TIMS
How do I login to TIMS?

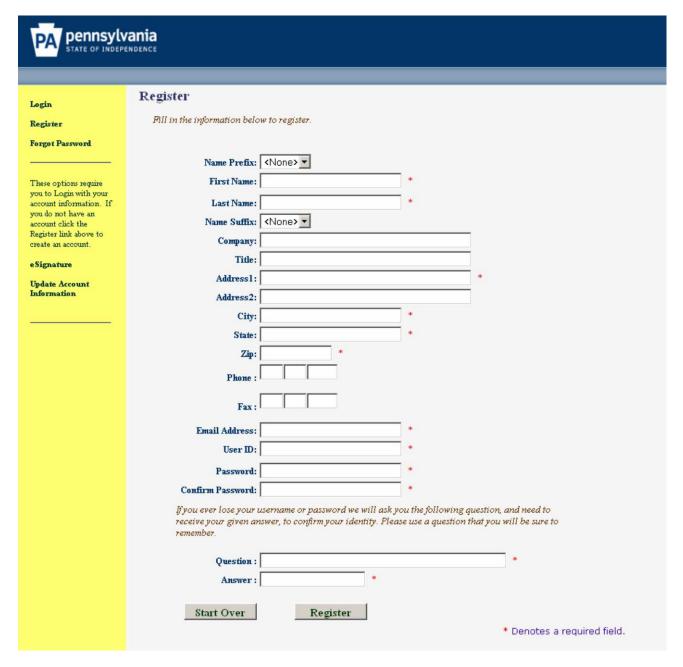## To Login to TIMS, you must first Create a UserID in the PDE web portal.

Navigate to the Education Hub http://www.education.state.pa.us

In the upper left hand portion of the screen click the Register link:

The Registration page will open. Complete the form and click register:
- The registration keys on the email address and user ID submitted on the registration form.
- If you believe you have registered previously, please select "forgot password" to attempt to retrieve your initial user ID access.
- If you are acting as certifying officer or other provisioned user for an Approved Educator Preparation Program or a PK-12 Educational Entity you can use one single login ID for accessing several institutions or roles.
- If you are entering TIMS as an educator/applicant you will need a different login to access your personal TIMS educator record that has a different user ID and email address
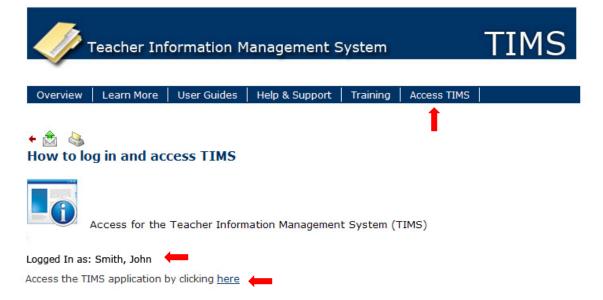
Register

Fill in the information below to register.

Name Prefix: `<None>`

First Name: [   ] *

Last Name: [   ] *

Name Suffix: `<None>`

Company: [   ]

Title: [   ]

Address1: [   ] *

Address2: [   ]

City: [   ] *

State: [   ] *

Zip: [   ] *

Phone : [ ] [ ] [ ]

Fax : [ ] [ ] [ ]

Email Address: [   ] *

User ID: [   ] *

Password: [   ] *

Confirm Password: [   ] *

If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm your identity. Please use a question that you will be sure to remember.

Question : [   ] *

Answer : [   ] *

[Start Over]   [Register]

* Denotes a required field.

Wait 24 hours and return to www.education.state.pa.us and login.
- You have now created a UserID and will be able to log into the Education website and access TIMS.

To access TIMS after logging into the web portal
- Type PA-TIMS.com in the internet explore address bar and select "go"
- Select the tab across the top of the page "Access TIMS"
- The page will display that you are successfully logged into the web portal and present you with the link to enter TIMS

When TIMS opens it will present you with the opportunity to establish a new profile if you are a new educator or establish the link to your existing educator program.

- It is extremely important that you enter this information carefully and correctly
  - This screen is for applicants/educators only
- If you are entering TIMS as a certifying officer or other role for an Approved Educator Preparation Program or a PK-12 Educational Entity, you are in the wrong screen.
  - If you arrive at this screen, you have not been provisioned appropriately by your entity's Local Security Administrator or TIMS Administrator.
  - You must be provisioned as a Certifying Officer or a Chief School Administrator to view your entity's dashboard in TIMS.
  - Cancel out of this screen and contact your Local Security Administrator or TIMS Administrator for appropriate provisioning.

Select "Continue" to enter TIMS as an applicant/educator.