

PDE Website – Login/User Administration Instructions

The Pennsylvania Department of Education website is located at <http://www.education.pa.gov>. Users access the e-Data v2 website from this location.

Users must first register for an account on the PDE website, if they have not already. Instructions on how to register for an account on the PDE website are included in the [e-Data System Manual/Glossary](#).

On the PDE home page, users can log in by clicking the **Access My PDE Application** link found on the left side of the screen, in the “I WOULD LIKE TO” section (*Figure 1*).



Figure 1

On the following screen, enter your user name and password and click **Log In**. Once logged in, users can open the e-Data v2 system by clicking **eDatav2** from the list of applications (*Figure 2*).

You are logged in as: user\jyeager

My PDE Suite

Applications▼ User/Group Admin▼ Search View/Join Groups Profile Help & Support Log Out

You are currently authorized to access the following PDE applications. Select the App ID to open the application in a new window.

Application Abbreviation	Application Name	Info	Status
eDatav2	e-Data V2		
eDataV2Tr	e-Data V2 (Training)		
PASecureID	PASecureID		
PERMS	PERMS		

Icon Key: Open the information page for this application
 This application is not currently available
 This application is not available via your current network connection

Figure 2

In addition, e-Data v2 Local Administrators can assign staff to e-Data v2 groups, such as Agency Data Administrator, Agency Data Entry, Agency View Only, and Agency Contact by clicking the **User/Group Admin** title, not the drop-down, at the top of the screen in Figure 2.

A list of the groups available appears, as seen below in *Figure 3*.

You are logged in as: user\jyeager

My PDE Suite

Applications▼ User/Group Admin▼ Search View/Join Groups Profile Help & Support Log Out

My Administrative Groups

Category Type: All Keyword(s):

Search
Reset

Administering 12 groups.

Group Type	Group Category	Group Name	Description	
Application	e-Data V2	Agency Data Administrator	This is a group of eData V2 agency administrators at each Agency.	Info View Users Add Users
Application	e-Data V2	Agency Contact	This is a group of eData V2 agency contacts for different contracts.	Info View Users Add Users
Application	e-Data V2	Agency Data Entry	This is the group of Data Entry users of eData V2 application within an agency.	Info View Users Add Users
Application	e-Data V2	Agency View Only	This is the group of View Only users of eData V2 application within an agency.	Info View Users Add Users

Figure 3

Assigning a user to an e-Data v2 group

- The groups listed in Figure 4 above may not match the list of groups you see on this page. To narrow down the list of groups to show only e-Data v2 application groups, select **Application** as the Category Type and type **e-Data** as the keyword.

NOTE – Users with only e-Data V2 Local Administrator privileges, not Local Security Administrator or Local Application Administrator roles will, by default, automatically see the e-Data application groups without having to do a search.

- Find the group you would like to assign a user to and click **Add Users**
- The Add Users to Group screen appears - enter information for the user to narrow the search, such as first name, last name or User ID. **When implementing this search, only staff that have an account, have logged in at least once on the PDE website will appear in the search. If you are searching for a user on the same day they have created their account, search by using the User ID only (see below).**

My PDE Suite

Applications▼ User/Group Admin▼ Search View/Join Groups Profile Help & Support Log Out

 [My Administrative Groups](#)

Add Users to Group

1 → 2 → 3

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

Group Information:

Group Type: Application
Group Category: e-Data V2
Group Name: Agency Data Entry

User Search:

Please enter search criteria in order to display results below. You may enter one or more fields to search on.

User ID: First Name: Last Name:

4. Once the list appears, select the correct person by using the **Add** link at the far right end of the row.
5. The Select an Institution screen appears - when this screen appears, if there is an existing education institution, it will appear for you to select. If not, you will need to use the search fields, as seen below, to find the institution. Enter a keyword in the "Search by Keyword(s)" field and click **Search**. Once found, click **Select**.

There are 1 affiliated institution(s) available.

Institution Name	
Penn State/ Main	Select

Institution:

Please enter search criteria in order to display results below.

Search by keyword(s):

Category: County:

6. The Group membership profile screen appears (see below) - before creating the membership check the group information to be sure that you are provisioning the right person for the correct group. Once you have verified this information click the **Create Membership or Save Changes** button. This will link this staff person with the selected group.

Group Information:

User Name: PSU One
Group Type: Application
Group Category: e-Data V2
Group Name: Agency Data Administrator
Institution: Penn State/ Main

Group Attributes:

There are no attributes defined for this group.

Create Membership

Cancel

NOTE: When assigning a user to the **Agency Contact** group, the last screen includes a few additional fields (see below).

Group Membership Profile



Please complete the membership by editing the attributes below.

Group Information:

User Name: PSU One
Group Type: Application
Group Category: e-Data V2
Group Name: Agency Contact
Institution: Penn State/ Main

Group Attributes:

Shared Adult Coordinator: Yes ▼

Position Title: Data Entry Clerk

Contract Component:

041 054 058 059 061 065 091 099 125 N Counselor

Create Membership

Cancel

Select **Yes** in the Shared Adult Coordinator field if this staff member is the contact for adults shared by multiple programs. By selecting yes, this user will receive an auto-generated email message when an adult becomes shared with another agency in e-Data. In addition, anyone assigned to this group will appear in e-Data as an agency contact. At the top of a shared adult's demographics screen in e-Data, text appears stating the adult is shared with another agency. The agency name is a link that, when clicked, shows the users added to the Agency Contact group.

The Position Title field is an open text field that allows users to enter their title, such as Data Entry Clerk, Administrator, Case Manager, etc.

The Contract Component is not used, but a selection is required. Click the list of contracts to highlight the row.

Click **Create Membership** or **Save Changes** to complete the assignment to the Agency Contact group.

Removing a user from an e-Data v2 group

There are multiple ways to remove users from e-Data groups. In most cases, removal from a group occurs when the user is no longer employed by the program and access to e-Data needs to be deleted.

In Figure 3 on page 2, the e-Data v2 Local Administrator will click **Add Users** to add a new user to a group. By clicking **View Users** on this screen, administrators will be presented with a list of users assigned to the group selected, as seen below.

Manage Group Memberships

Group Information:

Group Type: Application
Group Category: e-Data V2
Group Name: Agency View Only

Group Memberships:

First Name: **Last Name:**
User ID: **Institution:**

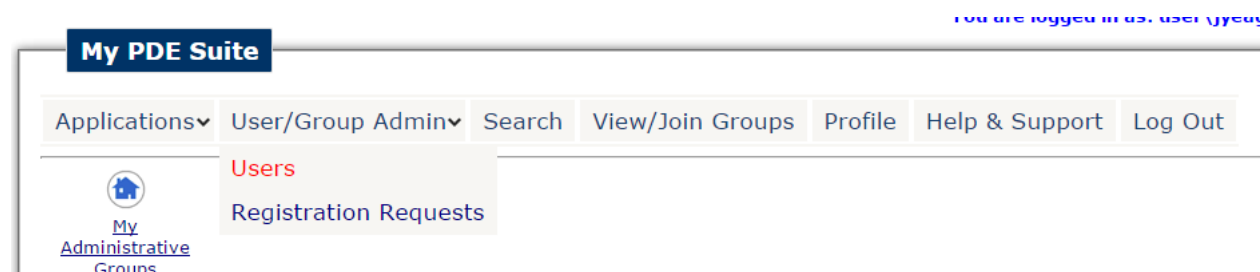
There are 1 members.

	User ID	First Name	Last Name	Institution		
☐	user\psu1	PSU	One	Penn State/ Main	Edit	Delete

To delete a user from this group, click the **Delete** link on the right. Multiple users can be removed by checking multiple check boxes on the left and clicking the **Delete Selected User(s)** button.

Another option is to remove group memberships based on the user ID. For example, if one user is assigned to more than one group, all group assignments can be deleted on a single page.

In the menu bar, click the drop-down arrow in the **User/Group Admin** menu option, as seen below. Then, select **Users**.



The **My Administrative Users** screen will appear.

You are logged in as: user\jyeager

My PDE Suite

Applications▼ User/Group Admin▼ Search View/Join Groups Profile Help & Support Log Out

Home > [User/Group Admin](#) > Users

My Administrative Users

User ID: First Name: Last Name: Email Address:

Administering 39 users.

UserID	First Name	Last Name	Email Address	
user\psu6	PSU	Six	i@i.com	Edit
user\user16	User	Sixteen	u@u.com	Edit
user\psu10	PSU	Ten	m@m.com	Edit
user\psu13	PSU	Thirteen	p@p.com	Edit
user\user30	User	Thirty	j@k.com	Edit
user\psu3	PSU	Three	f@f.com	Edit
user\psu12	PSU	Twelve	o@o.com	Edit
user\user20	User	Twenty	z@z.com	Edit
user\user28	User	Twenty-Eight	h@i.com	Edit
user\user25	User	Twenty-Five	e@f.com	Edit

[1](#) [2](#) [3](#) [4](#)

Click the **Edit** link to view a the list of assigned groups for the staff member selected.

The Manage User Memberships screen will appear (see below). Click the **Delete** link to remove the selected user from one group. If more than one group is assigned, place checks in the groups listed and click the **Delete Selected Membership(s)** button.

You are logged in as: user\jyeager

My PDE Suite

Applications▼ User/Group Admin▼ Search View/Join Groups Profile Help & Support Log Out

Manage User Memberships

User Information:
User Name: PSU Six
User ID: user\psu6
Email: i@i.com
Address: PSU Main
University Park, PA 16802
Phone:

User Memberships:
Category Type: Keyword(s):

There are 1 groups.

	Category Type	Group Category	Group	AUN	Institution		
☐	Application	e-Data V2 (Training)	Agency Data Administrator (Training)	410147201	Penn State Main Campus	Edit	Delete

For additional information, please contact e-Data Tech Support at 1-877-857-8869 or eDataTechSupport@psu.edu.