

How to Gain Access to the Private Non-Public Schools Enrollment (PNPE) Application

Security Overview

Access to PNPE is through the MyPDESuite website: <https://www.mypdeapps.pa.gov>. New users must register a Username and log in to MyPDESuite once. Users can then be granted access to PNPE by either a Local Security Administrator or PNPE – Local Administrator at their Institution. If no security administrator exists at your institution you must establish one.

1. [Register a Username and log in to MyPDESuite](#)
2. [Determine who your security administrator is.](#)
 - a. If no Security Administrator exists at your institution [establish a new Local Security Administrator](#).
3. [Register for or have your security administrator directly add you to PNPE.](#) When registering for PNPE select the desired group:

<u>Application</u>	<u>Group</u>	<u>Description</u>
PNPE	PNPUser	This is the person at the non-diocesan schools private and nonpublic, and the licensed schools who enters and submits data for the school.
PNPE	IUUser	This is the person at the Intermediate Unit who enters and submits data for the Amish and some Mennonite schools.
PNPE	DiocesanUser	This is the person at the diocese office who reviews and submits enrollment data entered into the PNPE web application by the various diocesan schools. If the diocese chooses, this person also enters the enrollment data for all schools in the diocese. There may be more than one Diocesan User at a diocese office.
PNPE	DiocesanSchoolUser	If the diocese decides that staff at each diocesan school should enter enrollment, this person at the diocesan school enters enrollment data into the PNPE web application for review and submission by the diocese office. There may be more than one Diocesan School User at a diocesan school.

4. After your registration is approved by your Security Administrator you can [access PNPE](#).

All documents referenced are located on the Education [Help & Support](#) page. If you require further assistance you can [create a Help Request](#) (Category: Applications Type: PNPE Item: Other) or call the Help Desk 717-857-3737.