

Become a Local Administrator for an Application

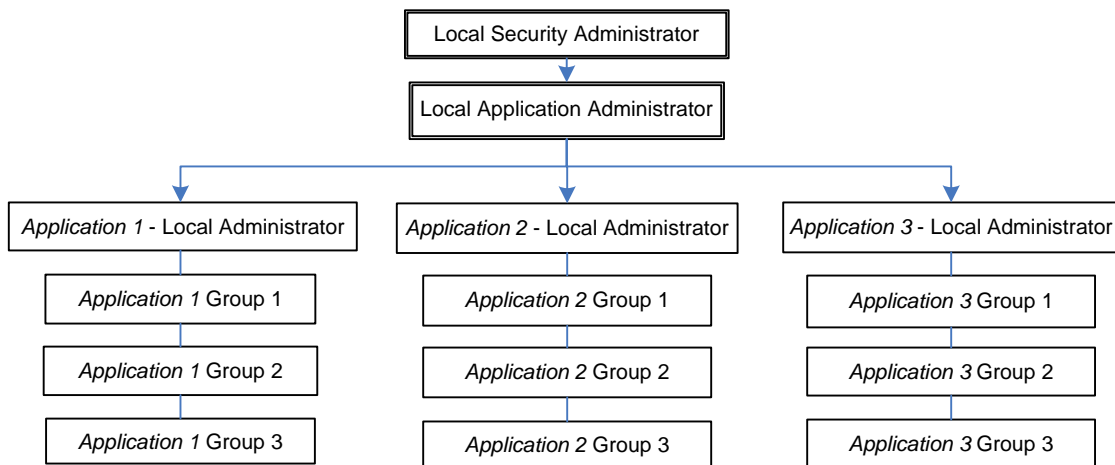
Security Overview

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 longer 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.

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www.education.state.pa.us

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

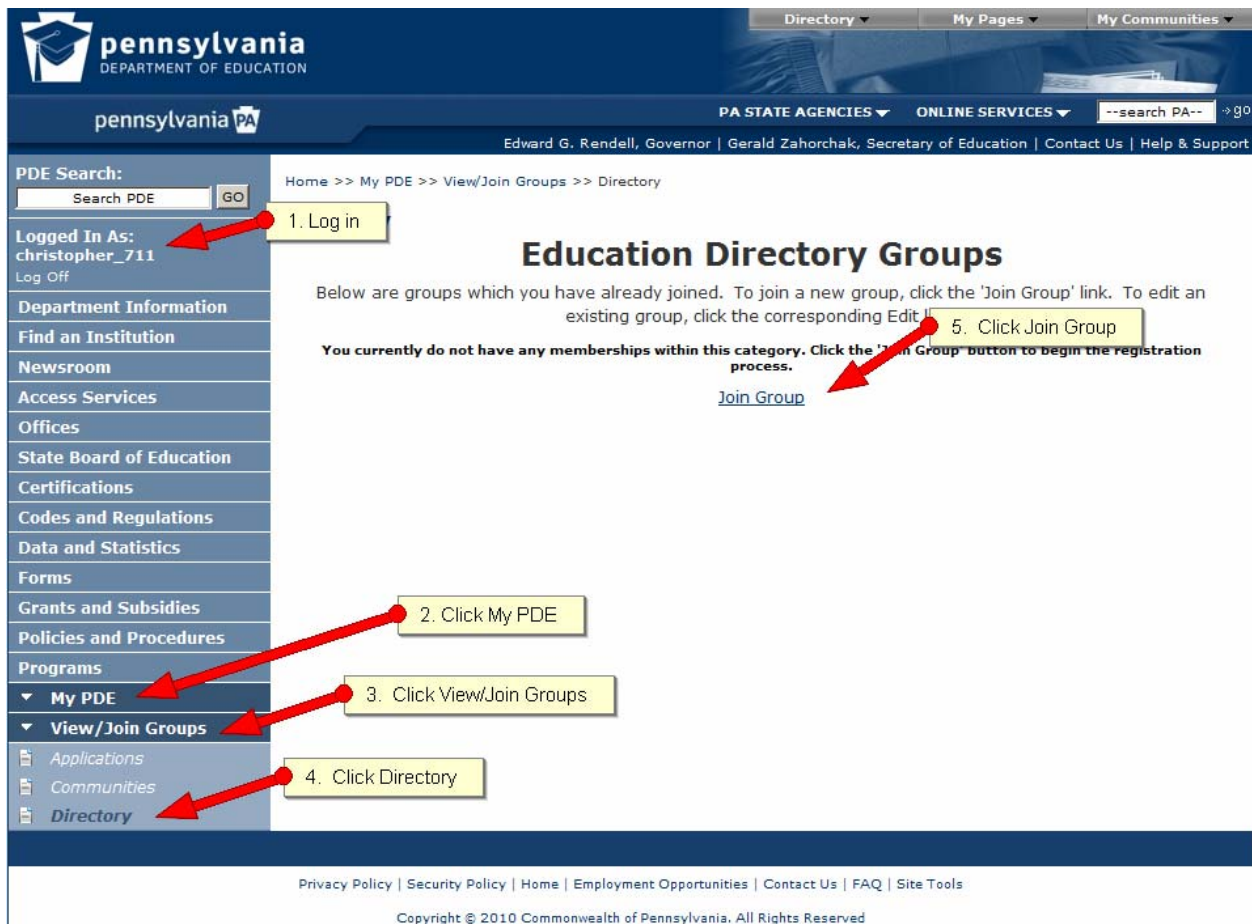
1. Local Application Administrator or Local Security Administrator Directly Adds You to the Group

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 Application Administrator get an email informing them of your registration. They must then review your registration request.

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



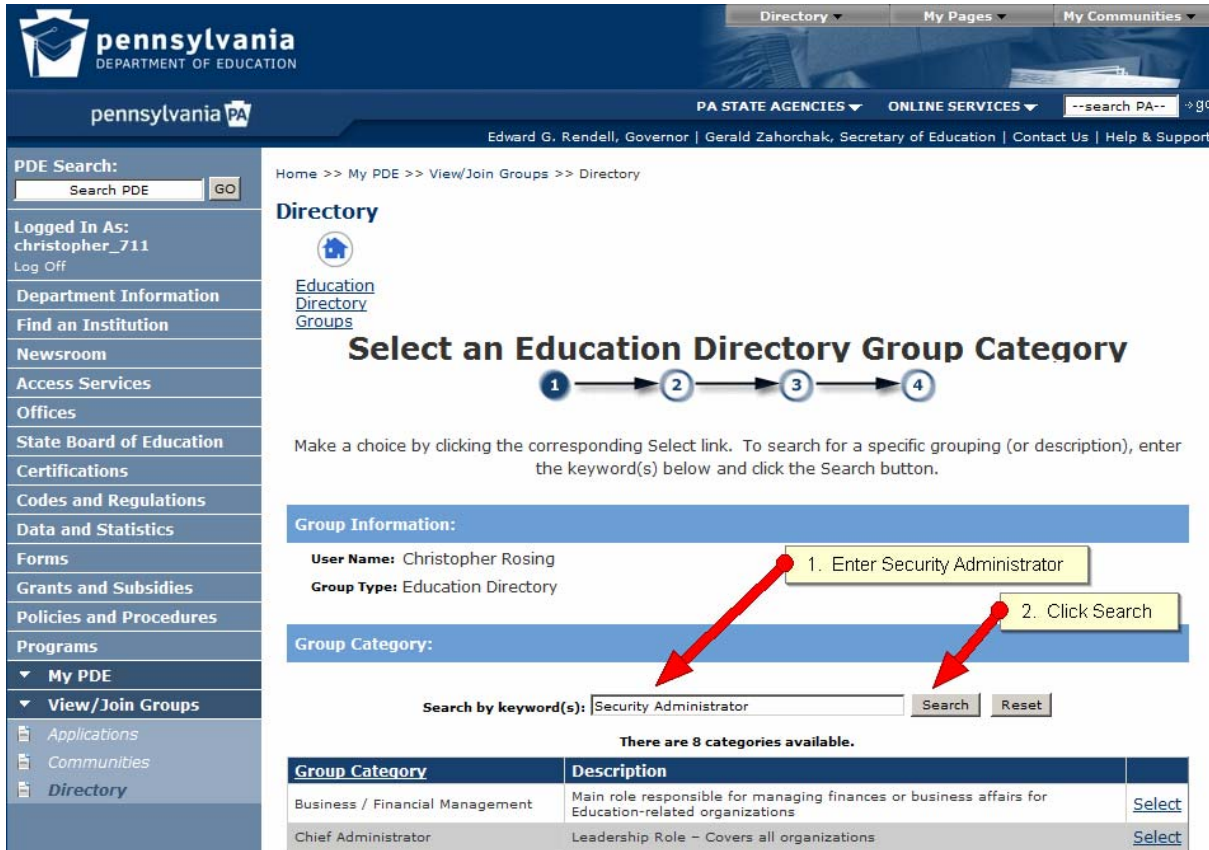
The screenshot shows the Pennsylvania Department of Education website interface. The top navigation bar includes 'Directory', 'My Pages', and 'My Communities'. The main content area is titled 'Education Directory Groups' and contains instructions for joining groups. A 'Join Group' button is visible. The left sidebar contains a 'PDE Search' box and a list of navigation items. Red arrows and callouts indicate the following steps:

1. Log in (pointing to the user profile 'christopher_711')
2. Click My PDE (pointing to the 'My PDE' menu item)
3. Click View/Join Groups (pointing to the 'View/Join Groups' menu item)
4. Click Directory (pointing to the 'Directory' menu item)
5. Click Join Group (pointing to the 'Join Group' button)

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3. The **Select an Education Directory Group Category** screen appears.
 - a. Enter 'Security Administrator' in the Search by keywords text box.
 - b. Click Search
 - c. Click Select next Group Category **Security Administrator**



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

Directory

Select an Education Directory Group Category

1 → 2 → 3 → 4

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 Rosing
Group Type: Education Directory

Group Category:

Search by keyword(s):

There are 8 categories available.

Group Category	Description	
Business / Financial Management	Main role responsible for managing finances or business affairs for Education-related organizations	Select
Chief Administrator	Leadership Role - Covers all organizations	Select

Directory



Select an Education Directory Group Category



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 Rosing
Group Type: Education Directory

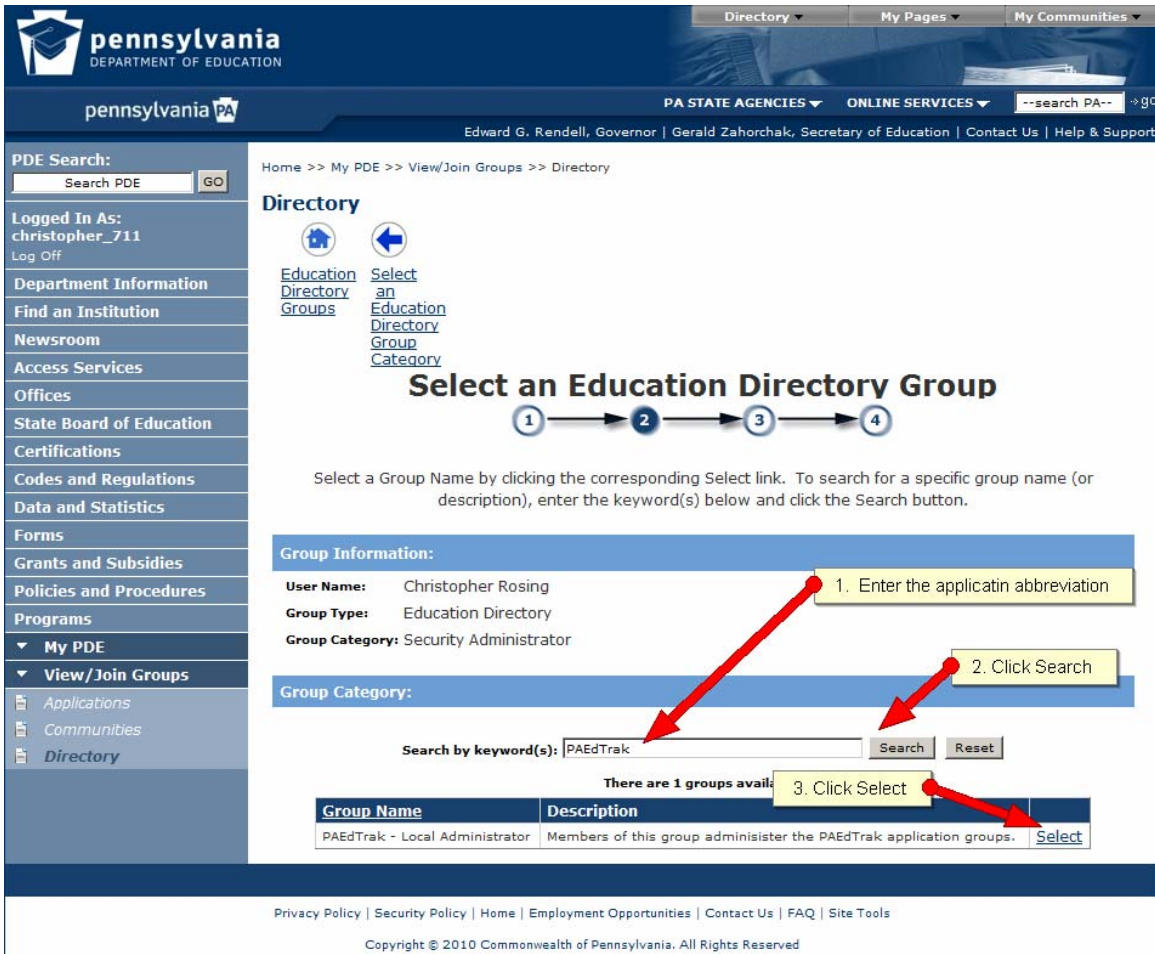
Group Category:

Search by keyword(s):

There are 1 categories available.

Group Category	Description	
Security Administrator	All roles related to Security Administration for the Education Directory, ED Hub Communities and Applications.	Select

4. The **Select an Education Directory Group** screen appears.
 - a. Enter the application abbreviation
 - b. Click Search
 - c. Click Select on desired Directory Group



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

Directory

[Education Directory Groups](#) | [Select an Education Directory Group Category](#)

Select an Education Directory Group

1 → 2 → 3 → 4

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 Rosing
 Group Type: Education Directory
 Group Category: Security Administrator

Group Category:

Search by keyword(s): PAEdTrak

There are 1 groups available.

Group Name	Description	
PAEdTrak - Local Administrator	Members of this group adminisister the PAEdTrak application groups.	Select

1. Enter the applicatin abbreviation
 2. Click Search
 3. Click Select

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5. The **Select an Institution** screen appears. If you are already affiliated with an Institution it will be displayed for quick selection.
 - a. Enter the Name of your Institution in the Search by keyword(s) text box.
 - b. Click Search
 - c. Click Select next to the desired Institution

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

Directory

[Education Directory Groups](#) [Select an Education Directory Group](#)

Select an Institution

① → ② → ③ → ④

Current Group Information:

User Name: Christopher Rosing
Group Type: Education Directory
Group Category: Security Administrator
Group Name: PAEdTrak - Local Administrator

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

Use an existing educational institution affiliation:

There are 0 affiliated institution(s) available.

Or search for a new education institution:

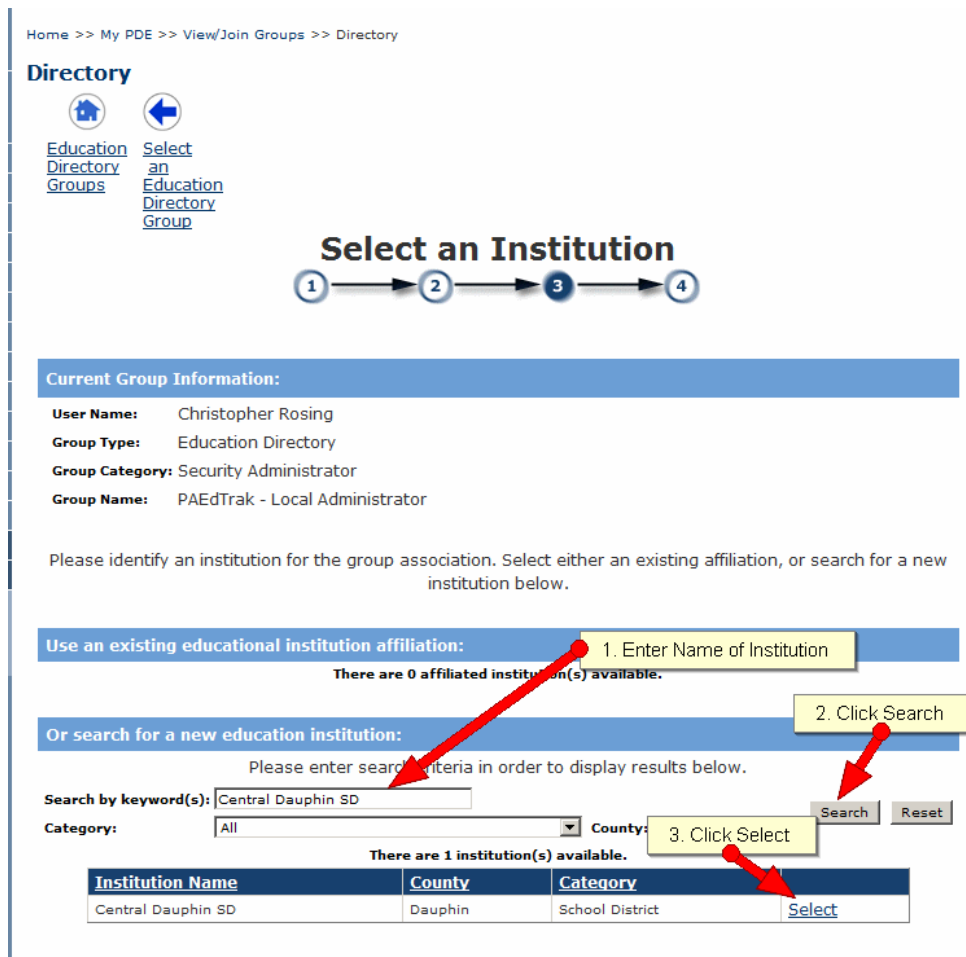
Please enter search criteria in order to display results below.

Search by keyword(s): **Search** **Reset**

Category: **County:**

There are 1 institution(s) available.

Institution Name	County	Category	
Central Dauphin SD	Dauphin	School District	Select



- 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 >> My PDE >> View/Join Groups >> Directory

Directory



[Education Directory Groups](#) [Select Institution](#)

Group Membership Profile



Please complete the membership by editing the attributes below.

Group Information:

User Name: Christopher Rosing
Group Type: Education Directory
Group Category: Security Administrator
Group Name: PAEdTrak - Local Administrator
Institution: Central Dauphin SD

Click 'Create Membership'

Group Attributes:

There are no attributes defined for this group.

- The Local Application Administrator 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 and Support page of the Education website:
http://www.portal.state.pa.us/portal/server.pt/community/department_information/7203/help_and_support/510956.