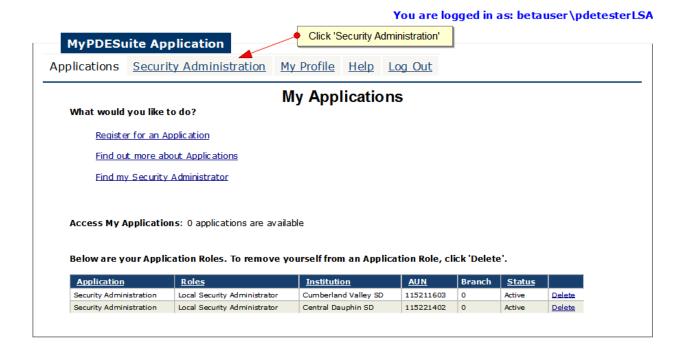


www.education.pa.gov https://www.mypdeapps.pa.gov

Add Users to Application and Security Administration Roles

This guide is for security administrators and details the process to directly add a user to an Application or Security Administration Role.

- 1. Login to the MyPDESuite website https://www.mypdeapps.pa.gov
- 2. Click 'Security Administration'. If you do not see the Security Administration link it means that you are not a Security Administrator and thus cannot view/delete users.



3. Click 'Add Users to an Application'

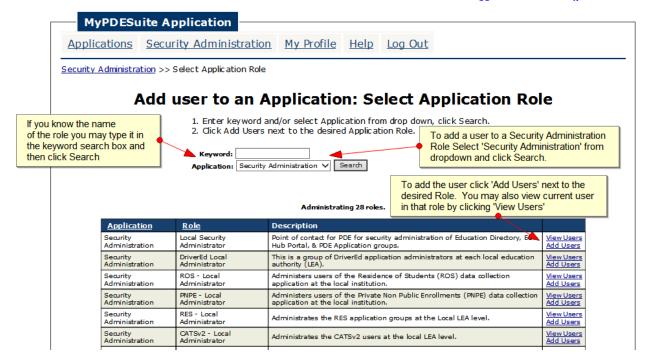




4. To add a user to an Application Role either enter a keyword search or select the application abbreviation from the dropdown menu. To add a user to a Security Administration Role select Security Administration from the Application dropdown menu. Click search and then click Add Users next to the desired Role

Please note that users must have logged in to MyPDESuite at least once to be searchable. If you do not find the user it is most likely because they have not logged in.



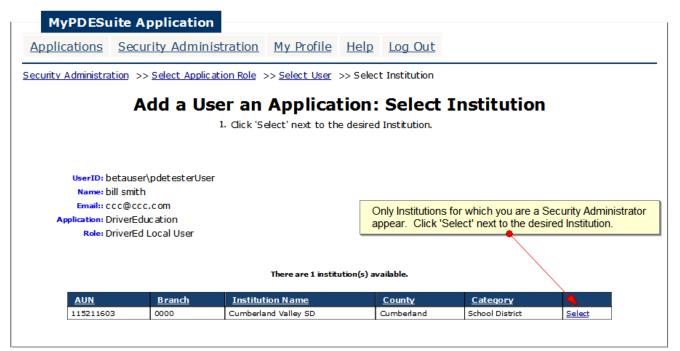




5. Search for and Select the User that you want to add.

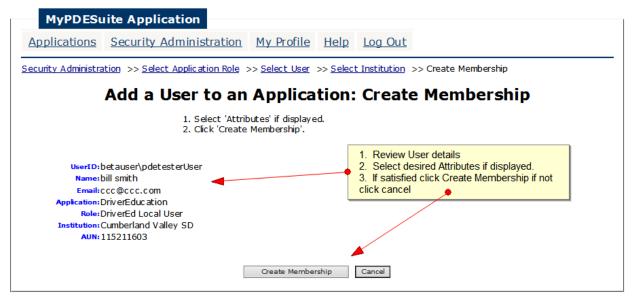


6. Select the Institution that you want to associate the user with. Only institutions that you are a Security Administrator for and that are eligible for the Application Role will appear





7. Review User details. If there are attributes add them in the Group Attributes section. If satisfied click 'Create Membership' if not click 'Cancel'.



You are logged in as: betauser\pdetesterLSA

