

Security Administration

Add Users to Groups

Groups Overview

Groups have three components: *Category Type*, *Group Category* and *Group Name*.

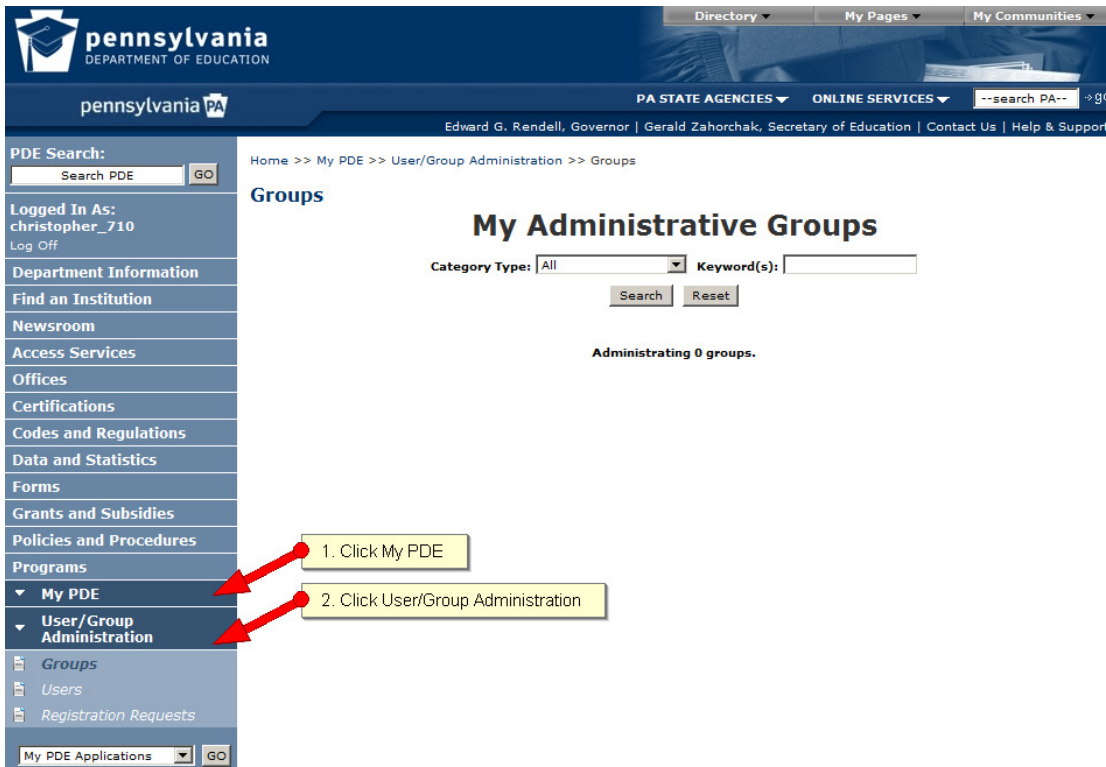
There are three Category Types: *Education Directory*, *Application* and *Portal Community*.

Education Directory currently contains the Security Administrator groups. Security Administrator groups include: Local Security Administrator, Local Application Administrator and Application Administrators such as PNPE – Local Administrator.

Application contains Application groups (roles). The Group Category is the abbreviation of the application and the Group Name is the role within the application.

Portal Community contains groups associated with the Education Hub communities.

1. Login to the Education website <http://www.education.state.pa.us>
2. Navigate to **PDE > User/Group Administration**. *If the User/Group Administration link does not show up then you are not in a security administrator group or application administrator group and are not authorized to administer groups. Talk to your agencies Local Security Administrator to be added to a security administrator group.*



The screenshot shows the Pennsylvania Department of Education website interface. The top navigation bar includes "Directory", "My Pages", and "My Communities". Below this is a search bar and a navigation menu with "PA STATE AGENCIES" and "ONLINE SERVICES". The main content area displays "My Administrative Groups" with a search filter for "Category Type" set to "All" and a "Keyword(s)" field. The left sidebar contains a "PDE Search" box and a list of navigation links. Two red arrows point to the "My PDE" and "User/Group Administration" links in the sidebar, with callout boxes indicating the steps: "1. Click My PDE" and "2. Click User/Group Administration".

- The My Administrative Groups page is displayed. Find the group you wish to work with and click the **Manage Users** link:

Home >> My PDE >> Group Administration >> Administer Groups

Administer Groups

My Administrative Groups

Category Type: Keyword(s):

Administering 304 groups.

[Create Group](#)

Category Type	Group Category	Group Name	Description	
Education Directory	Chief Administrator	Chief	The chief executive officer and primary advisor to the board of education	Info Edit Group Manage Users
Education Directory	Chief Administrator	Future Chiefs	Future chief executive officer and primary advisor	Info Edit Group Manage Users
			Performs high-level executive management functions for a superintendent in the area of	

- The Manage Group Memberships screen is displayed. To add a new user, click **Add Existing EdDir User**. Create New User Accounts is currently not supported:

Manage Group Memberships

Group Information:

Group Type: Application
Group Category: Driver Education
Group Name: DriverEd Local User

Group Memberships:

First Name: Last Name:

User ID: Institution:

There are 4 members.

	User ID	First Name	Last Name	Institution		
<input type="checkbox"/>	XXXXXXXXXX	John	Smith	Central Bucks SD	Edit	Delete
<input type="checkbox"/>	XXXXXXXXXX	Wanda	Smith	Central Bucks SD	Edit	Delete
<input type="checkbox"/>	XXXXXXXXXX	John	Smith	Central Bucks SD	Edit	Delete
<input type="checkbox"/>	XXXXXXXXXX	John	Smith	Central Bucks SD	Edit	Delete

5. Search for the desired user by entering their user id. **If you do not find the user it is most likely because they have not logged into the portal.** Click **Add** for the user. New users – please note that it takes 24 hours for their information to appear. Only their user id appears when the account is first created.



Add Users to Group



Please identify the appropriate user for the group association. Search for the appropriate user below.

Group Information:

Group Type: Application
Group Category: Driver Education
Group Name: DriverEd Local User

User Search:

Please enter search criteria in order to display results below.

User ID:
First Name:
Last Name:
Group:
Institution:

There are 8 users available.

User ID	First Name	Last Name	Group	Institution	
[User ID]	Christopher	Rosing	Content Editor	PDE	Add
[User ID]	Christopher	Rosing	CWOPA User	PDE	Add
[User ID]	Christopher	Rosing	DriverEd Local User	[User ID]	Add
[User ID]	Christopher	Rosing	IUUser	[User ID]	Add
[User ID]	Christopher	Rosing	Local Application Administrator	[User ID]	Add
[User ID]	Christopher	Rosing	Master MyApps Administrator	PDE	Add
[User ID]	Christopher	Rosing	PDE Administrator	PDE	Add
[User ID]	Christopher	Rosing	PDE Security Administrator	PDE	Add

- The next step is to select the Institution that you want to associate the user with. For existing users, after the user has been associated with the institution, then Institution will show up under the existing educational institution affiliation section. Simply click **Select** next to the desired institution. If the institution is not there for a new user, you will have to search for the institution. Enter your institution's name and click **Select** from the result set.



Select an Institution



Please identify an institution for the group association. Select either an existing affiliation, or search for a new institution below.

Current Group Information:

User Name: Christopher Rosing
Group Type: Application
Group Category: Driver Education
Group Name: DriverEd Local User

Use an existing educational institution affiliation:

There are 3 affiliated institution(s) available.

Institution Name	
[Redacted]	Select
[Redacted]	Select
[Redacted]	Select

Or search for a new education institution:

Please enter search criteria in order to display results below.

Search by keyword(s):

Category: County:

- If there are attributes add them in the Group Attributes section. Click **Create Membership** and you are done! If the person has already submitted a Join Groups request, then you will see an option to "Save Changes". Click this to finish.

Home > ED Hub - User Administration > Administer Groups



Group Membership Profile



Please complete the membership by editing the attributes below.

Group Information:

User Name: Christopher Rosing
Group Type: Application
Group Category: Driver Education
Group Name: DriverEd Local User
Institution: [Redacted]

Group Attributes:

There are no attributes defined for this group.