

## Add Users to Application and Security Administration Roles

This guide is for security administrators and details the process to directly add a user to an Application or Security Administration Role.

1. Login to the MyPDESuite website <https://www.mypdeapps.pa.gov>
2. Click 'Security Administration'. If you do not see the Security Administration link it means that you are not a Security Administrator and thus cannot view/delete users.

You are logged in as: **betauser\pdetesterLSA**

**MyPDESuite Application**

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### My Applications

**What would you like to do?**

[Register for an Application](#)

[Find out more about Applications](#)

[Find my Security Administrator](#)

**Access My Applications:** 0 applications are available

**Below are your Application Roles. To remove yourself from an Application Role, click 'Delete'.**

Application	Roles	Institution	AUN	Branch	Status	
Security Administration	Local Security Administrator	Cumberland Valley SD	115211603	0	Active	<a href="#">Delete</a>
Security Administration	Local Security Administrator	Central Dauphin SD	115221402	0	Active	<a href="#">Delete</a>

3. Click 'Add Users to an Application'

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### Security Administration

**What would you like to do?**

Click 'Add Users to an application'

[Review Registration Requests](#): Review pending registration requests for a PDE application that you administer.

[Add Users to an Application](#): Give a user access to a PDE Application such as PIMS, FAI, PAMSecureID etc.

[View Current Users](#): View users who are currently in PDE Application roles that you administer. You may also remove users who no longer need access and export a report of all current users.

- To add a user to an Application Role either enter a keyword search or select the application abbreviation from the dropdown menu. To add a user to a Security Administration Role select Security Administration from the Application dropdown menu. Click search and then click Add Users next to the desired Role

**Please note that users must have logged in to MyPDESuite at least once to be searchable. If you do not find the user it is most likely because they have not logged in.**

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[Security Administration](#) >> Select Application Role

### Add user to an Application: Select Application Role

1. Enter keyword and/or select Application from drop down, click Search.  
2. Click Add Users next to the desired Application Role.

Keyword:  Application: DriverEducation

Enter text in Keyword search box or select the Application Abbreviation from the Application dropdown menu then click search

Administering 1 roles.

Application	Role	Description	
DriverEducation	DriverEd Local User	This is the group of users of the DriverEd application within a local education authority (LEA).	<a href="#">View Users</a> <a href="#">Add Users</a>

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[Security Administration](#) >> Select Application Role

### Add user to an Application: Select Application Role

1. Enter keyword and/or select Application from drop down, click Search.  
2. Click Add Users next to the desired Application Role.

If you know the name of the role you may type it in the keyword search box and then click Search

Keyword:  Application: Security Administration

To add a user to a Security Administration Role Select 'Security Administration' from dropdown and click Search.

To add the user click 'Add Users' next to the desired Role. You may also view current user in that role by clicking 'View Users'

Administering 28 roles.

Application	Role	Description	
Security Administration	Local Security Administrator	Point of contact for PDE for security administration of Education Directory, Ed Hub Portal, & PDE Application groups.	<a href="#">View Users</a> <a href="#">Add Users</a>
Security Administration	DriverEd Local Administrator	This is a group of DriverEd application administrators at each local education authority (LEA).	<a href="#">View Users</a> <a href="#">Add Users</a>
Security Administration	ROS - Local Administrator	Administers users of the Residence of Students (ROS) data collection application at the local institution.	<a href="#">View Users</a> <a href="#">Add Users</a>
Security Administration	PNPE - Local Administrator	Administers users of the Private Non Public Enrollments (PNPE) data collection application at the local institution.	<a href="#">View Users</a> <a href="#">Add Users</a>
Security Administration	RES - Local Administrator	Administers the RES application groups at the Local LEA level.	<a href="#">View Users</a> <a href="#">Add Users</a>
Security Administration	CATSV2 - Local Administrator	Administers the CATSV2 users at the local LEA level.	<a href="#">View Users</a> <a href="#">Add Users</a>

5. Search for and Select the User that you want to add.

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Security Administration >> Select Application Role >> Select User

### Add User to an Application: Select User

1. Enter search criteria below, click 'Search'.  
2. Click 'Select' next to the desired User.

Application: DriverEducation  
Role: DriverEd Local User

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:  Email Address:

There are 1 users available.

User ID	First Name	Last Name	Email	
betauser\pdetesterUser	bill	smith	ccc@ccc.com	Select

6. Select the Institution that you want to associate the user with. Only institutions that you are a Security Administrator for and that are eligible for the Application Role will appear

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Security Administration >> Select Application Role >> Select User >> Select Institution

### Add a User an Application: Select Institution

1. Click 'Select' next to the desired Institution.

UserID: betauser\pdetesterUser  
Name: bill smith  
Email: ccc@ccc.com  
Application: DriverEducation  
Role: DriverEd Local User

Only Institutions for which you are a Security Administrator appear. Click 'Select' next to the desired Institution.

There are 1 institution(s) available.

AUN	Branch	Institution Name	County	Category	
115211603	0000	Cumberland Valley SD	Cumberland	School District	Select

- Review User details. If there are attributes add them in the Group Attributes section. If satisfied click 'Create Membership' if not click 'Cancel'.

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[Security Administration](#) >> [Select Application Role](#) >> [Select User](#) >> [Select Institution](#) >> Create Membership

### Add a User to an Application: Create Membership

- Select 'Attributes' if displayed.
- Click 'Create Membership'.

- Review User details
- Select desired Attributes if displayed.
- If satisfied click Create Membership if not click cancel

**UserID:**betauser\pdetesterUser  
**Name:**bill smith  
**Email:**ccc@ccc.com  
**Application:**DriverEducation  
**Role:**DriverEd Local User  
**Institution:**Cumberland Valley SD  
**AUN:**115211603

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### Add a User to an Application: Complete

**User Name:** betauser\pdetesterUser  
**Name:** bill smith  
**Email:** ccc@ccc.com  
**Application:** DriverEducation  
**Role:** DriverEd Local User  
**Institution:** Cumberland Valley SD  
**AUN:** 115211603

**Created by:** Hiram Andrews  
**Created:** 6/6/2017 3:00:14 PM  
**Modified by:**  
**Modified:**