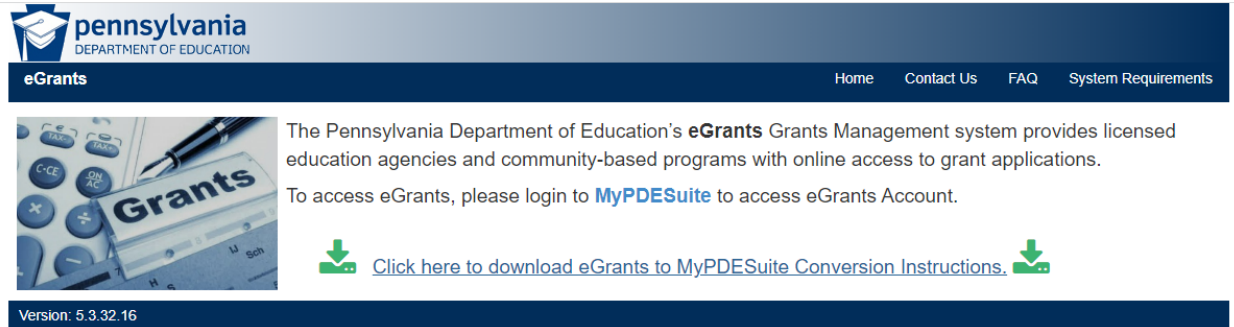


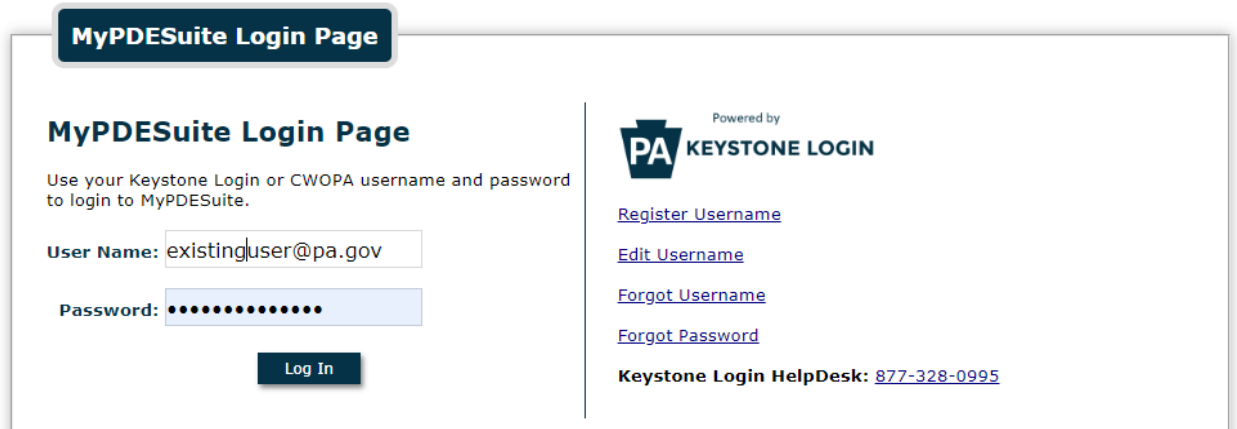
eGrants/MyPDESuite Integration and Migration Instructions

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



The screenshot shows the eGrants website interface. At the top left is the Pennsylvania Department of Education logo. The navigation bar includes 'eGrants', 'Home', 'Contact Us', 'FAQ', and 'System Requirements'. The main content area features a 'Grants' image and text explaining that the system provides online access to grant applications. A link with a download icon is provided for conversion instructions. The footer shows the version '5.3.32.16' and copyright information for 2013-2021.

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**



The screenshot displays the MyPDESuite Login Page. It features a title 'MyPDESuite Login Page' and instructions to use Keystone Login or CWOPA credentials. There are input fields for 'User Name' (containing 'existinguser@pa.gov') and 'Password' (masked with dots). A 'Log In' button is positioned below the password field. On the right side, there is a 'Powered by PA KEYSTONE LOGIN' logo and several links: 'Register Username', 'Edit Username', 'Forgot Username', and 'Forgot Password'. At the bottom right, the 'Keystone Login HelpDesk' contact number '877-328-0995' is listed.

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

You are logged in as: c-erphilli

The screenshot shows the MyPDESuite interface. At the top left is the MyPDESuite logo. A navigation bar contains links for Applications, Security Administration, My Account, Help, and Log Out. The main heading is "My Applications". Under "Access My Applications:", there are two entries: "EDC" (Education Data and Calculations) and "FRCPP Test" (Future Ready Comprehensive Planning Portal). Below this, a section titled "What would you like to do?" contains three links: "Register for an Application", "Find out more about Applications", and "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.

you are logged in as: c-erphilli

The screenshot shows the "Register for an Application: Select Application Role" page. It includes the MyPDESuite logo and navigation links. Below the navigation is a breadcrumb trail: "My Applications >> Select Application Role". The main heading is "Register for an Application: Select Application Role". Instructions state: "1. Select desired Application from dropdown, click 'Search'." and "2. Click 'Register' next to the desired Application Role." Below the instructions is a form with "Application: eGrants" in a dropdown menu and a "Search" button. At the bottom, there is a table with columns for Application, Role, Description, and a Register link.

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): AUN:

Category: County:

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
324231215	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](#)

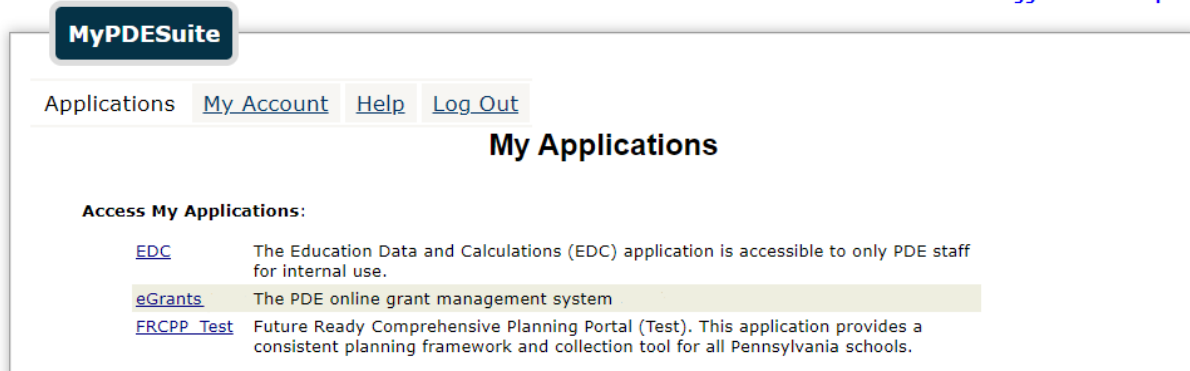
[My Applications](#) >> [Select Application Role](#) >> [Select Institution](#) >> Register

Register for an Application: Register

No Administrators exist for group eGrants User at Abington Community Library. Please make a different selection.

- Once access to eGrants has been **granted in MyPDESuite**:
 - Click the eGrants link under **Access My Applications** on the **My Applications** page

You are logged in as: c-erphilli



The screenshot shows the MyPDESuite interface. At the top left is the MyPDESuite logo. Below it are navigation links: Applications, My Account, Help, and Log Out. The main heading is "My Applications". Underneath, there is a section titled "Access My Applications:" which lists three applications: EDC (Education Data and Calculations), eGrants (PDE online grant management system), and FRCPP_Test (Future Ready Comprehensive Planning Portal). The eGrants application is highlighted with a light green background.

- 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**



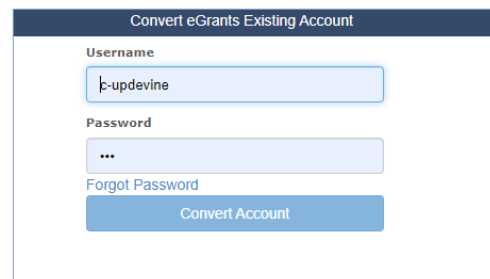
eGrants

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 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



The form is titled "Convert eGrants Existing Account". It contains two input fields: "Username" with the value "c-updevine" and "Password" with three dots indicating a masked password. Below the password field is a "Forgot Password" link. At the bottom of the form is a blue button labeled "Convert Account".

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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.



Your eGrants account has been successfully converted to MyPDESuite. Please login to [MyPDESuite](#) again to access eGrants Account.

Version: 5.0.0.62

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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