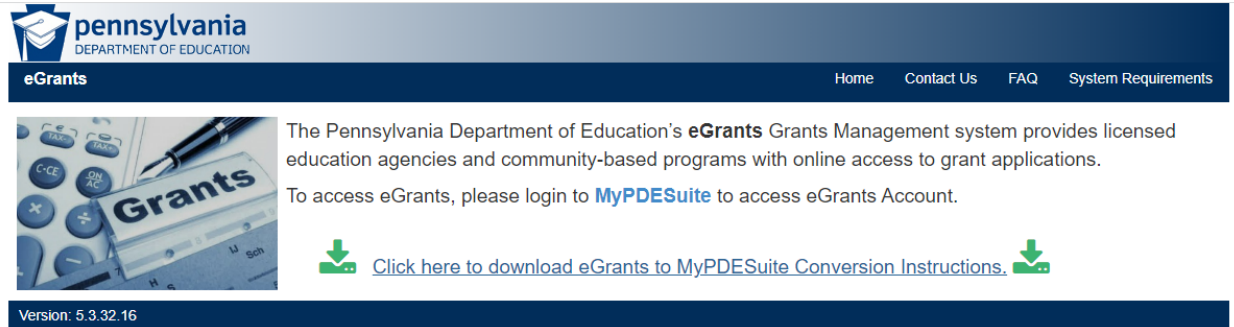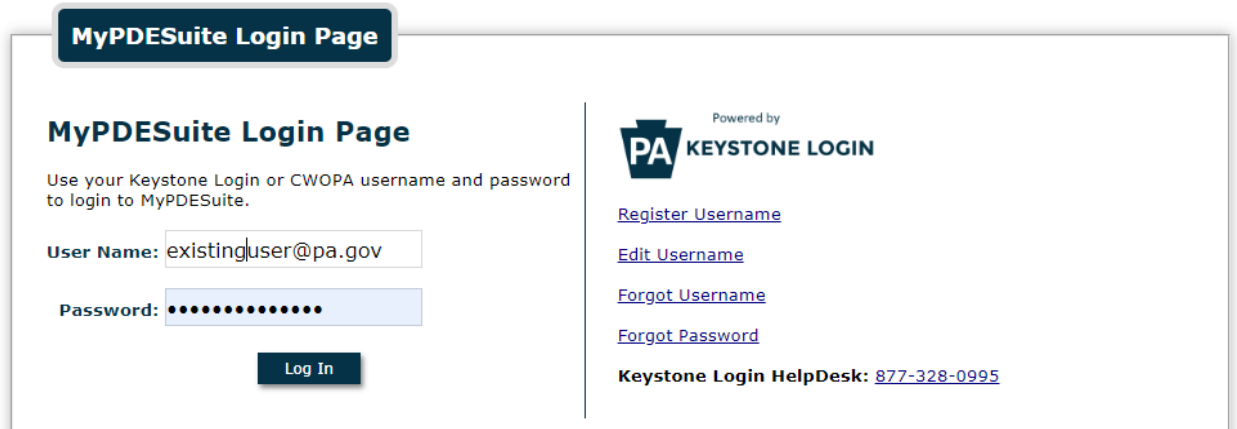# eGrants/MyPDESuite Integration and Migration Instructions

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

MyPDESuite

Applications   Security Administration   My Account   Help   Log Out

My Applications

Access My Applications:

EDC   The Education Data and Calculations (EDC) application is accessible to only PDE staff for internal use.

FRCPP_Test   Future Ready Comprehensive Planning Portal (Test). This application provides a consistent planning framework and collection tool for all Pennsylvania schools.

What would you like to do?

Register for an Application

Find out more about Applications

Find my Security Administrator

- 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.

MyPDESuite

Applications   Security Administration   My Account   Help   Log Out

My Applications >> Select Application Role

Register for an Application: Select Application Role

1. Select desired Application from dropdown, click 'Search'.
2. Click 'Register' next to the desired Application Role.

Application: eGrants   [Search]

Application	Role	Description	
eGrants	eGrants User	Standard user role	Register

- 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-erphilli
Application: eGrants
Role: eGrants User

There are 1 affiliated institution(s) available.

Institution Name	AUN	Branch	
PDE	315220083	0000	Select

Search by keyword(s): PDE   AUN: [Search] [Reset]
Category: All   County: All

There are 51 institution(s) available.

AUN	Branch	Institution Name	County	Category	
315010099	0000	Barry Apple PDE TEST	Adams	Act 48 Independent Provider	Select
115211603	5020	Hampden El Sch	Cumberland	Regular School	Select
481007513	0000	Hampden-Sydney College	Out-of-State	Out Of State College and University	Select
315220083	0000	PDE	Dauphin	PDE Division	Select
351220183	0000	PDE – Division of Management Services – NPIS Vendor	Dauphin	PDE Division	Select
324221215	0000	PDE Act 48	Dauphin	Act 48 Independent Provider	Select

- **IF YOU RECEIVE 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-erphilli

MyPDESuite

Applications   Security Administration   My Account   Help   Log Out
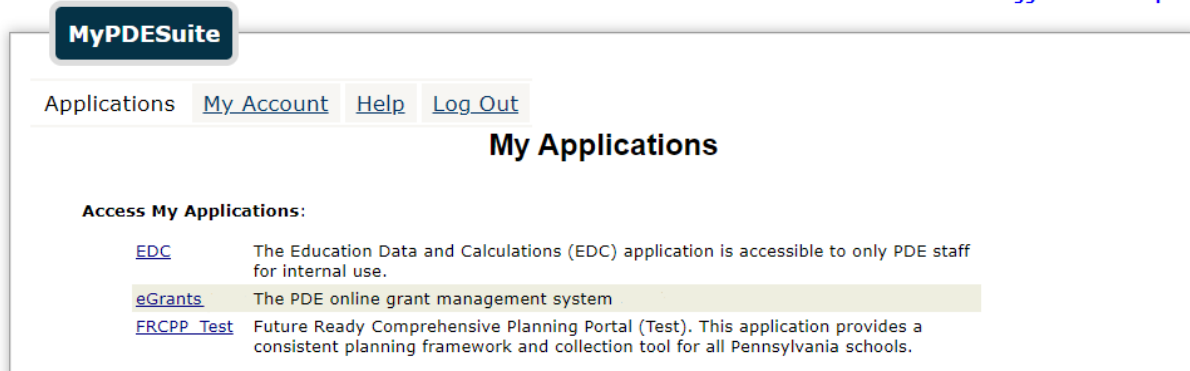
My Applications >> Select Application Role >> Select Institution >> Register

Register for an Application: Register

No Administrators exist for group eGrants User at Abington 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

Applications | My Account | Help | Log Out

My Applications

Access My Applications:

EDC	The Education Data and Calculations (EDC) application is accessible to only PDE staff for internal use.
eGrants	The PDE online grant management system
FRCPP_Test	Future Ready Comprehensive Planning Portal (Test). This application provides a consistent planning framework and collection tool for all Pennsylvania schools.

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**.
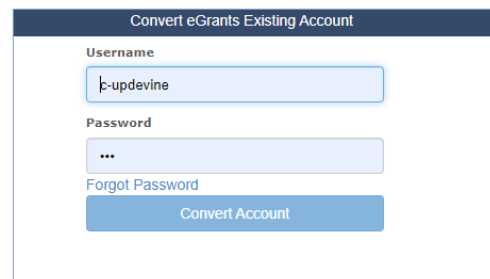   - Click **Convert Account**

pennsylvania
DEPARTMENT OF EDUCATION

eGrants

eGrants Account Conversion

eGrants has integrated with the MyPDESuite sign-on service. Please provide your eGrants credentials so we can confirm your account before converting. If you have more than one eGrants login, please provide the login credentials you use the most. You will be have the opportunity to convert any other logins you may have once you have converted.

Please Note:
If you do not yet have a 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-egrantshelp@pa.gov

Convert eGrants Existing Account

Username

c-updevine

Password

...

Forgot Password

Convert Account

Version: 5.0.0.62

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