

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.

Step 2: Create a User ID and password.

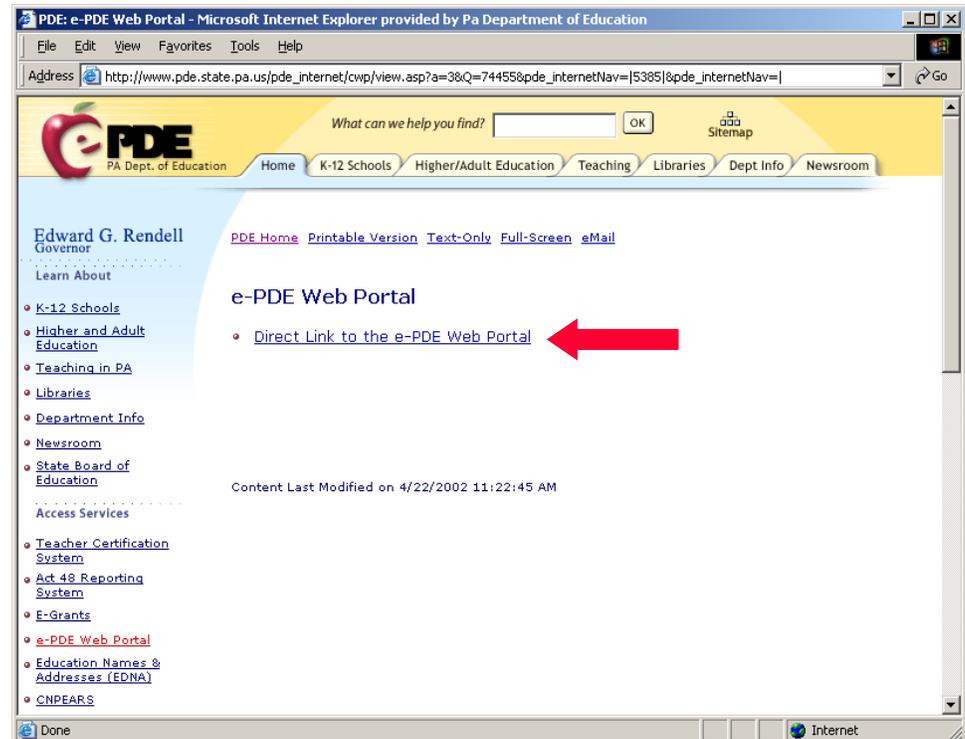
To register to use the PIMS Application you must establish a User ID and password as follows:

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.

https://www.epdeportal.ed.state.pa.us/WEBPortal_Intro.asp - Microsoft Internet Explorer provided by PA Department of Education

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Address https://www.epdeportal.ed.state.pa.us/WEBPortal_Intro.asp Go

PDE PA Dept. of Education **ePDE Web Portal**

Edward G. Rendell Governor

Log Out

Current User
No Current User

Site Links

- Home Page
- FAQs
- User Profile Report
- Administrator Report
- Recommended PC Setup
- Application Descriptions
- Application Contacts

Applications
No Applications

Welcome to the ePDE Web Portal

Attention: Charter Schools, Intermediate Units, and Career and Technical Schools are NOT required to report "Your Schools Your Money" to the Department. School Districts are the only entities that need to complete the data collection for 2002-03.

Follow the steps below to use the ePDE Web Portal

- **Register/Login in to the PA Power Port**
 - o You must have a PA PowerPort Login to use any of PDE's Applications. If you currently don't have a PA PowerPort Login, click [Create a PA PowerPort Login](#) to create a login.
 - o You must be logged in to the PA PowerPort to use any of PDE's Applications. You're currently not logged in, click [Login to PA PowerPort](#) to login to the PA PowerPort.

Return

Best viewed using IE 6.0 or Netscape 7.0

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Support Policy: Support is provided for the ePDE Web Sites from 8am 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 5pm, for routine maintenance.
[Commonwealth of Pennsylvania Privacy Policy](#) [Contact PDE Help Desk](#)

Done Internet

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*.

PA PowerPort - Microsoft Internet Explorer provided by PA Department of Education

File Edit View Favorites Tools Help Back Forward Stop Search Favorites Media Print Address

START HERE

Most Requested Services
 Most Requested Forms
 Frequently Asked Questions
 Links to State Agencies
 Contact Your Legislators
 Research Legislative Bills
 Email For Help
 Commonwealth Info Center

INFO & SERVICES

 e-GOVERNMENT SERVICES

About PA
 Business in PA
 Government in PA
 Learning in PA
 Living in PA
 Technology in PA
 Visiting PA
 Working in PA

HELPFUL TOOLS

- Site as Text-only
- PA Keyword look-up
- PA Navigator pop-up

VIRTUAL NEWSSTAND

Regional News
 Click on a media market below for local Newspaper, Radio and TV sites.



- Greater Philadelphia
- Lehigh Valley
- Northeast PA
- Susquehanna Valley
- Central PA
- Northwest PA
- Greater Pittsburgh

[Archived Press Releases](#)

PAPower Subscription Registration

Fill in the form below to receive information via e-Mail and subscribe to eAlerts!
 * = Required Field Already have an account? Please [Log in](#) now.

Name Prefix:

First Name: *

Last Name: *

Name Suffix:

Company:

Title:

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

Phone:

Fax:

Email Address: *

User Category:

User ID: *

Password: *

Confirm Password: *

If you ever lose your username or the password sent to you in your registration confirmation e-mail, we will ask you the following question, and need to receive your given answer, to confirm your identity.

Question: *

Answer: *

Please send me email about Events and Activities.
 Would you like to receive e-mail updates about enhancements to the PA PowerPort and agency e-government services?

Yes No

Internet

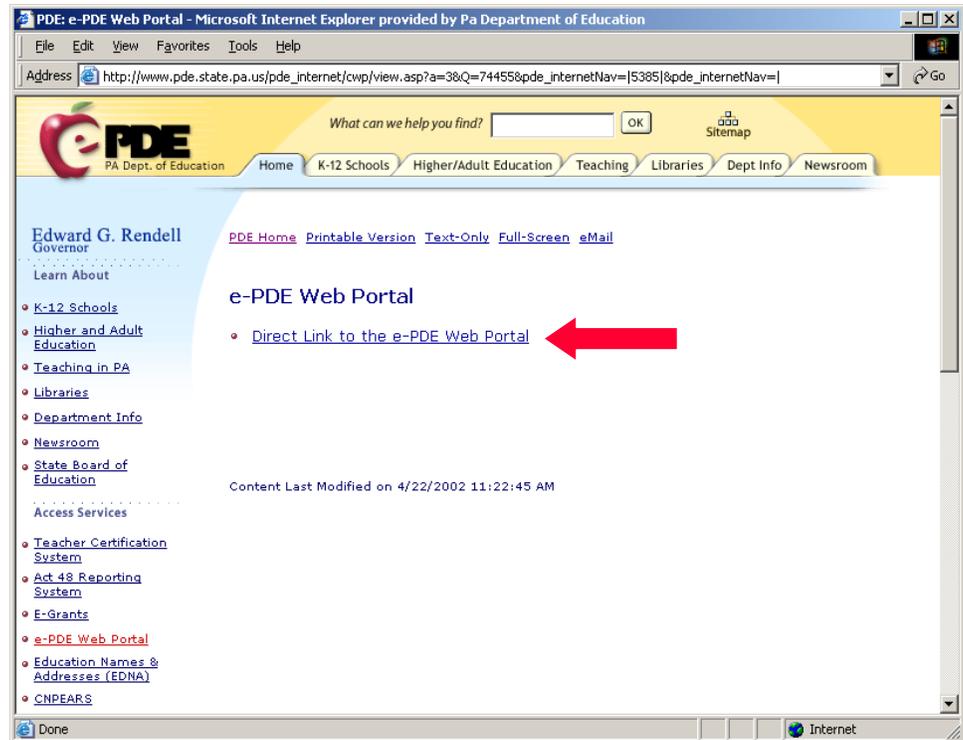
Step 3: Register to use the PIMS Application.

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.

ePDE Web Portal

Edward G. Rendell
Governor

Welcome to the ePDE Web Portal

Follow the steps below to use the ePDE Web Portal

- **Register/Login in to the PA Power Port**
 - You must have a PA PowerPort Login to use any of PDE's Applications. If you currently don't have a PA PowerPort Login, click [Create a PA PowerPort Login](#) to create a login.
 - You must be logged in to the PA PowerPort to use any of PDE's Applications. You're currently not logged in, click [Login to PA PowerPort](#) to login to the PA PowerPort.

Return

Best viewed using IE 6.0 or Netscape 7.0 **CHOOSE**

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Visit the **PA PowerPort** www.state.pa.us

Enter the UserID and Password that you created in step 2 and click *Login*.

PA PowerPort™
www.state.pa.us

PA Keyword: **OK**

Subject Search: **OK**

Welcome To Pennsylvania
Gov. Edward G. Rendell

Member of PA Login

Site Access

User ID:

Password:

Login

Register
Register for access to PA PowerPort

Forgot Password?
Forgot your Password? Retrieve it Here!

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.

ePDE Web Portal

Welcome to the ePDE Web Portal

Follow the steps below to use the ePDE Web Portal

- **Register/Login in to the PA Power Port**
 - 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**
 - Your user profile information is incomplete. You must update it before proceeding to use other ePDE Web Portal functions, click [Modify Your User Profile](#) to update your profile.

Return

Best viewed using IE 5.5 or Netscape 6.1

Update your user information. Click the *Save* button, then click the *Return* button.

ePDE Web Portal

Registration Process
User Profile Maintenance

Please enter your user information. The UserID and Email fields are pulled from your PA PowerPort profile and aren't updatable here. If you need to change these fields, click the **Go to Profile** box next time you login to the PA PowerPort. To save your changes, you must press the **Save** button. To return to the Registration Process page, press the **Return** button.

Note: Fields marked with a * are required fields.

User Information	
User Id:	crosing
User Name:	Christopher Rosing *
Job Title:	App Dev 1 *
Email:	crosing@state.pa.us
Phone:	(717)123-4567 * Must be entered in format: (999)999-9999
Extn:	

Save **Return**

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.

ePDE Web Portal

Welcome to the ePDE Web Portal

Follow the steps below to use the ePDE Web Portal

- **Register/Login in to the PA Power Port**
 - 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](#).

Return

Click the *Select Application* link.

ePDE Web Portal

Registration Process

Do the following steps to Register for an Application:

- To select the application for which you would like to register, click [Select Application](#).
- To select an educational entity and security role(s), click [Select Educational Entity and Security Role](#).

Return

Best viewed using IE 5.5 or Netscape 6.1 **CHOOSE**

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Click the **PIMS** Link.

Applications	Link	Description
ESPP	DriverEd	Driver Education
PLS	eCerts	Online Applications for Teacher Certification
ASEP	EDGR	Electronic Dropouts and Graduate Report
ESPE	EdNav2	EdNA Online Application
eTran	ESPE	Elementary Secondary Public Enrollments
	ESPP	Elementary/Secondary Professional Personnel
	eTran	Pupil Transportation
	FAI	Financial Accounting Information
	GEDOnline	GEDOnline
	GRRL	Government Relations Request Log
	LEP-LEA	Limited English Proficiency - District Level
	LEP-School	Limited English Proficiency - School Level
	PAAPSA	PAAPSA
	PAsecureID	PAsecureID
	PERMS	PERMS
	PIMS	PA Info Mgmt System
	PLS	Private Licensed Schools
	PNPE	Private and non public school enrollments
	RES	RES
	SDC	School Design Clearinghouse
	SecCEn	Secondary Course Enrollment
	SPF	School Performance Funding
	SSR	Social Security Reimbursement
	SupPer	Support Personnel
	SWLC	Statewide Library Card System
	YSYM	Your Schools, Your Money



Return

Click the **Select Educational Entity and Security Role** Link.

Best viewed using IE 5.5, or Netscape 6.1



ePDE Web Portal

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Governor

Registration Process

Log Out

Current User
crossing

Site Links

- [Home Page](#)
- [FAQs](#)
- [User Profile Report](#)
- [Administrator Report](#)
- [Application Descriptions](#)
- [Application Contacts](#)

Applications

- [FAI](#)
- [YSYM](#)
- [SPF](#)
- [SSR](#)
- [EDGR](#)
- [LEP-School](#)
- [LEP-District](#)
- [ASEP](#)
- [PLS](#)
- [GED](#)

Do the following steps to Register for an Application:

- You have selected the EDGR application. To select another application for which you would like to register, click [Select Application](#).
- To select an educational entity and security role(s) for EDGR, click [Select Educational Entity and Security Role](#).

Return

Best viewed using IE 6.0, or Netscape 7.0 **CHOOSE**

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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.

ePDE Web Portal

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Registration Process

Select an Educational Entity and Security Role(s) for PIMS

Follow the following steps to select the educational entity and security role for which you would like to register.

- Type your educational entity's AUN in the **AUN** textbox or select **Look Up AUN** to search for an entity.
- Select a security role(s) from the **Security Access - Choose a Role(s)** table
- When both have been selected, press the **Submit** button.

Register to use Application

User Id: crossing

AUN: [Look up AUN](#)

Select	Role Name	Role Description
<input checked="" type="radio"/>	PIMS Administrator	This role allows the user to administer PIMS.

Submit **Clear Form** **Return**

Best viewed using IE 5.5 or Netscape 6.1

****Test Version** Connected to SQL-Server EDSQLD01 **Test Version****

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Visit the **PA PowerPort**

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.

ePDE Web Portal

Welcome to the ePDE Web Portal

Follow the steps below to use the ePDE Web Portal

- Register/Login in to the PA Power Port

Microsoft Internet Explorer

Your registration request has been submitted for approval.

OK

Return

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.

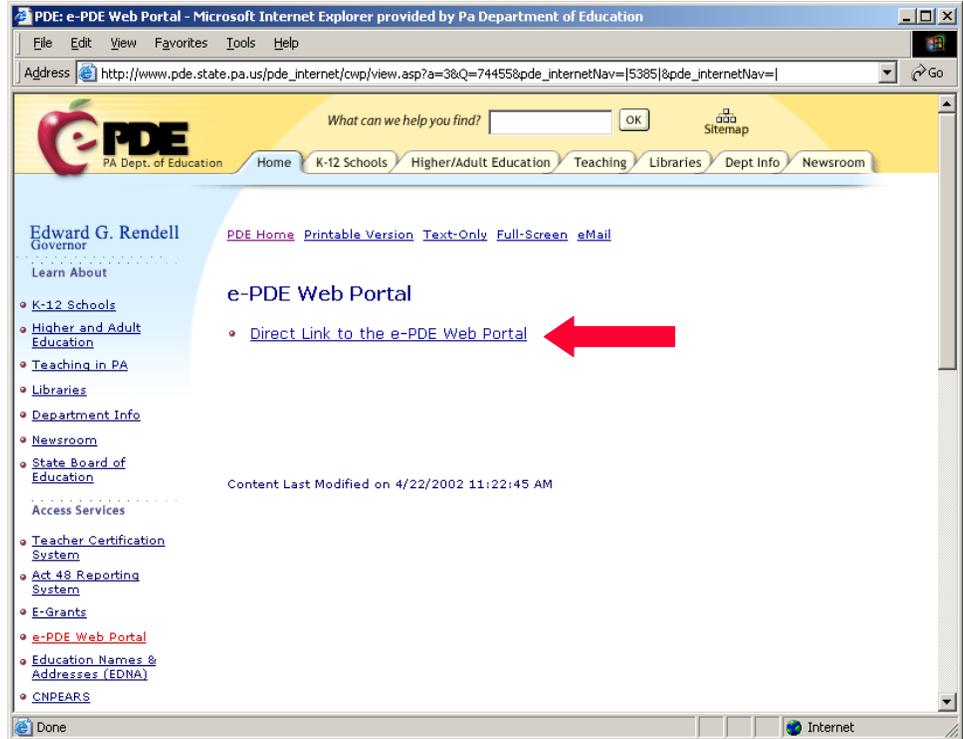
After your PIMS Approver has approved your registration request, you may access the PIMS Application.

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

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*.

The screenshot shows the PA PowerPort website interface. At the top left is the PA PowerPort logo with the URL www.state.pa.us. To the right are search boxes for 'PA Keyword' and 'Subject Search', each with an 'OK' button. Further right is a 'Site map' icon and a 'Welcome To Pennsylvania Gov. Edward G. Rendell' banner with a portrait of the governor. Below the header is a navigation bar with 'Customize the PA PowerPort. Click here...' and 'Login to myPA PowerPort'. The main content area is titled 'Site Access' and features a 'Member or PA Login' icon. It contains two input fields for 'User ID' and 'Password', followed by 'Login', 'Register', and 'Forgot Password?' buttons. A link for 'Register for access to PA PowerPort' is also present. At the bottom, there is a link for 'Forgot your Password? Retrieve it Here!'.

Under the Applications heading on the left side of the screen, click the PIMS link. This will take you to the PIMS Application.



The screenshot shows a navigation menu on the left side of a web portal. It is divided into three sections: 'Current User' with a sub-link 'crossing'; 'Site Links' containing links for 'Home Page', 'FAQs', 'User Profile Report', 'Administrator Report', 'Application Descriptions', and 'Application Contacts'; and 'Applications' containing links for 'ESPP', 'PLS', 'ASEP', 'ESPE', 'eTran', and 'PIMS'. A large red arrow points to the 'PIMS' link.

o 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**

o If you would like to modify your User Profile, click [Modify User Profile](#).

• **Register to use one of PDE's Applications**

o 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**

o If you would like to use a PDE Application that you're currently registered for, click [Access a Registered Application](#).

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.