (excluding holidays).

Maintenance Policy: The ePDE Web Sites may be unavailable on the first Sunday of each month, from 7am to 8pm, for routine maintenance.
Enter your AUN, or use the Look up AUN link. When using the look up link select the institution from the list.

Click in the checkbox to select PIMS Web User.

Click the Submit button.

Your registration has been submitted. Click on the OK Button.

Your PIMS Approver must log on to the ePDE Web Portal, and approve your registration request before you can access the PIMS application.
Step 4: Notify your PIMS Approver

You must now notify your PIMS Approver that you have submitted a registration request. Your PIMS Approver must log on to the ePDE Web Portal and approve your registration request. Your registration request must be approved before you can access the PIMS Application.

Step 5: Access the PIMS Application.

After your PIMS Approver has approved your registration request, you may access the PIMS Application.

Open an internet browser and go to [http://www.pde.state.pa.us](http://www.pde.state.pa.us).

Click the e-PDE Web Portal link.
Click **Direct Link to the e-PDE Web Portal**.

Click the **Login to PA PowerPort** link.
Enter the UserID and Password that you created in step 2 and click Login.
Under the Applications heading on the left side of the screen, click the PIMS link. This will take you to the PIMS Application.

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- Congratulations... You are a registered user with the PA PowerPort and are currently logged in. You may proceed to use the ePDE Web Portal functions provided below.

- **Update your User Profile**
  - If you would like to modify your User Profile, click [Modify User Profile].

- **Register to use one of PDE’s Applications**
  - If you would like to register to use one of PDE’s Applications, click [Register for an ePDE Application].

- **Access a PDE Application for which you are currently registered**
  - If you would like to use a PDE Application that you’re currently registered for, click [Access a Registered Application].

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The following steps can be done at any time to approve user access or administer security.
ePDE Web Portal Help Desk

If you have questions or problems, or if you don't receive notification that your security has been established within two weeks, please contact the ePDE Web Portal Help Desk:

E-mail:  ra-egrantshelp@state.pa.us
Telephone:  717-783-6686

Be sure to include your name, your institution's name, and your telephone number in any email, so our technical support staff can call you if needed.