eGrants/MyPDESuite Integration and Migration Instructions

On September 14th 2022 eGrants will be integrated into MyPDESuite. Navigation to the eGrants URL will result in the following:

1. Click on the link and you will be taken to the MyPDESuite Login page, or you can navigate directly to MyPDESuite using: https://www.mypdeapps.pa.gov

2. If you already have a MyPDESuite login:
   - Enter User Name and Password
   - Click Log In

3. If you do NOT have a MyPDESuite login:
   - Click on the Register Username link under the PA Keystone Login heading on the right side of the page and follow instructions to establish your Keystone Login.
   - For any issues in that process, please call the Keystone Login Helpdesk at 877-328-0995.
4. Once you have logged into MyPDESuite successfully, you’ll be taken to My Applications, where you will have links to the PDE applications for which you currently have access rights. eGrants will need to be added to this list.

To do this:
- Click the Register for an Application link

Choose eGrants from the Application dropdown list
- Click the Search button
- Click Register for eGrants
  - At this point in the process, your agency’s Local Security Administrator (LSA) for MyPDESuite will need to approve the request for eGrants before the link will appear on your My Applications page.
- Search your Institution by **Name** or **AUN**
  - PDE Bureau users search for and select “PDE”
- Click **Select** on the appropriate Institution line

**Register for an Application: Select Institution**

1. If the desired Institution appears as a shortcut click ‘Select’.
2. Enter Institution search criteria and click ‘Search’.
3. Click ‘Select’ next to the desired Institution.

Name: Eric Phillips  
UserID: CWOPA\c-erphilll  
Application: eGrants  
Role: eGrants User

There are 1 affiliated institution(s) available.

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>AUN</th>
<th>Branch</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDE</td>
<td>315220083</td>
<td>0000</td>
<td></td>
</tr>
</tbody>
</table>

Search by keyword(s): PDE

There are 51 institution(s) available.

<table>
<thead>
<tr>
<th>AUN</th>
<th>Branch</th>
<th>Institution Name</th>
<th>County</th>
<th>Category</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>315010099</td>
<td>0000</td>
<td>Barry Adams PDE TEST</td>
<td>Adams</td>
<td>Act 48 Independent Provider</td>
<td>Select</td>
</tr>
<tr>
<td>315015602</td>
<td>5020</td>
<td>Hampden El Sch</td>
<td>Cumberland</td>
<td>Regular School</td>
<td>Select</td>
</tr>
<tr>
<td>48107513</td>
<td>0000</td>
<td>Hampden-Sydney College</td>
<td>Out-State</td>
<td>Out Of State College and University</td>
<td>Select</td>
</tr>
<tr>
<td>315220083</td>
<td>0000</td>
<td>PDE</td>
<td>Dauphin</td>
<td>PDE DIVISION</td>
<td>Select</td>
</tr>
<tr>
<td>351220183</td>
<td>0000</td>
<td>PDE - Division of Management Services - NRS Vendor</td>
<td>Dauphin</td>
<td>PDE Division</td>
<td>Select</td>
</tr>
</tbody>
</table>

**IF YOU RECEIVED THE FOLLOWING SCREEN** - Please contact the **MyPDESuite** helpdesk at Ra-EDhubadmin@pa.gov to request assistance with establishing an LSA for your organization. Please provide the AUN in that communication.

You are logged in as: c-erphilll

**Register for an Application: Register**

No Administrators exist for group eGrants User at Ableton Community Library. Please make a different selection.
5. Once access to eGrants has been **granted in MyPDESuite**:
   - Click the eGrants link under **Access My Applications** on the **My Applications** page

![MyPDESuite](image)

<table>
<thead>
<tr>
<th>Applications</th>
<th>Access My Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDC</td>
<td>The Education Data and Calculations (EDC) application is accessible to only PDE staff for internal use.</td>
</tr>
<tr>
<td>eGrants</td>
<td>The PDE online grant management system</td>
</tr>
<tr>
<td>FRCP Test</td>
<td>Future Ready Comprehensive Planning Portal (Test). This application provides a consistent planning framework and collection tool for all Pennsylvania schools.</td>
</tr>
</tbody>
</table>

6. This will take you to the **eGrants Account Conversion** page.
   - Enter your eGrants **Login** and **Password**
     - If you’re a new eGrants user, use the **Login** and **Temporary Password** sent to you via email after your **Agency User Administrator has created your account**.
   - Click **Convert Account**

![eGrants Account Conversion](image)

**Please Note:**
If you do not yet have an eGrants login and password, please contact your Agency’s User Administrator to have one created for you. If you’re not aware of your Administrator or you are a new Bureau user, please contact the helpdesk at Ra-e-grants-help@pa.gov

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7. Once you receive the success message below, you’ll need to go back to MyPDESuite one more time to select eGrants from Access My Applications.
   - The next time you login, you will be taken directly to your eGrants homepage, bypassing the conversion screen.

If you have more than one eGrants login. Please contact the eGrants helpdesk for instructions on how to convert additional accounts. Ra-egrantshelp@pa.gov