Instructions for Registering To Use the PERMS Application

Revised June 29, 2006

Introduction

The Pennsylvania Department of Education maintains a group of online systems called **ePDE** that Pennsylvania schools use to report information.

These instructions will walk you through the process of registering to use an ePDE Application. Before you can register to use an ePDE application, your school must set up initial security under the ePDE web portal and have a PERMS approver. If your institution does not have web portal security set up refer to the document 'Instructions for Setting Up Initial Security' to do so. If there is no PERMS approver have your Security Administrator refer to the document 'Instructions for appointing a PERMS approver for guidance.

Registration Process: Overview

If you are an administrator for your school and need to add an approver or become an approver:

1. Login to the ePDE Web Portal.
2. For New Users! - The only option you may have after logging on will be "Modify User Profile". Click this link and enter the missing information. Click "Save", then "Return". The screen will refresh and present you with new options. (Existing Users will continue with Step 3.)
3. Select "Perform Administrative Functions". Click Select User. This will display a filter page. DO NOT SELECT ANYTHING ON THIS PAGE. Click Proceed to view the list of all registered users for your entity. (If the person does not show up in the list of registered users they must register for and be approved to use an application before you can make them an approver)
4. Select the person that will become the new application approver, or the person who you want to modify existing approver permissions.
5. Click "Edit Security Profile". This will allow you to grant approver roles and/or grant administrative roles to the selected user.
6. Click "View, Modify, Grant Approver Permission". This will display the list of applications that are currently available.
7. Select the appropriate application. Click "Submit".
8. If needed, you may grant Administrator permissions to the user by selecting the appropriate option.

Registering as a PERMS user involves a few steps, described in general here. Specific instructions for each step start on the next page.

- Step 1: Make sure you have a valid e-mail address. You cannot register to use the PERMS application without a valid e-mail address.

- Step 2: Create a User ID and password in the PA PowerPort.

- Step 3: Follow the steps to register for the PERMS application.
- Step 4: Notify the PERMS Approver that you submitted a registration request. The PERMS Approver must approve your registration request before you can access the PERMS application.
- Step 5: Log on to the ePDE WebPortal and access the PERMS application.

Registering To Use the PERMS Application: Detailed Instructions

Step 1: Make sure all users have a valid e-mail address.

Setting up a user ID in the Pennsylvania PowerPort, which is done in Step 2, requires that the person requesting an ID have a valid e-mail address. So, it's important that each person you identified in step 1 have their own e-mail address.

If any user doesn't have a valid e-mail address at school, they can use a home e-mail address, **but it should be accessible online from school.** As users attempt to set up their ID, e-mail is sent to this address confirming the ID and password.

If a user doesn't have e-mail at school *or* at home, a free e-mail account can be set up at many sites such as www.yahoo.com, gmail.google.com, or www.hotmail.com.

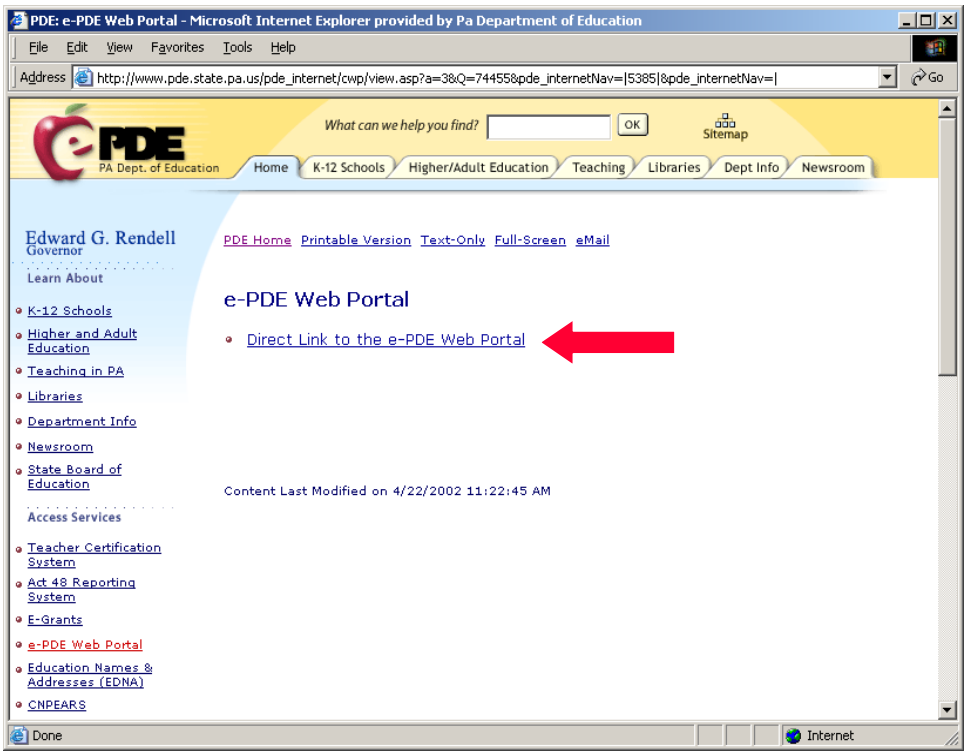
Step 2: Create a User ID and password.

To register to use the PERMS Application you must establish a User ID and password as follows:

Open an internet browser and go to http://www.pde.state.pa.us.

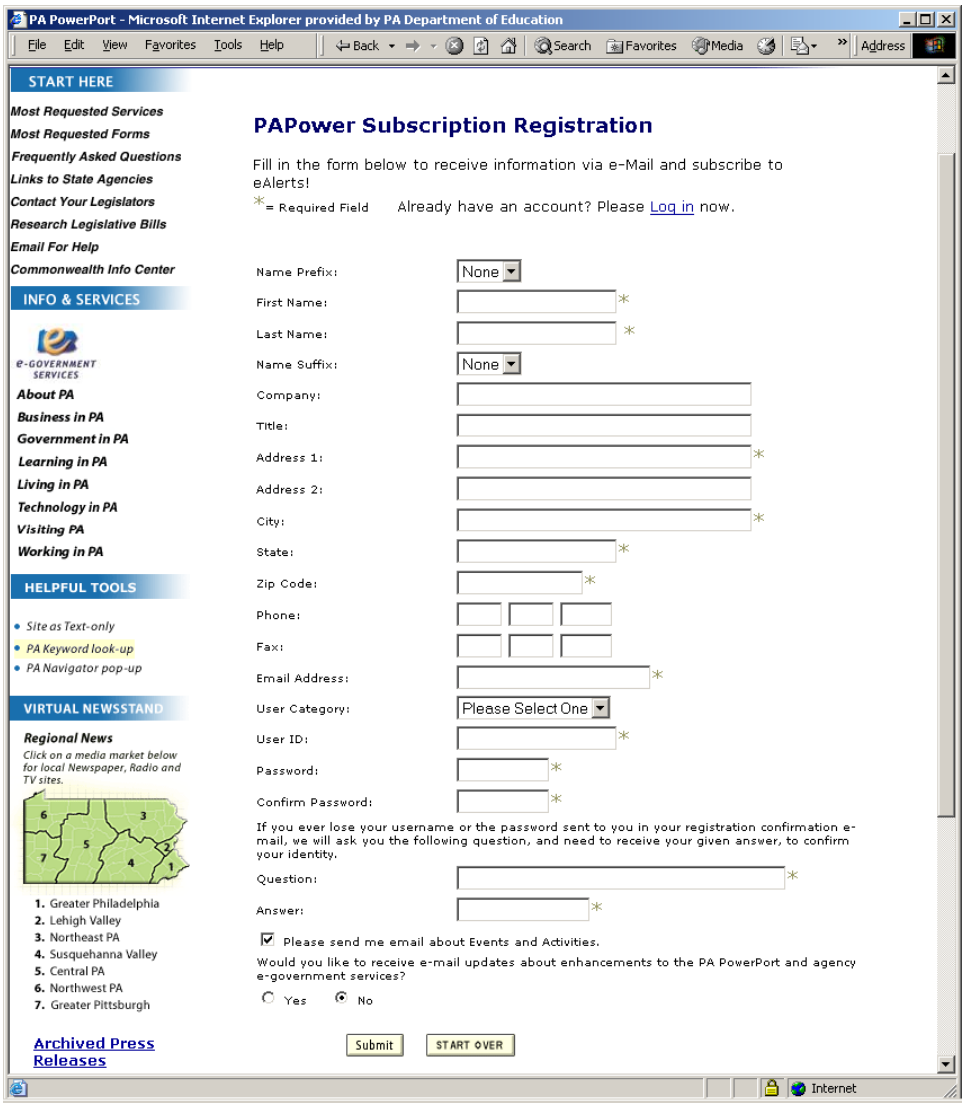
Click the *e-PDE Web Portal* link.

Click *Direct Link to the e-PDE Web Portal*.



Click the *Create a PA PowerPort Login* link.

Complete the required fields (marked with an asterisk) on the PAPower Subscription Registration page. Under User Category, select 'ePDE User' from the dropdown. Record your User ID and password in a secure place. Click *Submit*.

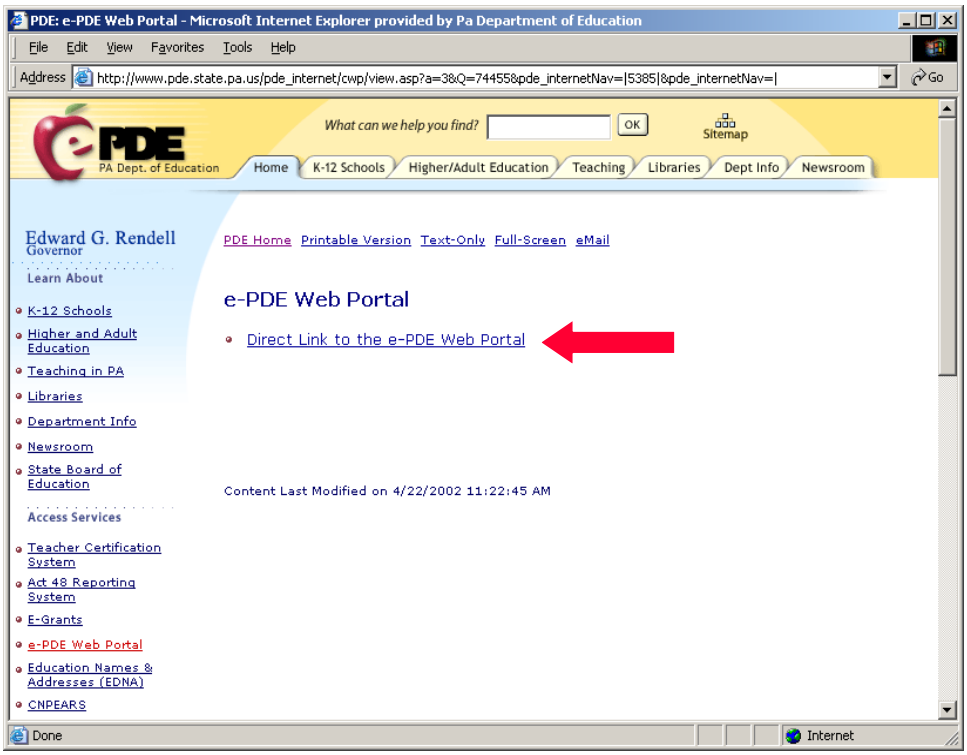


Step 3: Register to use the PERMS Application.

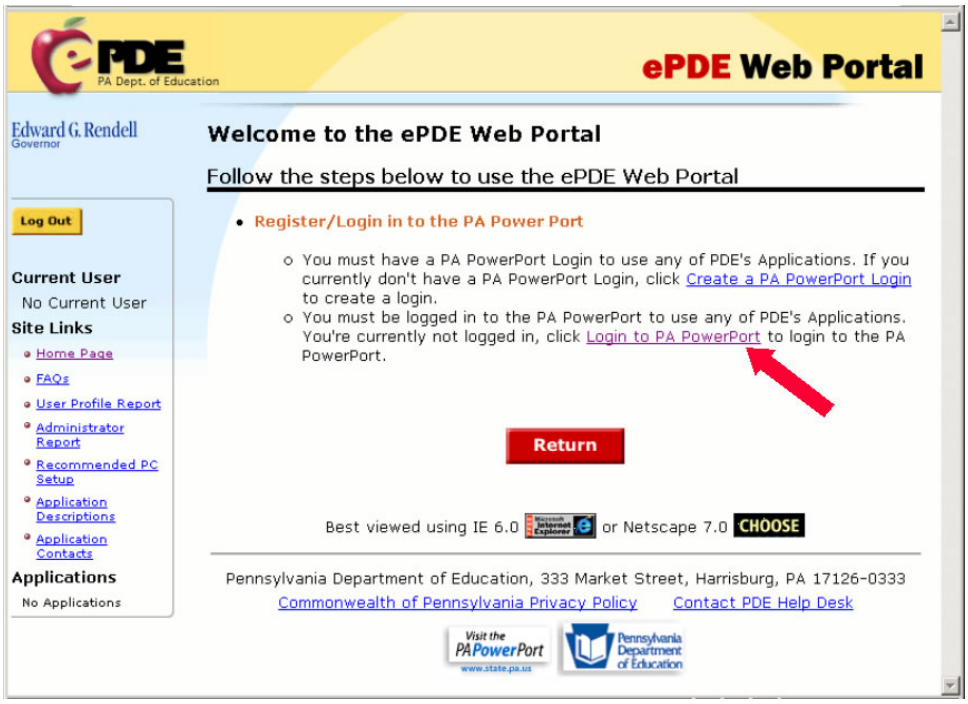
Open an internet browser and go to http://www.pde.state.pa.us.

Click the *e-PDE Web Portal* link.

Click *Direct Link to the e-PDE Web Portal*.



Click the *Login to PA PowerPort* link.

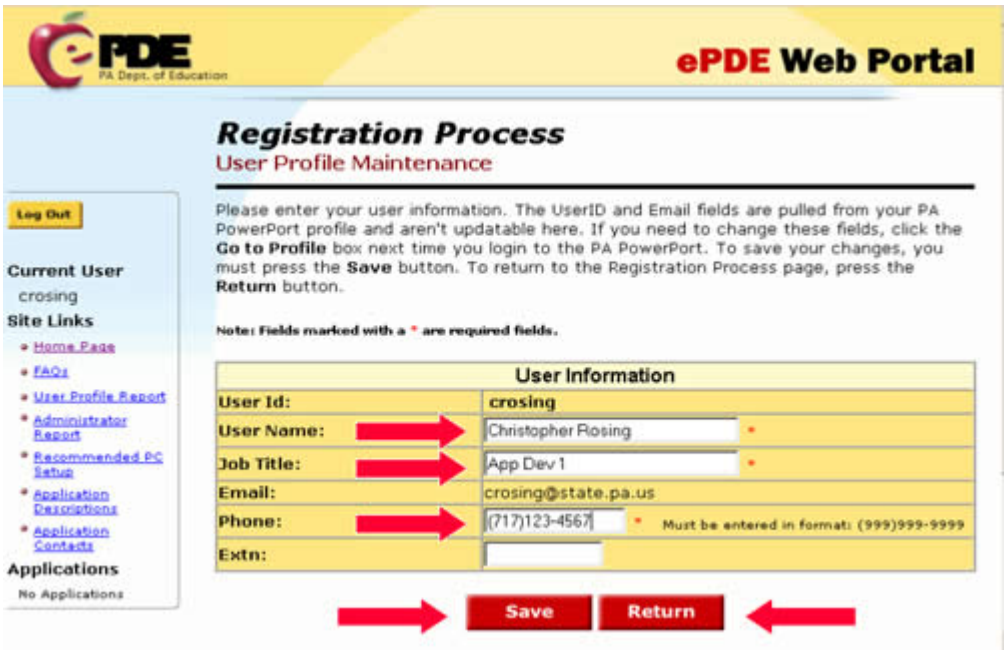


Enter the UserID and Password that you created in step 2 and click *Login*.

You will be redirected to the ePDE WebPortal and your user ID will appear under the Current User heading on the left navigation bar.

The first time that you log onto the ePDE Web Portal you will be asked to modify your user profile. Click on the *Modify Your User Profile* link.

1.Update your user information
2.Click the Save Button
3.Click the Return Button



You will need to know the name of the PERMS Approver for your Institution. The PERMS Approver is the person who will review your registration request.

Click on the *Administrator Report* link and follow the online instructions to find out who your PERMS Approver is.

If there is no PERMS Approver you cannot register to use the PERMS Application. If that is the case you can find the name of your Security Administrator on the Administrator Report screen. Let your Security Administrator know that a PERMS Application Approver needs to be appointed.

If there is no Security Administrators at your Institution you will need to submit a request for Initial Security setup to the PDE. A link on the Administrator Report screen will give you instructions on how to do this.

Return to the Home Page and click on the *Register for an ePDE Application* link.

Click on the *Select Application* link.

Click on the PERMS Link.

Click on the *Select Educational Entity and Security Role* Link.

1. Enter the AUN or use the Look up AUN link
2. Click in the checkbox to select the role that you want to register for
3. Click the Submit button

Your registration has been submitted. Click on the *OK* Button.

Your PERMS approver must review your registration request before you can access the PERMS Application.

Step 4: Notify your PERMS Approver

You must now notify your PERMS Approver that you have submitted a registration request. Your PERMS Approver must review and approve your registration request before you can access the PERMS Application.

If any user doesn't have a valid e-mail address at school, they can use a home e-mail address, **but it should be accessible online from school.** As users attempt to set up their ID, e-mail is sent to this address confirming the ID and password.

If a user doesn't have e-mail at school *or* at home, a free e-mail account can be set up at many sites such as www.yahoo.com, gmail.google.com, or www.hotmail.com.

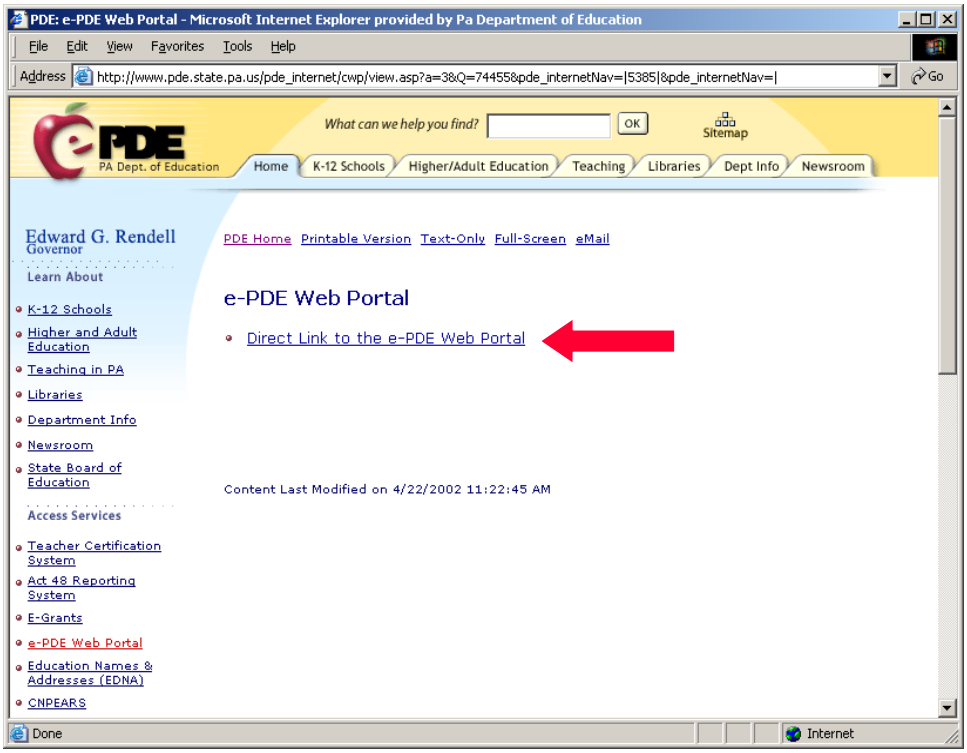
Step 5: Access the PERMS Application.

After your PERMS Approver has approved your registration request you may access the PERMS Application.

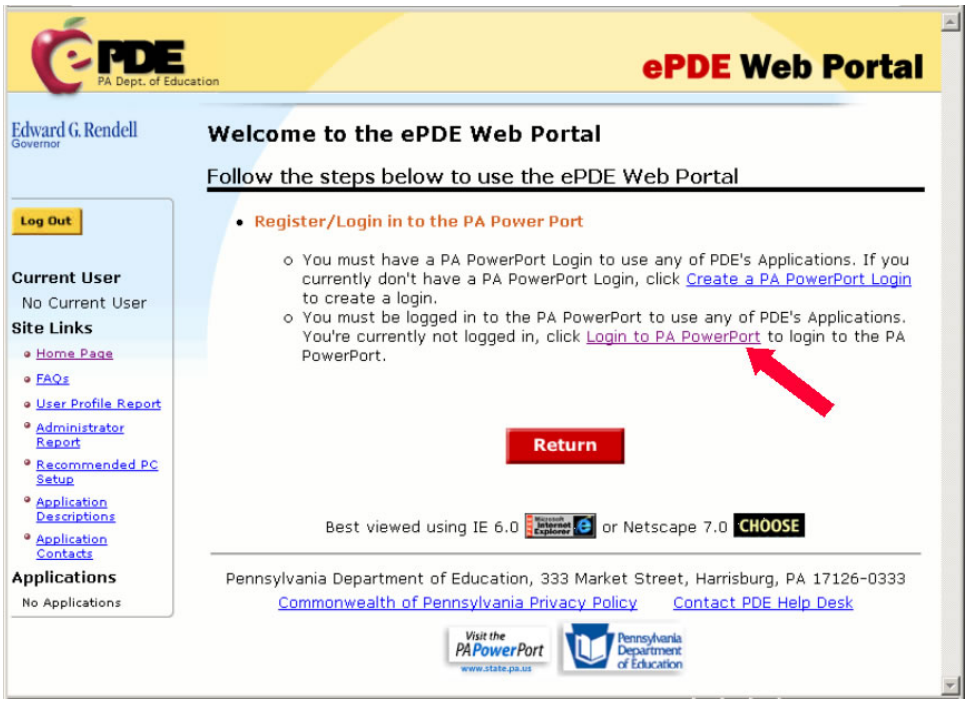
Open an internet browser and go to http://www.pde.state.pa.us.

Click the *e-PDE Web Portal* link.

Click *Direct Link to the e-PDE Web Portal*.

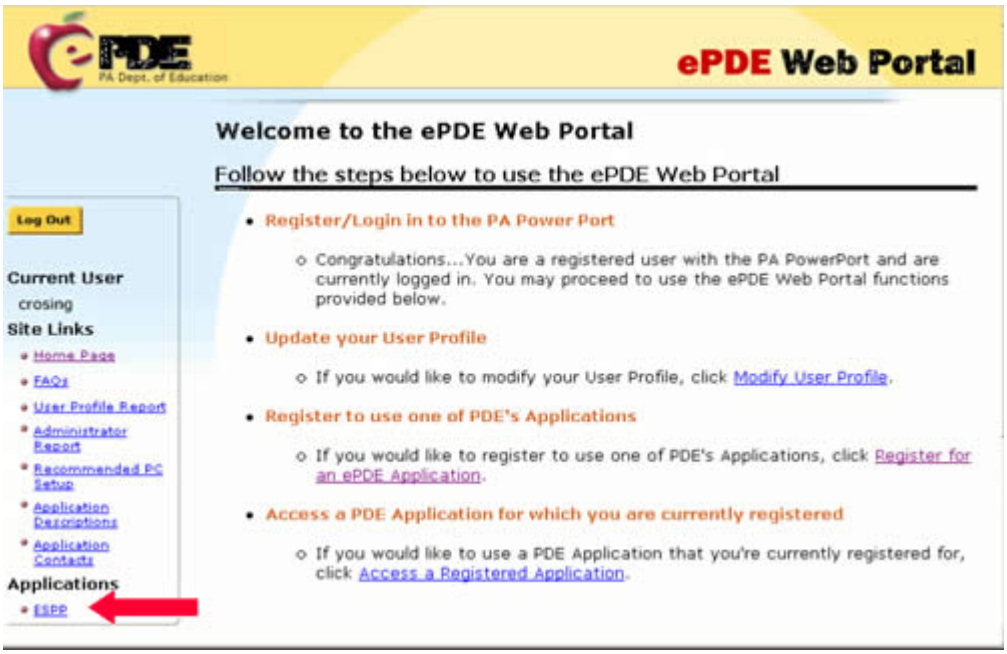


Click the *Login to PA PowerPort* link.



Enter the UserID and Password that you created in step 2 and click *Login*.

Under the Applications heading on the left side of the screen, click the *PERMS* link. This will take you to the PERMS Application.



ePDE Web Portal Help Desk

If you have questions or problems, or if you don't receive notification that your security has been established within two weeks, please contact the ePDE Web Portal Help Desk:

E-mail: **ra-egrantshelp@state.pa.us**
Telephone: **717-783-6686**

Be sure to include your name, your school's name, and your telephone number in any email, so our technical support staff can call you if needed.