How To Guide www.education.state.pa.us

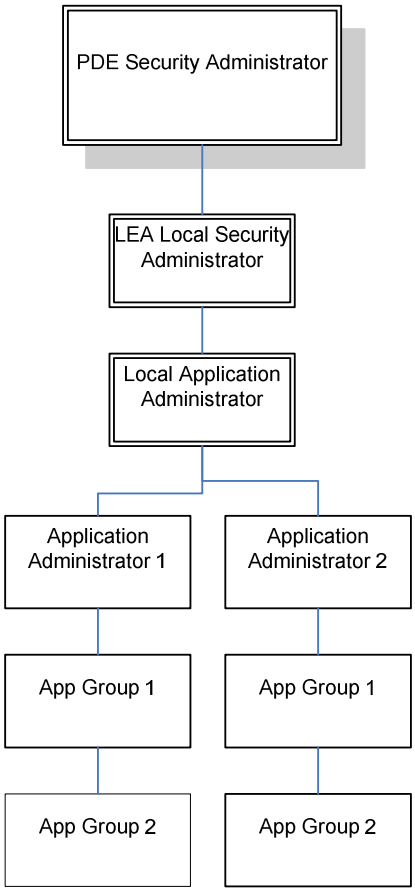
How to Setup Initial Security for an Institution

Security Overview

The Education Website has replaced the ePDE Web Portal as the secure gateway for PDE online applications. In the coming year all the PDE applications formerly accessed through the ePDE Web Portal will be migrated to the Education Hub. As a part of the migration process current users and security administrators will also be migrated to the Education Hub.

The security within the Education Hub is group based. Users are placed in groups and associated with an Institution. Security Administrators can directly place users into groups or users may register for a group and have it reviewed by the Security Administrator. When users register for a group an email is sent to the Security Administrator letting them know of the pending registration. Institutions are responsible for maintaining their own security.

There are four types of application security groups within the Web Portal: Local Security Administrator, Local Application Administrator, and Application User. Below is a graphical representation of the new Security Hierarchy.



Group Descriptions

Local Security Administrator

Persons in this group are responsible for overall security of the Education Hub Portal for their Institution. This group's primary responsibility is to administer the Local Application Administrator but they have the rights to administer all groups below them in the hierarchy. In the future they will also be responsible for Portal Community Groups and Education Directory Groups. The Local Security Administrator group is administered by PDE.

Local Application Administrator (Optional)

Persons in the Local Application Administrator group have the primary responsibility to administer the Application Administrators but they have the rights to administer all groups below them in the hierarchy.

Application – Local Administrator

Each PDE application will have an Application – Local Administrator group. A current example would be **TIMS – Local Administrator**. Persons in this group would be responsible for administering the application groups.

Application Group

Membership in an Application Group gives a person access to the application. Different groups allow members to perform different functions within the application. More information can be found in the applications website.

Initial Security Setup

Step 1 Register and Log In: If the prospective Local Security Administrator does not yet have a PA UserID they must create an account. After creating the account they need to log in to the Education website so that they get entered into our database.

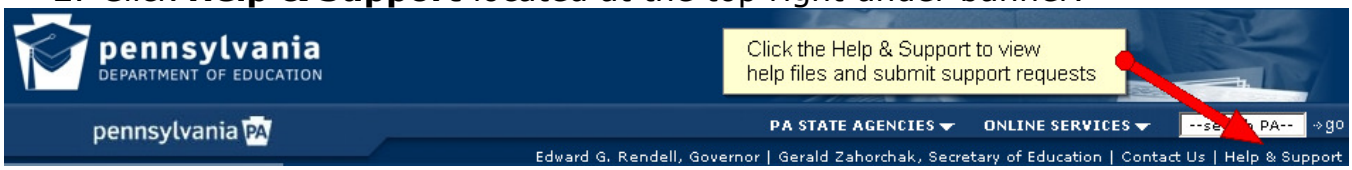
Register and Login

1. Navigate to the Education website: http://www.education.state.pa.us .
2. Click on the Register link located at the top under the Log In link.
3. Fill out the Registration form and click Register. Be sure to remember your UserID and Password.
4. Navigate back to the Education website and login.

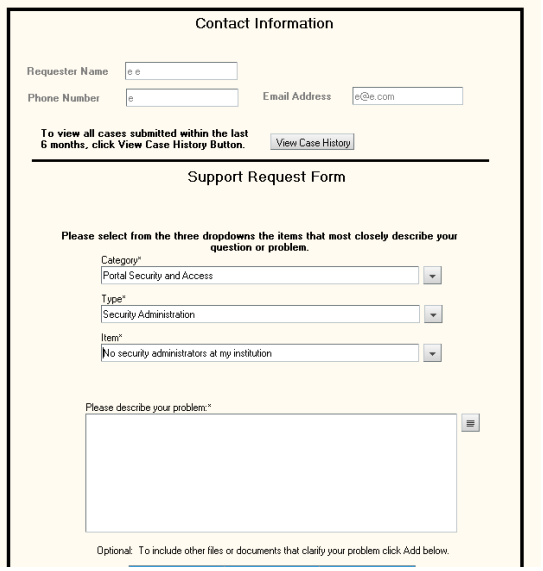
Step 2 Submit Support Ticket: Submit a Support Ticket requesting the user be provisioned as the Local Security Administrator for the Institution:

How to Submit a Support Ticket

1. Navigate to the Education Hub: http://www.education.state.pa.us.
2. Click **Help & Support** located at the top right under banner.



3. Follow the on screen directions to create a Support account and submit a ticket. On the Support Request Form select: Portal Security and Access, Security Administration and No security administrators at my institution:



Step 3 Send an Authorization eMail to PDE: Have the Chief School Administrator for your institution send an email to PDE authorizing PDE to provision the person as the Local Security Administrator for your Institution. You should include in this letter the name, title, phone number and email address of the person to be made Local Security Administrator. Include the name, title and phone number for the Chief School Administrator. Send the email to: RA-edhubadmin@pa.gov.

Step 4 PDE Reviews Request: After PDE receives the email we may contact the Chief School Administrator for further information as necessary. You will be notified by email when your request has been approved and you are added to the Local Security Administrator group for your institution.

Step 5 (Optional) Provision a Local Application Administrator At Your Institution: As the **Local Security Administrator** you are responsible for the overall security at your Institution. You will need to add people into the **Local Application Administrator** group for your institution.

How To Add Users to Groups

1. Navigate to the Education Hub: http://www.education.state.pa.us.
2. Click **Help & Support** located at the top right under banner.
3. Please follow the directions in the **How To Add Users to a Groups** guide. The group that you will be adding users to will be **Local Application Administrator**.

Step 6 Provision Individual Application Administrators: The **Local Application Administrator** has the job of adding users into the individual application administrator groups. An example of an individual application administrator group would be **TIMS Local Administrator**. This group has the rights to put users into TIMS application groups. Each Application will have it's own local administrator group.

How To Add Users to Groups

1. Determine the name of the individual application administrator Group, this can be found on the application website.
2. Navigate to the Education Hub: http://www.education.state.pa.us.
3. Click **Help & Support** located at the top right under banner.
4. Please follow the directions in the **How To Add Users to a Groups** guide.

Step 7 Provision Application Users: The individual application administrator has the job of adding users into the application groups. Information on the application groups can be found on the application websites.

How To Add Users to Groups

1. Determine the name of the individual application Group, this can be found on the application website.
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3. Click **Help & Support** located at the top right under banner.
4. Please follow the directions in the **How To Add Users to a Groups** guide.