What is TIMS?

- The Teacher Information Management System (TIMS) incorporates an online certification process that replaces the Teacher Certification System (TCS). This new system collects and manages data related to professional educators.
- A central site for processing and collecting data related to professional educators, including certifications, designations, disciplinary actions and highly qualified teacher qualifications.
- A link between an educator's employment data and certification record.
- An internal database which allows for the sharing of information between PDE's many bureaus.
- A streamlined system for submitting, processing and approving teacher certifications.
- An online teacher certification system, providing a two-way line of communication between PDE and applicants, educators, local educational agencies (LEAs), institutions of higher education (IHE) and Educator Preparation Programs.
- The ability for users to complete payment transactions online to pay certification fees.
- A personalized "dashboard" for applicants, educators, LEAs and IHEs to better manage certification applications and requirements workload.
- A streamlined system for submitting, processing and approving public librarians and Certificates of Preliminary Education for Funeral Directors and Nursing Students.
Abbreviations Used in TIMS

- **Dashboard** – your TIMS home page
- **Education Preparation Program (EPP)** – the coursework you completed at a college, university or other provider that provides the training needed for this certification.
- **Institution of Higher Education (IHE)** – college or university where you completed the preparation program required for certification
- **Local Education Agency (LEA)** – your current or past employer, such as a school district, charter school, private school, vocational AVTS/CTC school or intermediate unit.
- **Pennsylvania Department of Education (PDE)**
- **Teacher Information Management System (TIMS)**

**Tip for Successfully Using TIMS**

Only provide the information that is requested and relevant to this application. Prior programs and additional degrees for different subjects or credentials should not be added at this time.
TIMS Profile Update Process Overview

1. Establish a Pennsylvania Department of Education (PDE) “portal” log in
2. Wait until your registration is confirmed, which may take up to 24 hours
3. Complete Teacher Information Management System (TIMS) Profile Update
This is a ONE-TIME process.
If you already have a log in, please skip to slide 8
1. Navigate to www.education.state.pa.us
2. Click on the Register link
Complete the registration form.

- Information with a red * asterisk must be supplied.
- Use a permanent personal email address (not one issued by an employer or a college/university).
- Record the email address used.
- Record your User ID
  - It should NOT have spaces
  - It is NOT case sensitive
- Record your Password
  - It IS case sensitive
  - It must have at least one:
    - Capital letter;
    - Lower case letter;
    - Number; and
    - Visible symbol
  - It should NOT have spaces
- Create a very easy security question with an answer you will remember
After successfully completing and submitting the registration form you must

wait for a registration confirmation email

before you may log into TIMS for the first time.

It may take up to 24 hours to receive the confirmation.
Log into the PDE portal using the information entered and recorded in the registration process:

1. Log onto www.education.state.pa.us

2. Click on the Log In link
Log into the PDE portal using the information entered and recorded in the registration process:

1. Enter the User Id created during the registration process in the Username area

2. Carefully enter the Password remembering that it is case sensitive

Three Strikes and You’re Out...
• If you fail to log in within three attempts your account will be locked for 30 minutes.
• Use the Forgot Password button after the second attempt. You will receive two emails:
  • The first will contain your User Id
  • The second will have a new password.
  • Use the User Id and new password to log in.
Now that you are logged into the PDE portal:

- Click on the *Teachers and Teacher Certifications* link
  
  OR

- Click on the Teachers Picture
Navigate to the TIMS Page

Click on the TIMS logo
Access TIMS

Click on the Access TIMS link
Access TIMS

Click on the Access the TIMS application by clicking here link

(Note, you must be logged into the PDE portal to see this link.)
Establish Your TIMS Profile

• This is a ONE-TIME process.
• Please proceed slowly and carefully on this page.
• Read both notes before entering information
• Note your PPID in the pop-up box that appears after clicking on the Continue button. **Write down 7-digit number for future reference.**

It is imperative that this section be populated correctly; entries cannot be changed.

Citizenship Information will be added to this screen in October 2012.

* Denotes required information
Welcome to the TIMS “Dashboard” (Home Page)
Click on “View & Update My Profile” to update your personal information. Grayed out fields, such as your name and social security number, must be changed using the “Name or SSN Change Application” button.