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

Become a Local Administrator for an Application

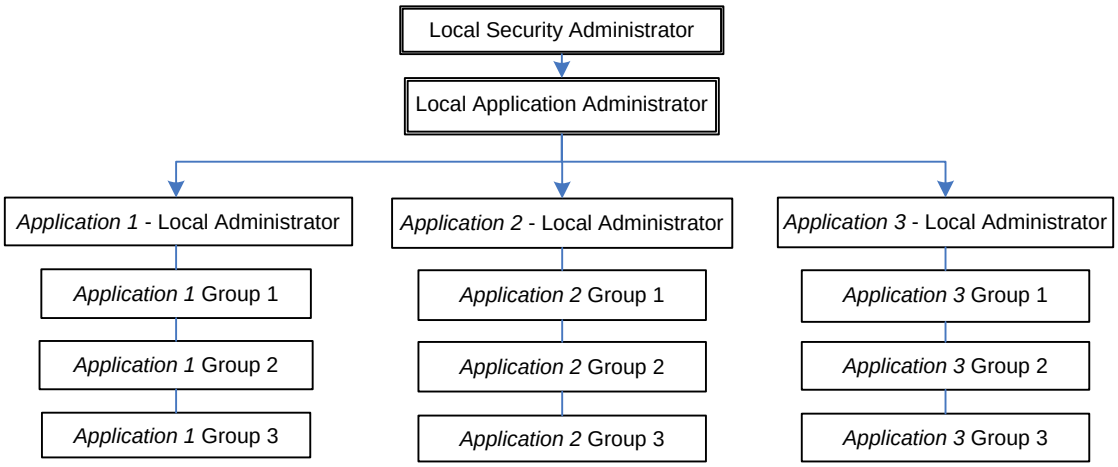
Security Overview

Each PDE Application must have a Local Administrator. Functions of the Local Application Administrator include:

- Adding users to application groups
- Reviewing registration requests
- Deleting users who no long require application access

To become a Local Administrator for an Application you must join the *Application* – Local Administrator group. For example if you needed to be the Local Administrator for the PAEdTrak application you would need to join the PAEdTrak **– Local Administrator** group.

Below is a general flow chart of the security hierarchy:



Prerequisite Steps

1. **Determine who your Security Administrator is**: To gain access to a PDE Application your Institution must have either a Local Security Administrator or a Local Application Administrator. To find out who your Administrators are please follow the directions in **How To Find Your Security Administrator**. If there is no Local Security Administrator or Local Application 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: http://www.portal.state.pa.us/portal/server.pt/community/department_information/7203/help_and_support/510956.

2. **Determine what *Application* – Local Administrator group you need to be in**: The name of the group will be prefaced with the application abbreviation examples: PAEdTrak – Local Administrator, PIMS – Local Administrator, FAI – Local Administrator.

3. **Register a UserID**: If you have a UserID from using the ePDE Web Portal, Ed Hub or Education Portal you do not have to register again, use your existing UserID and password and skip to step 4.
    1. Navigate to the Education Portal: 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. Go 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.

How To Be Added To A Group

There are two ways to be added to an *Application* – Local Administrator group:

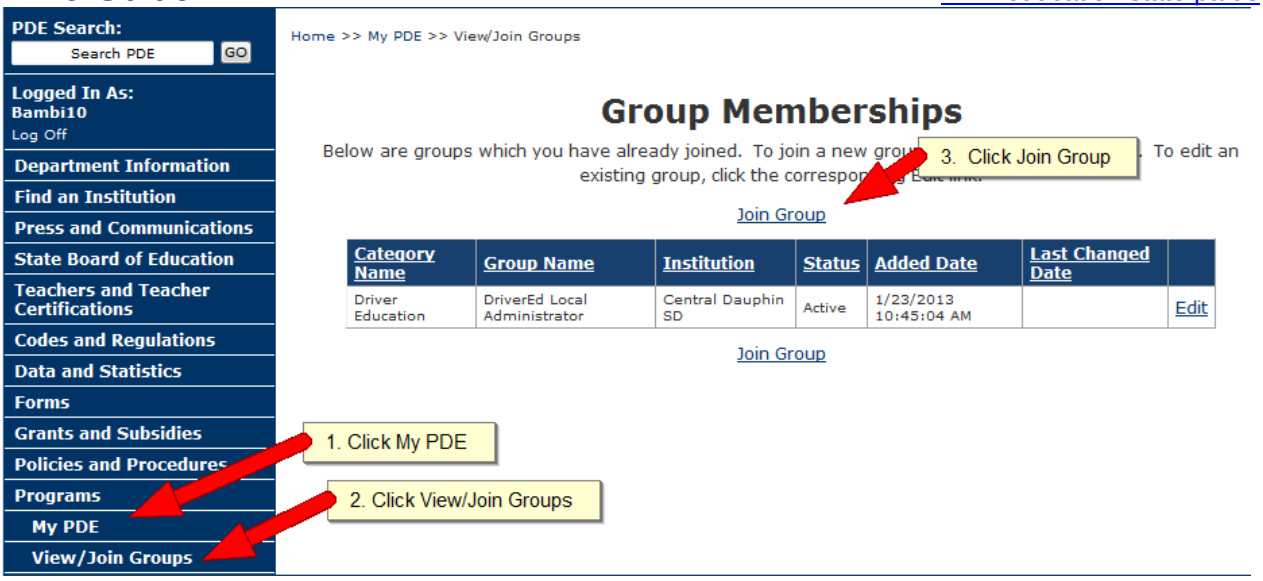
1. Local Application Administrator or Local Security Administrator Directly Adds You to the Group

Contact the Local Security Administrator or the Local Application Administrator 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 which is on the Help and Support page of the Education website http://www.portal.state.pa.us/portal/server.pt/community/department_information/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 Security Administrator 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**:**


PDE Search:
Search PDE
GO
Logged In As:
Bambi10
Log Off
Department Information
Find an Institution
Press and Communications
State Board of Education
Teachers and Teacher Certifications
Codes and Regulations
Data and Statistics
Forms
Grants and Subsidies
Policies and Procedures
Programs
My PDE
View/Join Groups
Home >> My PDE >> View/Join Groups
Group Memberships
Below are groups which you have already joined. To join a new group
To edit an existing group, click the correspon
3. Click Join Group
Join Group
Category Name
Group Name
Institution
Status
Added Date
Last Changed Date
Driver Education
DriverEd Local Administrator
Central Dauphin SD
Active
1/23/2013 10:45:04 AM
Edit
Join Group
1. Click My PDE
2. Click View/Join Groups

3. The View/Join Groups screen appears.

Home >> My PDE >> View/Join Groups

View / Join Groups

Category Type: All **Keyword(s):**

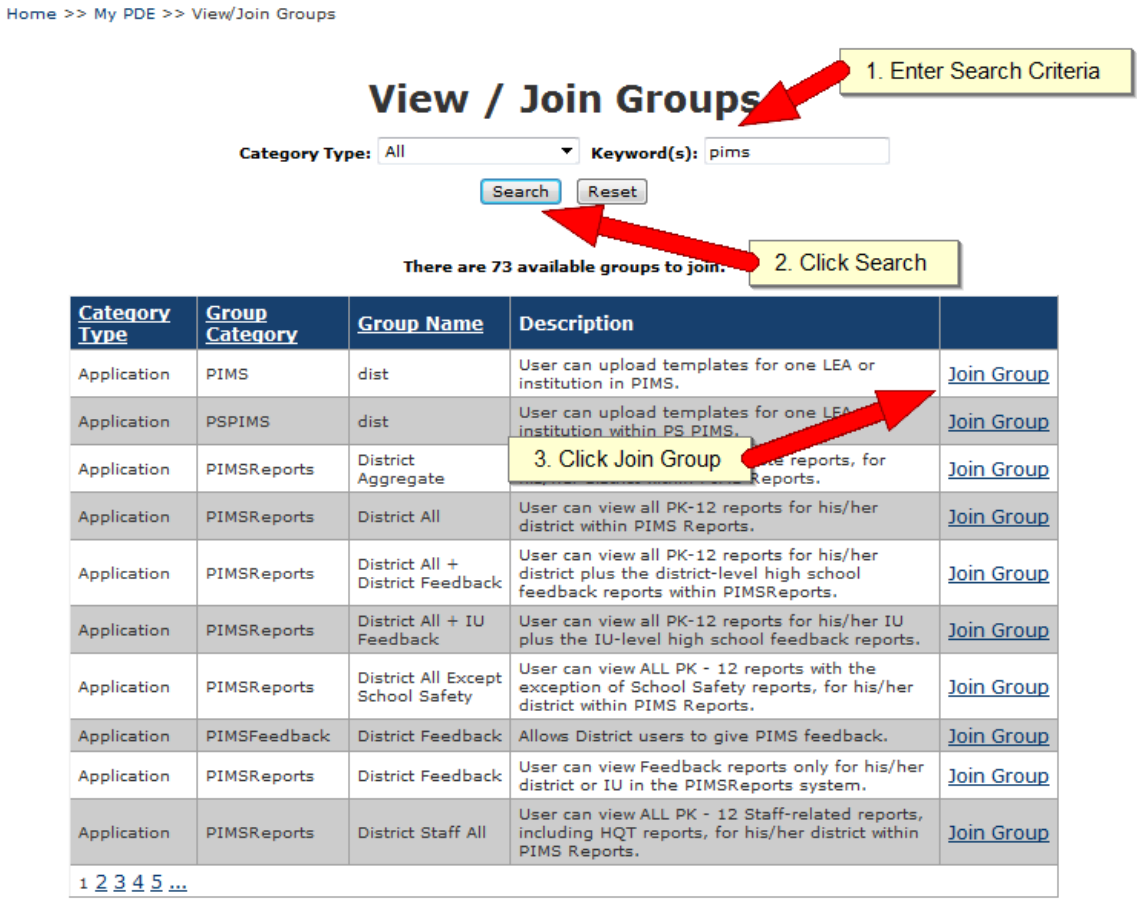
Search Reset

There are 324 available groups to join.

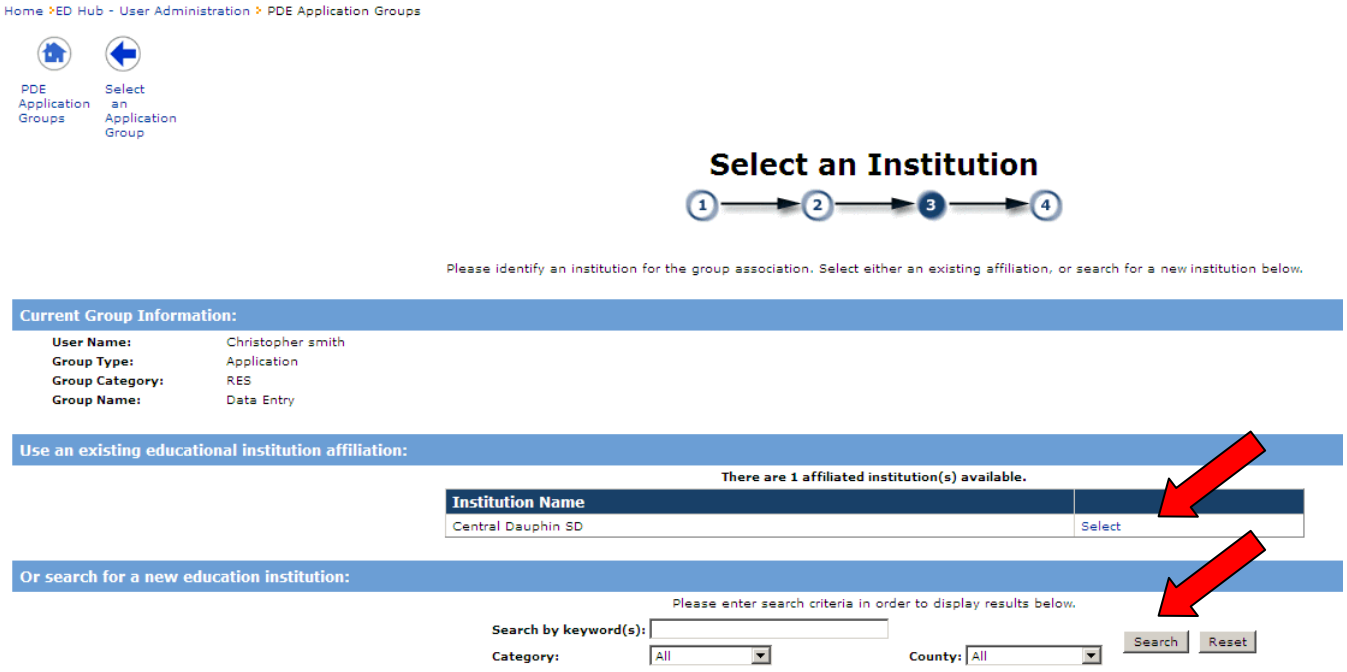
Category Type	Group Category	Group Name	Description	
Education Directory	Business / Financial Management	Accounting	Designs and maintains financial, staff, student, program, or property records	Join Group
Education Directory	Director / Coordinator / Supervisor(Non-Financial)	Administrative Services	Establishes work procedures and standards to improve efficiency and effectiveness of assigned operations	Join Group
Application	Act 80	Administrator	The user with this role has the authority to update Master screens. This role will also have the authority to perform functions that Approver role has.	Join Group
Education Directory	Faculty	Admissions	Examines academic records of students to determine eligibility for graduation or for entrance to school	Join Group
Application	CATSv2	Adult Accreditation	This role allows the user to perform Adult Accreditation program registration.	Join Group
Application	CATSv2	Adult Affidavit	This role allows the user to perform Adult Affidavit program registration.	Join Group
Application	e-Data V2	Agency Contact	This is a group of eData V2 agency contacts for different contracts.	Join Group
Application	e-Data V2	Agency Data Administrator	This is a group of eData V2 agency administrators at each Agency.	Join Group
Application	e-Data V2	Agency Data Entry	This is the group of Data Entry users of eData V2 application within.	Join Group
Application	e-Data V2	Agency View Only	This is the group of View Only users of eData V2 application within an agency.	Join Group

1 2 3 4 5 ...

4. You may search for the *Application* – Local Administrator group that you want to join by entering text in the Search by Keywords box and clicking the search button. Find the desired Group in the results window and click **Select** link to the right.



5. 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.



6. 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.