

Become an Application User

Prerequisite Steps

- 1. Determine Who Your Security Administrator is:** To gain access to a PDE Application your Institution must have a Local Security Administrator. To find out who your Local Security Administrators are please follow the directions in **How To Find Your Security Administrator**. If there is no Local Security Administrator at your Institution please follow the directions in the **How To Set Up Initial Security**. These documents are located on the Help and Support page of the Education Website: Help & Support (http://www.portal.state.pa.us/portal/server.pt/community/department_information/7203/help_and_support/510956) page of the Education Website (<http://www.education.state.pa.us>).
- 2. Determine What Group you need to be in:** Security for applications is set up in groups. You will need to know what group you need to be in for the application you need to use. Being in an application group will give you a specific role in the application. Information on the application groups can be found on the application website. Check the application website and determine what group you need to be in.
- 3. Register a UserID:** If you have a UserID from using the ePDE Web Portal or Education Hub websites you do not have to register again.
 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. Log In to the Education Website**
 1. Navigate to the Education Website (<http://www.education.state.pa.us>)
 2. Click the Log In link in the upper left of the screen just under the banner.
 3. Enter the User Name and Password, click enter.
 4. The first time that you log in you may automatically be redirected to the Ed Hub User Profile page. If so review/update the information on this page and click save.

Note: You must log in to the Education website at least once for your local administrator to be able to add you to a group.

How To Be Added To A Group

There are two ways to be added to an application group:

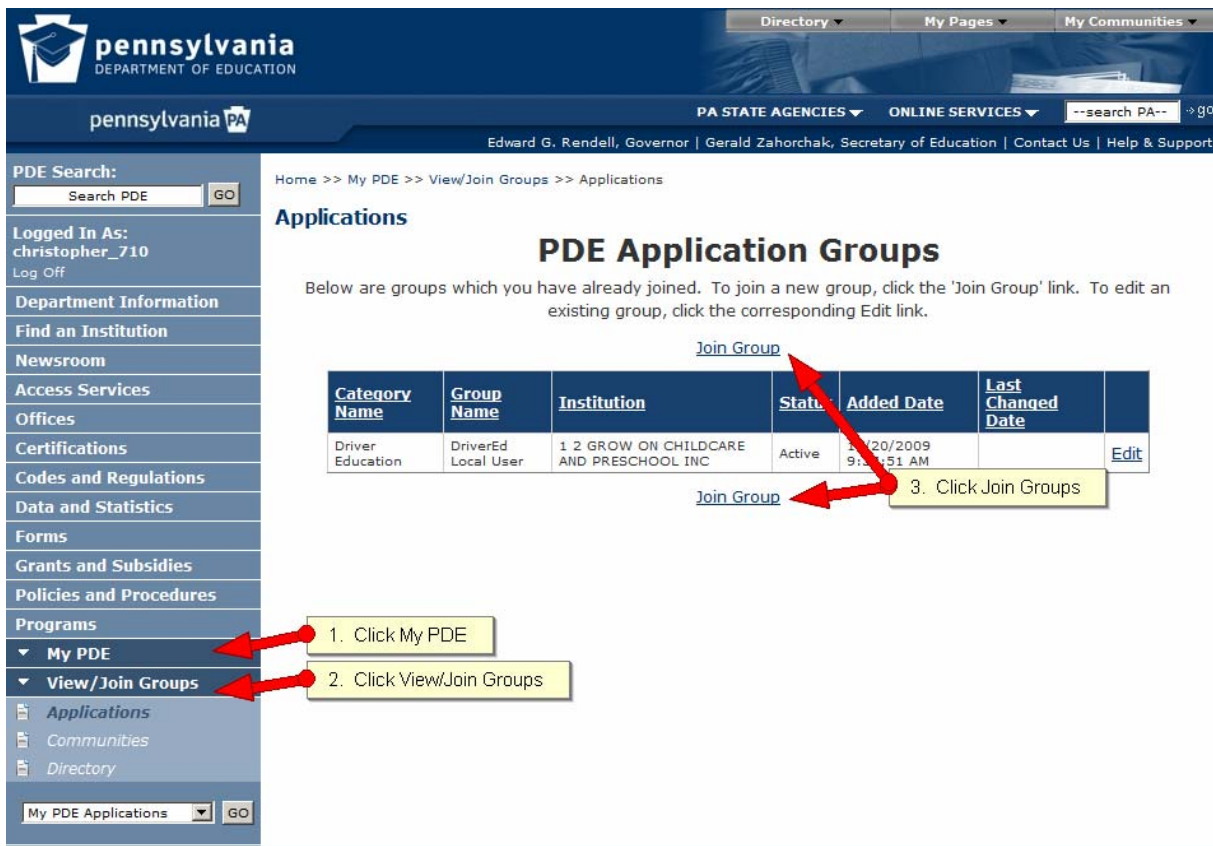
1. Local Administrator Directly Adds You to the Group

You can contact the Local Administrator for your application at your Institution. Let them know what group you need to join and they can directly add you to that group following the directions in the *How To Add User to a group* document located on the Help & Support page of the Education Website (http://www.portal.state.pa.us/portal/server.pt/community/departement_informati on/7203/help_and_support/510956).

2. You Register For the Group

The second way to be added to an application group is for you to register for the group. The Local Administrator for the application will then get an email letting him know of your registration and must review your registration request.

1. Login to the Education Website (<http://www.education.state.pa.us>)
2. Navigate **My PDE > View/Join Groups > Applications** Click Join Group:



Home >> My PDE >> View/Join Groups >> Applications

Applications

PDE Application Groups

Below are groups which you have already joined. To join a new group, click the 'Join Group' link. To edit an existing group, click the corresponding Edit link.

[Join Group](#)

Category Name	Group Name	Institution	Status	Added Date	Last Changed Date	
Driver Education	DriverEd Local User	1 2 GROW ON CHILDCARE AND PRESCHOOL INC	Active	1/20/2009 9:14:51 AM		Edit

[Join Group](#)

3. Click Join Groups

1. Click My PDE

2. Click View/Join Groups

- The Select an Application screen appears. You may search for the application by entering text in the Search by Keywords box and clicking the search button. Find the desired application in the results window and click **Select** link to the right.

Home > ED Hub - User Administration > PDE Application Groups



PDE
Application
Groups

Select an Application



Make a choice by clicking the corresponding Select link. To search for a specific grouping (or description), enter the keyword(s) below and click the Search button.

Group Information:

User Name: Christopher smith
Group Type: Application

Group Category:

Search by keyword(s):

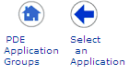
There are 10 categories available.

Application	Description	
CATSv2	The Career And Technical Education Information System provides a Program Approval system for updates from Area Vocational Technical Schools, Charter Schools and School Districts for career/technical programs.	Select
Driver Education	The DriverEd application provides an online pathway for educational entities to submit their Driver Education programs for PDE approval. DriverEd also allows School Districts to submit a request for reimbursement for their Driver Education programs.	Select
eData	eData Application	Select
EdHub User Provisioning	These are groups used by the EdHub User Provisioning application.	Select
eSP	eStrategic Planning is a web-based tool for the creation and management of a local strategic plan and for the submission of program-specific plan reports to the state.	Select
MyApps Portlet	This is the application that provides a customized list of applications to EdHub portal users.	Select
PNPE	Private Non Public Enrollments	Select
RES	Referendum Exception System	Select
ROS	Residence of Students application.	Select
Testing	Testing and UAT for applications.	Select



- The Select an Application Group screen appears. Click the Select for the desired Group. You can get more information about the groups from the Application Website.

Home > ED Hub > User Administration > PDE Application Groups



Select an Application Group



Select a Group Name by clicking the corresponding Select link. To search for a specific group name (or description), enter the keyword(s) below and click the Search button.

Group Information:

User Name: Christopher smith
Group Type: Application
Group Category: RES

Group Category:

Search by keyword(s):

There are 3 groups available.

Group Name	Description	
Data Entry	Allows the user to enter data to RES.	Select
Data Entry and Submission	Allows the user to both enter and submit the RES data.	Select
Read Only	Allows the user read only access to RES.	Select



- The Select an Institution screen appears. If you are already affiliated with an Institution it will be displayed for quick selection. If you are not affiliated with an Institution or if you would like to associate this group with a different Institution, you can search for the Institution and then select it from the result set.

Home > ED Hub > User Administration > PDE Application Groups



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 smith
Group Type: Application
Group Category: RES
Group Name: Data Entry

Use an existing educational institution affiliation:

There are 1 affiliated institution(s) available.

Institution Name	
Central Dauphin SD	Select



Or search for a new education institution:

Please enter search criteria in order to display results below.

Search by keyword(s):
 Category: County:



- The Group Membership Profile screen appears. If the group you are registering for has attributes these fields will appear and you must either select or enter the required attribute fields. In the below example there are no attributes defined for this group. To complete your registration click the Create Membership button.

Home > ED Hub - User Administration > PDE Application Groups



Group Membership Profile



Please complete the membership by editing the attributes below.

Group Information:

User Name:	Christopher smith
Group Type:	Application
Group Category:	RES
Group Name:	Data Entry
Institution:	Central Dauphin SD

Group Attributes:

There are no attributes defined for this group.

Create Membership

Cancel

The Local Administrator for the application will receive an email informing him of your registration request. You will be notified via email after he reviews your request. If approved you can then access the application by following the directions in the **How To Access a PDE Application** document which is on the Help & Support page of the Education Website (http://www.portal.state.pa.us/portal/server.pt/community/department_information/7203/help_and_support/510956).