How To Guide

Become an Application User
The Department of Education’s (PDE) MyPDESuite gives users access to several applications such as PIMS, FAI, PERMS, DriverEd and many more.

To become a user of one of PDE’s applications you must have a Username and log into the MyPDESuite at least once. If you already have a Username you do not have to register again. If you do not have a Username please register one following the steps in “How to Register a Username and Log In” guide.

There are two methods by which you can gain access to an application:
1. Security Administrator directly adds you to the application group or registering for an application group
2. You register for an application role and your Security Administrator approves your registration request

Note: If you are a Security Administrator you should directly add yourself to the group. Please reference the “How to Add a User to an Application” guide.

Security Administrator directly adds you to the application group

1. **Register a Username and Log in to MyPDESuite:** If you do not have a Username please register one following the steps in “How to Register a Username and Log In” guide. You must log in to MyPDESuite at least once or your Security Administrator will not find you when they try to add you to an application.

2. **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 Establish a new Local Security Administrator.

3. **Ask your Security Administrator to directly add you to the desired application role.** Once your Security Administrator adds you to the application role the application link will show up under the Applications tab in MyPDESuite. Click the link and the application will open in a new tab or window.
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Register to join an application group

1. Login to My PDE Suite https://www.mypdeapps.pa.gov, on the Applications page click ‘Register for an Application’:

2. Select desired Application from the dropdown, click search then click ‘Register’ next to the desired Application Role:
3. Select the Institution that you need to be affiliated with. If you are already affiliated with an institution it will show up as a shortcut which you may select if not then you must search for the desired institution:

![Image of MyPDESuite Application screen showing Register for an Application: Select Institution]

4. If satisfied with the Application, Role and Institution click ‘Register’:

![Image of MyPDESuite Application screen showing Register for an Application: Register]
5. The application role membership will be pending until your Security Administrator approves it.

- User Name: betauser@pde tester User
- Name: bill smith
- Email: ccc@ccc.com
- Application: Driver Education
- Role: Driver Ed Local User
- Institution: Central Dauphin SD
- AUN: 115221402

Created by: bill smith
Created: 6/1/2017 10:49:23 AM
Modified by: bill smith

Status will be pending until your security administrator approves it.

Access My Applications: 0 applications are available

Below are your Application Roles. To remove yourself from an Application Role, click ‘Delete’.

<table>
<thead>
<tr>
<th>Application</th>
<th>Roles</th>
<th>Institution</th>
<th>AUN</th>
<th>Branch</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver Education</td>
<td>Driver Ed Local User</td>
<td>Central Dauphin SD</td>
<td>115221402</td>
<td>0</td>
<td>Pending</td>
</tr>
</tbody>
</table>
6. Once your Security Administrator approves your registration request, the Application link will show up, and your status will change to active. To access your application, click the link and the application will open up in a new tab or window.