



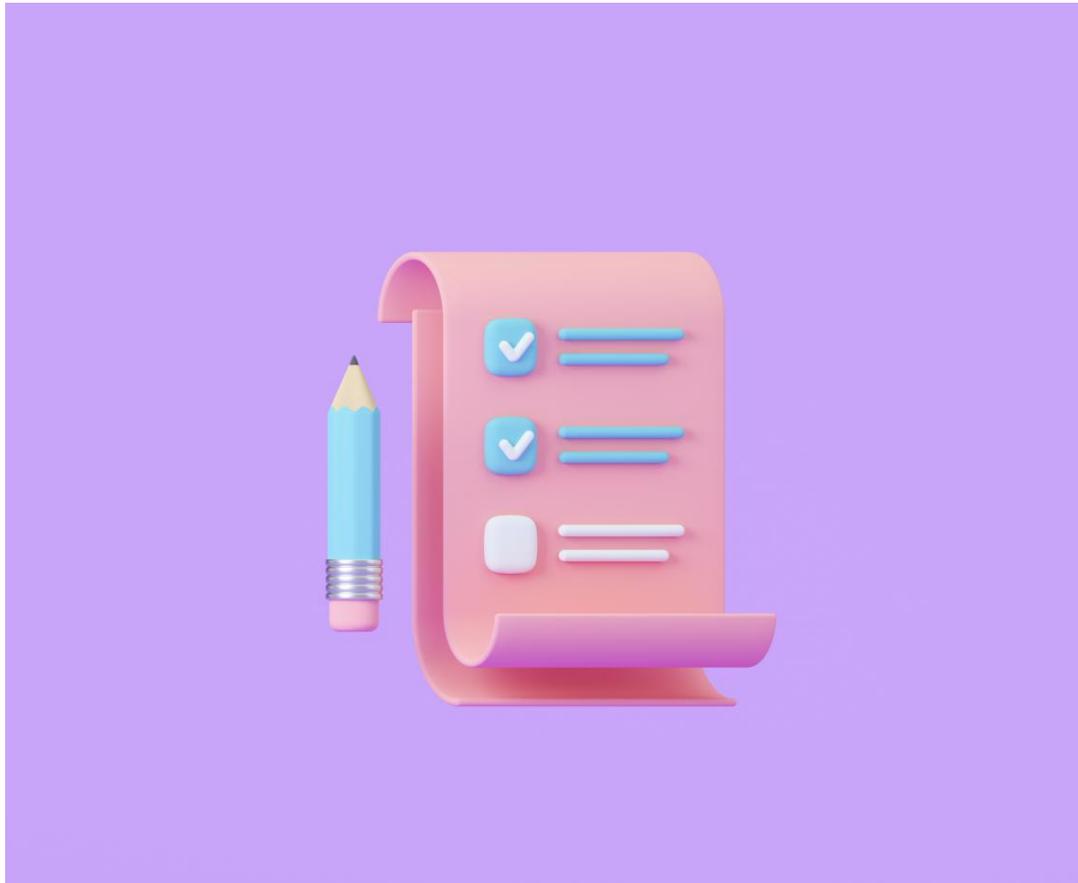
Pennsylvania
Department of Education

The Opportunity Scholarship Tax Credit Program (OSTC)

Help Guide for Users



Objectives



After reviewing the training slides, participants will:

- understand the OSTC program and the role PDE plays.
- be able to access MyPDESuite and the Future Ready Comprehensive Planning Portal (FRCPP).
- be able to locate, complete, and submit the OSTC report in the FRCPP.



PDE's Role in the OSTC Program

To identify the lowest-achieving 15% of all elementary and secondary public schools in PA based upon the assessment scores in English and in Math after excluding CTCs, Charter Schools, Cyber Charter Schools, closed schools, and those with 10 or fewer students taking the assessment from the list.

To notify school districts with low-achieving schools on the steps for communicating with families within the geographic boundaries of these schools.

4 Primary Roles of PDE

To post the list of low-achieving schools on our website.

To post a list of schools that accept OSTC students on our website based upon the info provided by these schools.



Chief School Administrator Information – Slide 1 of 2

All Chief School Administrator information is housed in EdNA (Educational Names and Addresses).

- The Chief School Administrator is the person who holds the highest role at your institution.
- This information must be accurate for every entity applying for the OSTC program because the Chief School Administrator listed in EdNA prepopulates on the Profile page of the OSTC report.
- Click [here](#) to access EdNA (this is a public site) to determine who is currently listed as Chief School Administrator.



Chief School Administrator Information – Slide 2 of 2

- Once in EdNA, search for your educational entity using *one* of the search criteria options and click ‘search’ at the bottom of the page.

EDUCATIONAL NAMES & ADDRESSES EdNA (EdNA)
Home | Search Educational Entities | Search Administrators | Output Files

Search Educational Entities [Go Back](#)

Entity Identification
AUN
School/Branch

Entity Details
Institution Name
Historical Name
City
County
Intermediate Unit

Status
 Open Closed

Categories
 All Categories

Public Entities (LEAs)	Public Schools	Private and Nonpublic Entities	Postsecondary and Higher Ed Entities	Other
<input checked="" type="checkbox"/> Career and Technical Center <input checked="" type="checkbox"/> Charter School <input checked="" type="checkbox"/> Intermediate Unit <input checked="" type="checkbox"/> School District <input checked="" type="checkbox"/> Special Program Jointure <input checked="" type="checkbox"/> State Juvenile Correctional Inst	<input checked="" type="checkbox"/> Adult CTC <input checked="" type="checkbox"/> Comprehensive CTC <input checked="" type="checkbox"/> Occupational CTC <input checked="" type="checkbox"/> Regular School <input checked="" type="checkbox"/> Special Education <input checked="" type="checkbox"/> State Operated Educational Facility	<input checked="" type="checkbox"/> Approved Private School <input checked="" type="checkbox"/> Diocese <input checked="" type="checkbox"/> Licensed, Private Academic School <input checked="" type="checkbox"/> Nonpublic, Non-Licensed School <input checked="" type="checkbox"/> Other Private, Non-Licensed Entity <input checked="" type="checkbox"/> Private Driver Training School <input checked="" type="checkbox"/> Private Residential Rehabilitation Institution	<input checked="" type="checkbox"/> Administrative Office <input checked="" type="checkbox"/> Approved Out of State College and University <input checked="" type="checkbox"/> College of Technology <input checked="" type="checkbox"/> Community College <input checked="" type="checkbox"/> Non-Approved Out of State College and University <input checked="" type="checkbox"/> Other Approved School <input checked="" type="checkbox"/> Private College and University <input checked="" type="checkbox"/> Private Licensed School <input checked="" type="checkbox"/> Private State-Aided Institution <input checked="" type="checkbox"/> Private Two-Year College <input checked="" type="checkbox"/> Rural Regional College <input checked="" type="checkbox"/> Specialized Associate Degree <input checked="" type="checkbox"/> State University <input checked="" type="checkbox"/> State-Related Commonwealth University <input checked="" type="checkbox"/> Theological Seminary	<input checked="" type="checkbox"/> Act 48 Independent Provider <input checked="" type="checkbox"/> Authorizing Entity <input checked="" type="checkbox"/> Instructional Support System of PA <input checked="" type="checkbox"/> Library <input checked="" type="checkbox"/> Miscellaneous <input checked="" type="checkbox"/> Municipality <input checked="" type="checkbox"/> PERMS Uploading Service <input checked="" type="checkbox"/> Professional Education Association

Search



EdNA Information

If the person listed as the ‘primary administrator’ at your institution is correct this step is complete.

- The “title” that the person has listed does not warrant a change in EdNA.

If the person listed as the ‘primary administrator’ is not correct for your entity, please email the OSTC team at ra-ostcp@pa.gov with the following details:

- school name
- school AUN number
- current principal’s name
- principal’s email address



MyPDESuite

The screenshot shows the MyPDESuite Login Page. At the top left is the Pennsylvania Department of Education logo. Below it is a dark blue header with 'pennsylvania PA'. The main content area has a title 'MyPDESuite Login Page' in a dark blue box. Below this, there's a section titled 'MyPDESuite Login Page' with instructions: 'Use your personal Keystone Login or CWOPA username and password to login to MyPDESuite.' There are two input fields: 'User Name:' and 'Password:'. Below the password field is a 'Log In' button. To the right of the login fields is the 'Powered by PA KEYSTONE LOGIN' logo. Below this logo are links: 'Register Username', 'Edit Account', 'Forgot Username', and 'Forgot Password'. At the bottom of this section is a red link: 'Having trouble logging in?' with the text 'Call the Keystone Login Helpdesk at: 877-328-0995'. At the bottom of the page is a 'Help & Support' section with three sub-sections: 'Program Office Support' (with a link to 'PDE Program Office'), 'MyPDESuite Support' (with a link to 'MyPDESuite Help'), and 'TIMS Personal Users' (with a link to 'TIMS'). At the very bottom, there is a 'Browser Recommendation: Edge, Chrome or Firefox for best results.'

- MyPDESuite is a web portal that enables users to access various PDE applications.
 - The Future Ready Comprehensive Planning Portal (**FRCPP**) is the application where the OSTC report will be completed and submitted.
- To gain access to any application in MyPDESuite, users must have a registered Keystone ID username and password.
- Users can only be granted access to applications within MyPDESuite by the Local Security Administrator (LSA) at their educational agency/institution.



MyPDESuite – Local Security Administrator (LSA)

Every entity must have a Local Security Administrator (LSA) established as this person approves user access to the applications within MyPDESuite.

- To find the LSA for your entity, click [here](#).
- If your entity doesn't have a LSA established or wants to add an additional LSA, please follow the directions outlined in this document: [Establish a new Local Security Administrator](#) (PDF).



Gaining Access to MyPDESuite

If you do not have a Keystone ID, you will need to create one.

- Register a Keystone Login username and password [here](#).

MyPDESuite Login Page

MyPDESuite Login Page

Use your Keystone Login or CWOPA username and password to login to MyPDESuite.

User Name:

Password:

Log In

Powered by
PA KEYSTONE LOGIN

[Register Username](#)

[Edit Account](#)

[Forgot Username](#)

[Forgot Password](#)

Having trouble logging in?
Call the Keystone Login Helpdesk at: [877-328-0995](tel:877-328-0995)

User guide: [Register a Username and Log In](#) (PDF)



Register a Keystone ID

- Complete the Keystone Login Registration.
- Fields marked with an asterisk are required.
- After completing the registration form, select 'Register.'
- If you receive an 'Email already in use' message or any other errors when trying to register a Keystone Login account, please call the Keystone Login Help Desk: 877-328-0995.

PA KEYSTONE LOGIN

Register

Personal Information:

First Name*

Last Name*

Date Of Birth*

Contact Information:

Email*

Mobile Phone Number*

Login Information:

Username*

Password*

Confirm Password*

Security Questions:

Security Question 1*

Security Answer 1*

Security Question 2*

Security Answer 2*

Security Question 3*

Security Answer 3*

Please note that fields marked with a red asterisk are required

The password must pass these rules:

- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, @, %, ^, etc.).

Password Strength: Invalid

After completing the form click 'Register'



Logging into MyPDESuite

- After you establish a Keystone login and password, you will use that username and password to login to [MyPDESuite](#).

MyPDESuite Login Page

Use your Keystone Login or CWOPA username and password to login to MyPDESuite.

User Name:

Password:

Log In

Powered by
PA KEYSTONE LOGIN

[Register Username](#)

[Edit Account](#)

[Forgot Username](#)

[Forgot Password](#)

Having trouble logging in?
Call the Keystone Login Helpdesk at: [877-328-0995](tel:877-328-0995)



Gaining Access to the FRCPP

- Once a user has a Keystone ID, there are two ways they can gain access to the FRCPP:
 1. The user can register for the FRCPP application. The steps to register for the FRCPP follow on the next 6 slides.
 2. Alternatively, any user can be added to the FRCPP by the Local Security Administrator (LSA) for MyPDESuite.
 - If you are a LSA, directions to add a user can be found [here](#).





Registering for the FRCPP - Slide 1 of 6

1. Login to [MyPDESuite](#).
2. Click 'Register for an Application.'



Registering for the FRCPP – Slide 2 of 6

- Use the 'Application' drop down menu to select FRCPP and then click 'Search.'

MyPDESuite

[Applications](#) | [Security Administration](#) | [Search](#) | [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:

Application	Role	Description	
Act80	Read Only	The user with this role will only be able to view the LEA screens	Register
Act80	Data Entry and Submission	The user with this role will have the authority to create, update and submit requests.	Register
APSEM	LEA	This group will perform all actions possible for a school district or charter school.	Register
APSEM	APS	This group will allow users to perform all actions defined for the APS group.	Register
ASEP	ASEPWebUser	This group allows the ASEP user to submit data.	Register
CAD	Data Entry and Submission	Membership in this group allows the user to create, update and submit membership, and instruct time data in CAD.	Register
CAD	Read Only	Membership in this group allows the user to be able to view the LEA screens in CAD.	Register
CATSv2	Program Approval	This role allows the user to add and delete vocational programs using the on-line PDE-320 form; changes can be made to CIP codes, Plans of Delivery, and Industry Certifications.	Register
CATSv2	Adult Affidavit	This role allows the user to perform Adult Affidavit program registration.	Register
CATSv2	Adult Accreditation	This role allows the user to perform Adult Accreditation program registration.	Register

1 2 3 4 5 ...

Registering for the FRCPP – Slide 3 of 6

4. Select 'Register' next to the desired Application role.

Application:

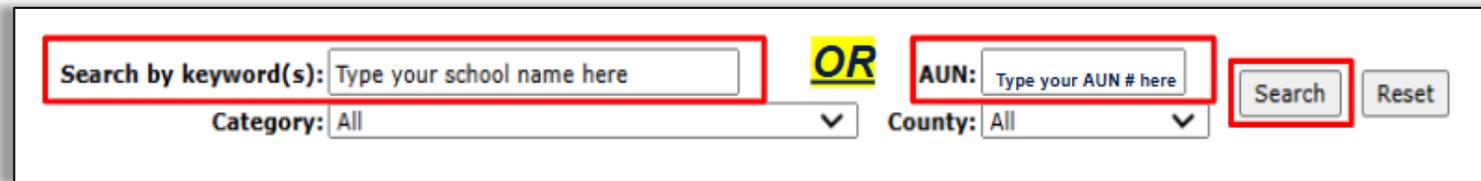
<u>Application</u>	<u>Role</u>	<u>Description</u>	
FRCPP	LocalUser	FRCPP user at the local level.	Register
FRCPP	LocalUserAdmin	Allows user to add a new user to their agency, add agency access to an existing user within the system, remove a user's agency access, and adjust agency user roles.	Register

IMPORTANT NOTES:

- Users can only register for **1 role** (LocalUser OR LocalUserAdmin), or the system will not allow for sign-off and submission of plans.
- We recommend users who will be working on the OSTC register as **LocalUserAdmin** only.

Registering for the FRCPP – Slide 4 of 6

5. In the ‘Search by keyword(s)’ box, the user can type in **their** school name OR their AUN and then click on ‘Search’.



Search by keyword(s): **OR**

Category: County:

6. A list of available options will be displayed. The user should click on ‘Select’ next to the correct entity for which they are employed.

Institution Name	AUN	Branch	
Your School Name Should Appear Here	Your AUN Should Appear Here	0	<input type="button" value="Select"/>



Registering for the FRCPP – Slide 5 of 6

7. On the following screen, the user will verify all the information and click 'Register' if everything is accurate or 'Cancel' to make a change.

Register for an Application: Register

1. If satisfied click 'Register', if not click 'Cancel'.

User Name: Verify this is your User ID
Name: Verify this is your name
Application: FRCPP
Role: LocalUserAdmin **Make sure you registered as LocalUserAdmin**
Institution: Verify this is your School Name
AUN: Verify this is your AUN

If all the information above is correct, click "Register" If something above is incorrect, click cancel to go back and correct the issue.



Registering for the FRCPP – Slide 6 of 6

8. After the registration is complete an email will be sent to the Local Security Administrator (LSA) who will need to approve the request within the Security Administration tab of MYPDESuite.
9. Once the LSA has approved the request, the user will see the FRCPP application under 'My Applications' on the landing page of MyPDESuite when they login.



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

Assigning Users to the OSTC Report – Slide 1 of 3

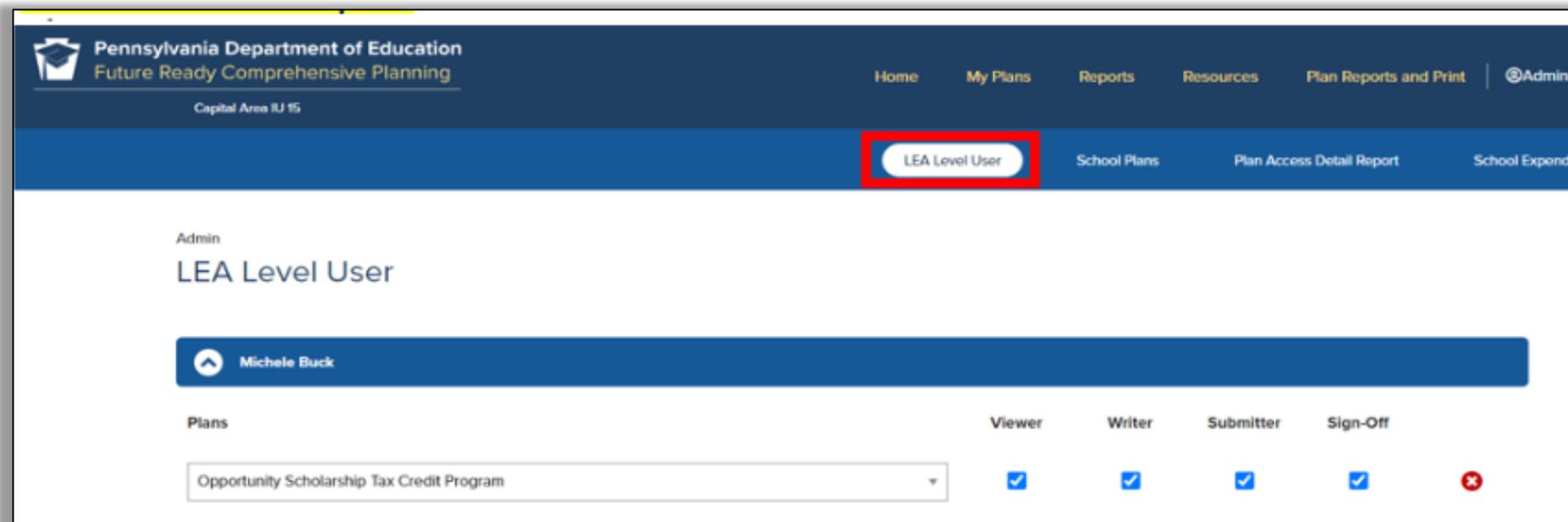
The person who will submit the OSTC report **must be assigned to the report with all permissions.**

- We recommend this be the Chief School Administrator.
- To assign a user to the OSTC report with permissions, follow the steps outlined below and on the next few slides. (**Please note: only someone registered as a LocalUserAdmin can complete these steps.**)
 1. Login to the [MyPDESuite](#).
 2. Click 'FRCPP' to open the application.
 3. Click on the 'Admin' button along the dark blue PDE banner at the top of the screen.



Assigning Users to the OSTC Report – Slide 2 of 3

- In the LEA Level User tab, find the user's name in the blue banner and use the dropdown box under 'Plans' to select the Opportunity Scholarship Tax Credit Program. Grant all permissions to the user by checking the corresponding boxes to the right.



Pennsylvania Department of Education
 Future Ready Comprehensive Planning
 Capital Area IU 15

[Home](#) [My Plans](#) [Reports](#) [Resources](#) [Plan Reports and Print](#) | [Admin](#)

[LEA Level User](#) [School Plans](#) [Plan Access Detail Report](#) [School Expend](#)

Admin
LEA Level User

 Michele Buck

Plans	Viewer	Writer	Submitter	Sign-Off
Opportunity Scholarship Tax Credit Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 



Assigning Users to the OSTC Report – Slide 3 of 3

5. Click 'Save User Access.'

Plans	Viewer	Writer	Submitter	Sign-Off
Opportunity Scholarship Tax Credit Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Add Another Plan](#) **Save User Access** [Remove User Access](#)



Accessing the OSTC Report in the FRCPP – Slide 1 of 3

NOTE: The directions below and those that follow cannot be completed until 12/1 or later when the OSTC Report is live in the FRCPP.

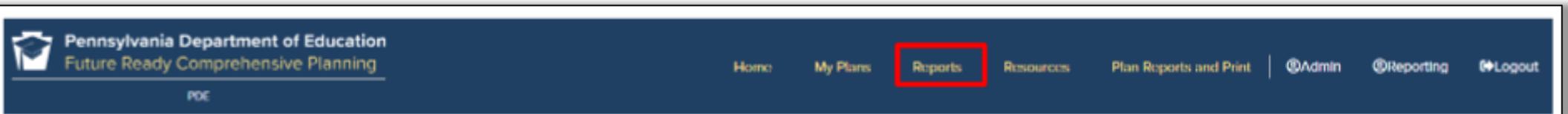
1. Login to [MyPDESuite](#) .
2. Click on ‘FRCPP.’

Access My Applications:



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

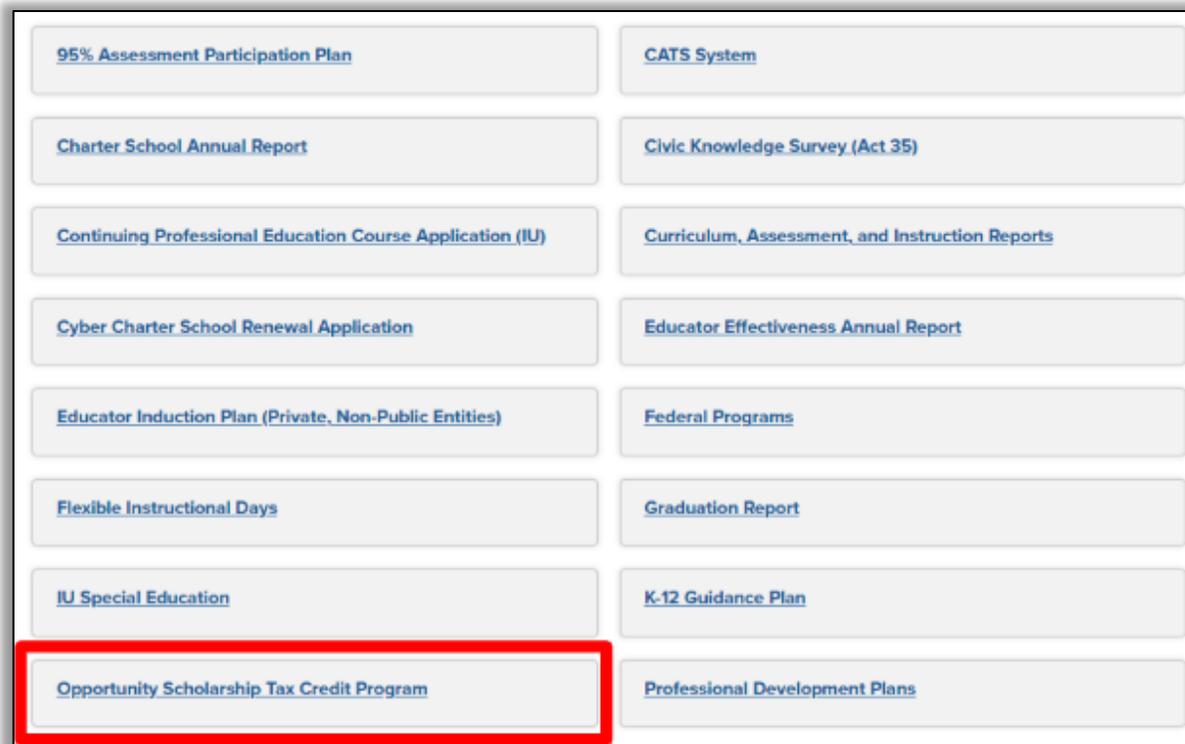
3. Click on ‘Reports’ along the top of the blue PDE banner within the FRCPP.





Accessing the OSTC Report in the FRCPP – Slide 2 of 3

4. Scroll down to ‘Opportunity Scholarship Tax Credit Program.’
5. Click the blue hyperlink to open the report.





Accessing the OSTC Report in the FRCPP – Slide 3 of 3

6. A blue and grey tile will appear with your entity's name.
7. Reports from previous years that haven't been archived yet, will also appear. Be sure you choose the appropriate year (25-26).

Click here to open the report.

[Opportunity Scholarship Tax Credit Program](#)

Last Accessed --/--/----

Submitted --/--/----

Due Date

Status **Not Started**



The Pages Within the OSTC Report

- Below are the pages within the OSTC report.
- Each page name is a hyperlink which will open the page.

- [Profile](#)
- [Tuition and Fee](#)
- [Signature & Assurance](#)
- [Summary Checklist and Submission](#)



Steps for Completion of the OSTC Report

To complete the report:

1. Click on each page using the page name on the left-hand side of the report.

A screenshot of a navigation menu with four items, each preceded by an unselected radio button:

- Profile
- Tuition and Fee
- Signature & Assurance
- Summary Checklist and Submission

2. Complete each field as required (marked with a red asterisk *****) on each page.

3. Save each page.

- As the pages are saved, the circles on the left-hand side will turn green with checkmarks.

A screenshot of the same navigation menu, but with the first two items selected, indicated by green checkmarks inside the radio buttons:

- Profile
- Tuition and Fee
- Signature & Assurance
- Summary Checklist and Submission

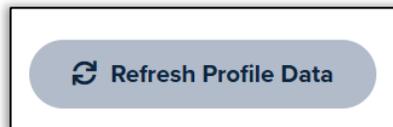


Checking the Email Address for the Chief School Administrator (EdNA)

The email for the Chief School Administrator listed in EdNA is what is prepopulated on the Profile page of the OSTC Report.

Profile
 Tuition and Fee
 Signature & Assurance
 Summary Checklist and Submission

- If the email listed for the Chief School Administrator on the Profile page **is incorrect**, please email the OSTC team at ra-ostcp@pa.gov with the: school name, school AUN, principal's name and principal's email address.
- If the email listed for the Chief School Administrator is **incorrect BUT** you have already contacted the OSTC team and they have updated the information on their end, please use the "Refresh Profile Data" button on the Profile page (above the demographic information) to pull in the updated information from EdNA.



Checking the Email Address for the Chief School Administrator - MyPDESuite



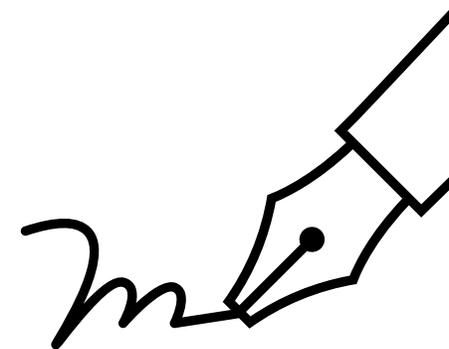
- The Chief School Administrator can check the email in MyPDESuite to ensure it is an **exact** match with EdNA by following these steps:
 1. Login to MyPDESuite.
 2. Navigate to 'My Account.'
 3. If the email listed isn't an exact match with what is on the Profile page, change the email address and then click 'Update.'

The screenshot shows the 'MyPDESuite Login' interface. At the top, there is a navigation bar with links for 'Applications', 'My Account', 'Help', and 'Log Out'. Below this, the 'My Account' section is displayed. A message states: 'Please keep your account information up to date. Fields that are marked with an asterisk (*) or highlighted in yellow are required. To change your name, password or security questions - log in to your [Keystone Login Account](#).' Under the heading 'CONTACT INFORMATION', there are several input fields: '* First Name:' with the value 'bambi666', '* Last Name:' with the value 'bambi666', '* Email Address:' which is highlighted in yellow, '* Phone (10 digits only):' with an empty field, and 'Phone Extn:' with an empty field. An 'Update' button is located at the bottom of the form.



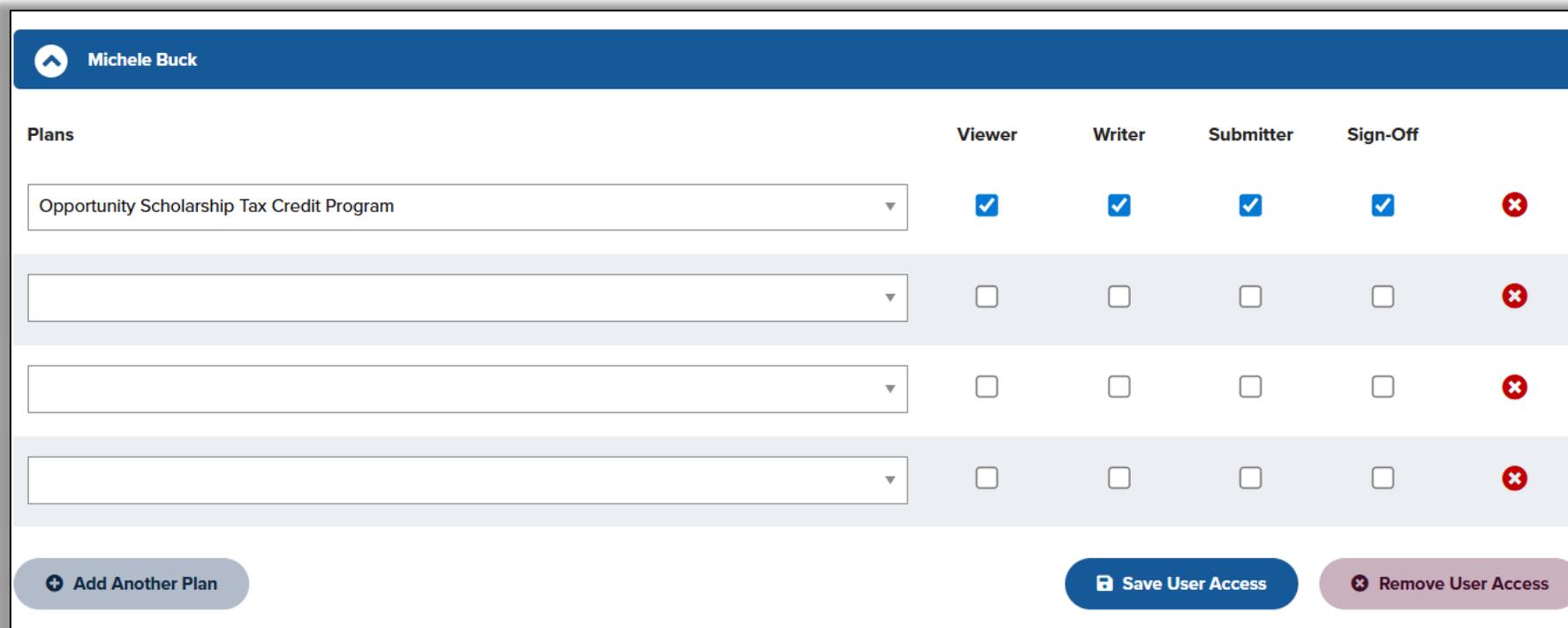
Signing and Submitting the OSTC Report

- When the report is complete, the Chief School Administrator must sign, date, and submit the report.
- Only the Chief School Administrator will be able sign the report when logged into their FRCPP account using their credentials since this is an e-signature.
- In order to sign off, the Chief School Administrator's email on the Profile page of the OSTC must be an **exact match** with what is listed for them in EdNA and MyPDESuite.



Submitting the OSTC Report

- To submit the report, the Chief School Administrator must be assigned to the report with all permissions in the 'Admin' tab of the FRCPP.



The screenshot shows the user access configuration interface for Michele Buck. It features a table with columns for Plans, Viewer, Writer, Submitter, and Sign-Off. The first row, 'Opportunity Scholarship Tax Credit Program', has all permissions checked. The other three rows have no permissions checked. At the bottom, there are buttons for 'Add Another Plan', 'Save User Access', and 'Remove User Access'.

Plans	Viewer	Writer	Submitter	Sign-Off
Opportunity Scholarship Tax Credit Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Add Another Plan, Save User Access, Remove User Access



Troubleshooting Sign-Off Issues

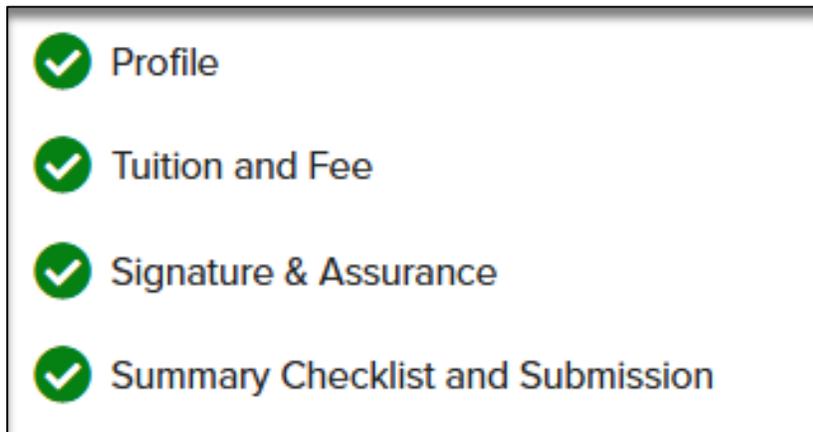
If the Chief School Administrator is unable to sign the report when logged in with their credentials, they should check to ensure the following:

1. The person trying to sign-off is listed as the Chief School Administrator on the Profile page of the OSTC report.
2. The Chief School Administrator trying to sign-off has verified that the email listed on the Profile page of the OSTC Report is an **exact** match with what is listed in MyPDESuite.
 - The email must be an **exact** match, or the system won't be able to authenticate the user.
 - Please check capital letters, spaces, special characters, .com/.org, etc. (Tsmith@abc.com and tsmith@abc.com would NOT be an exact match.)



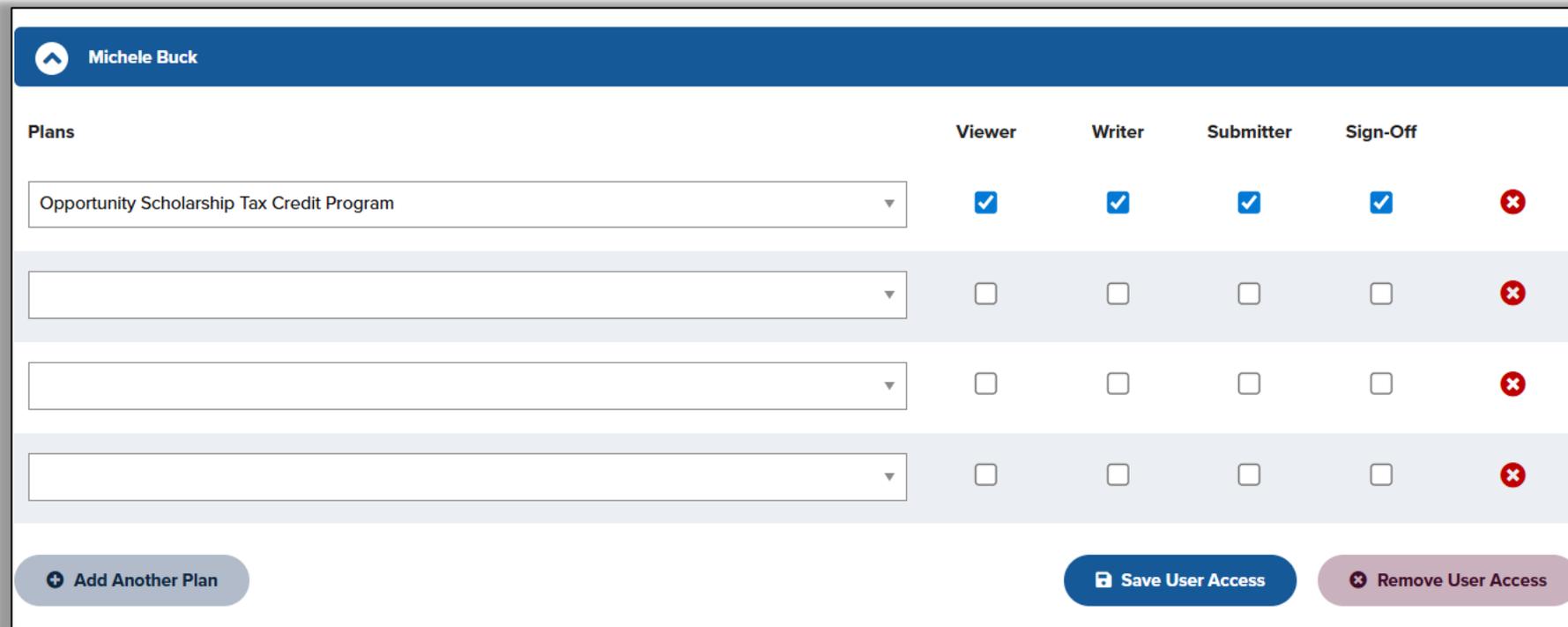
Troubleshooting Submission Issues – Slide 1 of 2

- If the submit button is not blue when the Chief School Administrator tries to submit, please ensure the following:
 1. All pages of the report are complete. This is evident by all the circles on the report being green with checkmarks.



Troubleshooting Submission Issues – Slide 2 of 2

- The Chief School Administrator submitting the report has been assigned to the OSTC Report in the Admin tab of the FRCPP with ALL permissions.



The screenshot shows a user access configuration interface for Michele Buck. It features a table with columns for 'Plans', 'Viewer', 'Writer', 'Submitter', and 'Sign-Off'. The first row, 'Opportunity Scholarship Tax Credit Program', has all permissions checked. The other three rows have all permissions unchecked. At the bottom, there are buttons for 'Add Another Plan', 'Save User Access', and 'Remove User Access'.

Plans	Viewer	Writer	Submitter	Sign-Off
Opportunity Scholarship Tax Credit Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

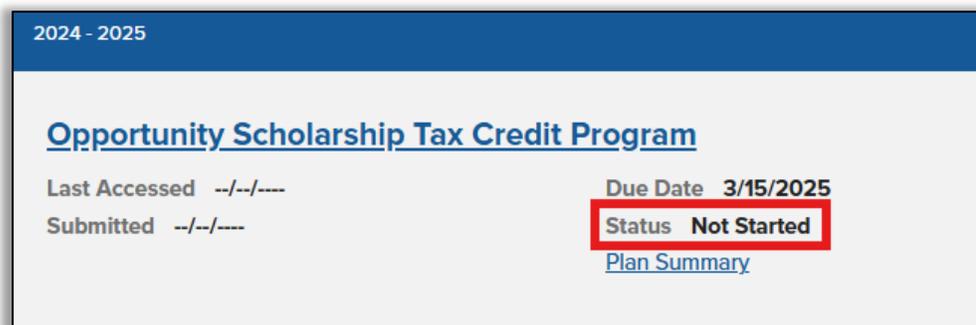
Buttons: Add Another Plan, Save User Access, Remove User Access



Checking the Status of the OSTC Report

Not sure if you submitted successfully or want to check the status of the report?

1. Within the FRCPP, click on the 'Reports' tab at the top of the screen.
2. Scroll down to 'Opportunity Scholarship Tax Credit Program' and click the blue hyperlink to open the folder.
3. Look at the 'status' label on the blue and grey tile.



Status Labels:

- Not Started
- In Progress
- Ready for Submittal (needs to be submitted)
- Submitted
- PDE Review (email sent to users listed on the profile page of the report)
- In Revision (email sent to users on the profile page to notify them)
- PDE Accepted (email sent to users on the profile page)

Notes:

- Only reports that have been submitted can be reviewed by PDE.
- **If a report requires revisions, after the revisions are made, the report must be re-signed, dated and resubmitted.**



PDE's Review Process

- PDE reviews the OSTC forms submitted by schools for completeness.
 - If the report requires revisions, the school will receive an email with feedback to notify them.
 - Once revisions are complete, the Chief School Administrator must re-sign, date, and resubmit the report.
 - This must be completed by no later than **February 15th**.
 - If the report is accepted, the school will receive an email notifying them of the acceptance.

Please note: all notification emails come from: do-not-reply@pa.gov and are sent to the users listed on the Profile page of the report. They can end up in junk/spam folders.



PDE Does Not

- Review proposed budgets or approve funding for this program.
- Approve, delete, or manage the scholarship organizations.
- Review student applications or make any financial determinations.
- Endorse or recommend any schools.





Contact/Support Information

OSTC Support

- For questions regarding updating EdNA, establishing a Chief School Administrator, or general questions about completing the OSTC report, please email RA-ostcp@pa.gov.

Keystone Login Help Desk

- For all questions, concerns, and issues with Keystone Login, contact the help desk by using the following phone number: **877-328-0995**.

MyPDESuite Help Desk

- If you can log in to MyPDESuite but have an issue with application access, security administration, errors, or something else, please call the MyPDESuite Helpdesk: **717-857-3737**.

FRCPP Help Desk

- For technical support with the FRCPP contact their team at RA-EDFRCPP@pa.gov.



Resources

MyPDESuite Help Guides

- **For Users**

- [Register a Username and Log In](#) (PDF)
- [Become an Application User](#) (PDF)
- [Find Your Security Administrator](#) (PDF)
- [Change Email, Password and Update Profile](#) (PDF)
- [Keystone Login Registration Email Already In Use](#) (PDF)

- **For Security Administrators**

- [Annual User Access Review](#)
- [Establish a new Local Security Administrator](#) (PDF)
- [Review Registration Requests](#) (PDF)
- [Add a User to an Application](#) (PDF)
- [Delete a User from an Application](#) (PDF)

