

System Update Notice

NEW: Keystone Login Allows Providers to Update Info on the Registry

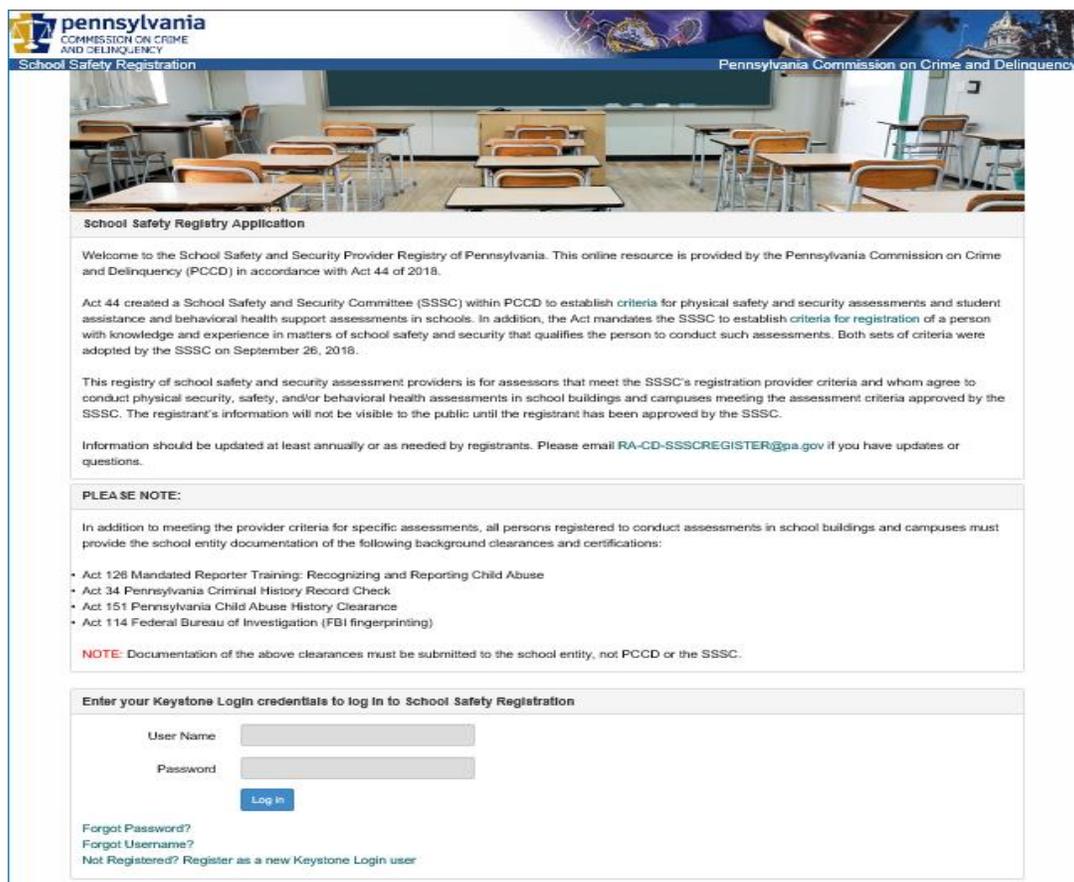
Providers that create an account in the Commonwealth of Pennsylvania's Keystone Login can now use those credentials to log into the PCCD School Safety & Security Registry system and update their personal information, including their address, phone number and company affiliation. Current providers in the registry can also take advantage of this new feature if they sign up with Keystone Login.

***Important Note:** Your Keystone Login account is a personal identity. As such, it cannot be associated with more than one provider in the PCCD School Safety & Security Registry system. Each provider in the registry must be maintained using a separate Keystone Login account.

Here are the steps you will need to take:

Step 1: Create a Keystone Login Account

Access the system by visiting <https://schoolsafety.pccd.pa.gov>. The screen shown below in Figure 1 will display:



pennsylvania
COMMISSION ON CRIME
AND DELINQUENCY

School Safety Registration

Pennsylvania Commission on Crime and Delinquency

School Safety Registry Application

Welcome to the School Safety and Security Provider Registry of Pennsylvania. This online resource is provided by the Pennsylvania Commission on Crime and Delinquency (PCCD) in accordance with Act 44 of 2018.

Act 44 created a School Safety and Security Committee (SSSC) within PCCD to establish criteria for physical safety and security assessments and student assistance and behavioral health support assessments in schools. In addition, the Act mandates the SSSC to establish criteria for registration of a person with knowledge and experience in matters of school safety and security that qualifies the person to conduct such assessments. Both sets of criteria were adopted by the SSSC on September 26, 2018.

This registry of school safety and security assessment providers is for assessors that meet the SSSC's registration provider criteria and whom agree to conduct physical security, safety, and/or behavioral health assessments in school buildings and campuses meeting the assessment criteria approved by the SSSC. The registrant's information will not be visible to the public until the registrant has been approved by the SSSC.

Information should be updated at least annually or as needed by registrants. Please email RA-CD-SSSCREGISTER@pa.gov if you have updates or questions.

PLEASE NOTE:

In addition to meeting the provider criteria for specific assessments, all persons registered to conduct assessments in school buildings and campuses must provide the school entity documentation of the following background clearances and certifications:

- Act 128 Mandated Reporter Training: Recognizing and Reporting Child Abuse
- Act 34 Pennsylvania Criminal History Record Check
- Act 151 Pennsylvania Child Abuse History Clearance
- Act 114 Federal Bureau of Investigation (FBI) fingerprinting

NOTE: Documentation of the above clearances must be submitted to the school entity, not PCCD or the SSSC.

Enter your Keystone Login credentials to log in to School Safety Registration

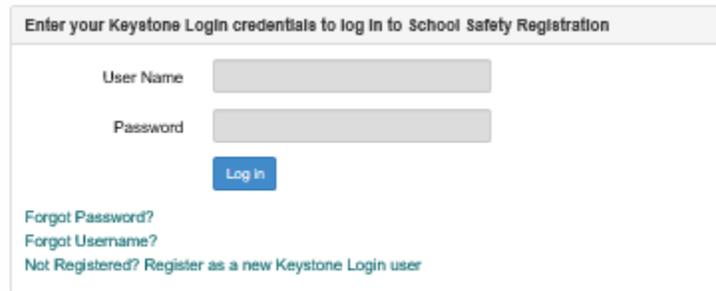
User Name

Password

[Forgot Password?](#)
[Forgot Username?](#)
[Not Registered? Register as a new Keystone Login user](#)

Figure 1

Notice that at the bottom of the screen, you now have the ability to “Register as a new Keystone Login user” or to log in with your Keystone Login credentials. Please see Figure 2, below:



Enter your Keystone Login credentials to log in to School Safety Registration

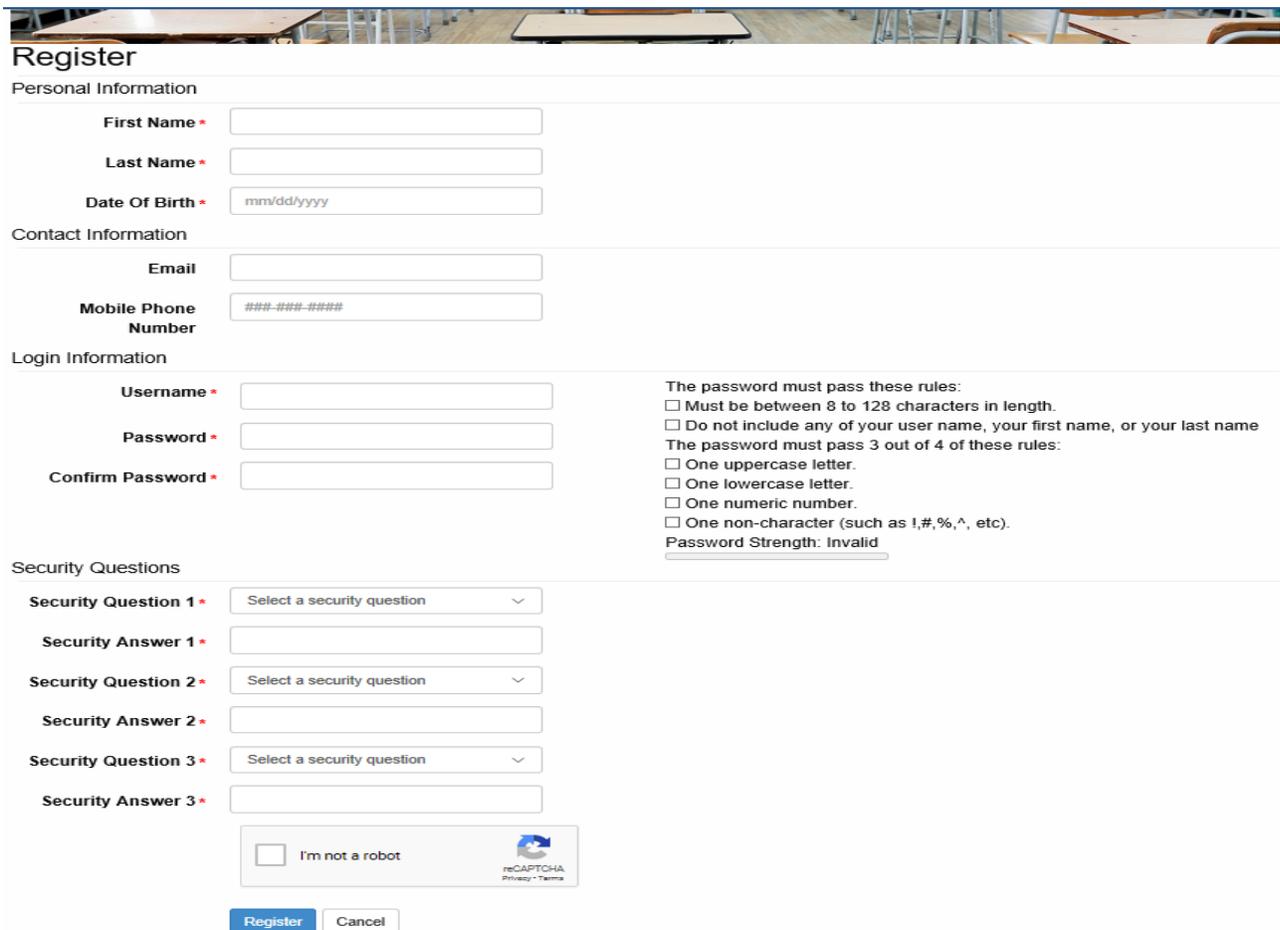
User Name

Password

[Forgot Password?](#)
[Forgot Username?](#)
[Not Registered? Register as a new Keystone Login user](#)

Figure 2

Choose the text that reads: “Not Registered? Register as a new Keystone Login user” to begin the registration process. You will be taken to a screen requesting information to help set up your new Keystone Login account as shown below in Figure 3:



Register

Personal Information

First Name *

Last Name *

Date Of Birth *

Contact Information

Email

Mobile Phone Number

Login Information

Username *

Password *

Confirm Password *

The password must pass these rules:

- Must be between 8 to 128 characters in length.
- Do not include any of your user name, 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:

Security Questions

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

I'm not a robot 

Figure 3

Enter all required fields (those marked with a red asterisk (*) and any others you would like to provide. The relevant information you enter here will be passed over to the School Safety and Security Registry system so once you complete your Keystone Login registration, and you log into the School Safety and Security Registry system you will not have to re-enter data.

Once you complete the entry and pass the reCAPTCHA validation you will have a Keystone Login account that you can use to log into a large and growing list of Commonwealth of Pennsylvania systems. You will see a confirmation screen like that show below in Figure 4:



Account Registration Success

Your account has been created successfully. Please proceed to

Figure 4

From here, you can now proceed to log In to the School Safety and Security Registry system to maintain your information. Choose the Login button found after the text “Your account has been created successfully. Please proceed to”. And you will be returned to the screen shown above in Figure 1.

Step 2: [Link your existing provider information to your new Keystone Login account](#)

Since you now have a Keystone Login account, you can now use the new User Name and Password in this section of the School Safety and Security Registry system login screen.

Enter your Keystone Login credentials to log in to School Safety Registration

User Name

Password

[Forgot Password?](#)
[Forgot Username?](#)
[Not Registered? Register as a new Keystone Login user](#)

Once you successfully log in for the first time, you will see an option to perform the link to your existing information as shown in Figure 5, below:

Provider Account

I have not yet submitted a Provider Registration application

I have already submitted a Provider Registration application, please provide your Registration ID

Figure 5

Select the button next to the text that starts with “*I have already submitted a Provider Registration...*” and enter your Registration ID in the available box. Your Provider ID was emailed to you when you enrolled. If you cannot remember your ID, please do not proceed. Email the support account at RA-CD-SSSCREGISTER@pa.gov to get your Provider ID then return to the login process and include the Provider ID on the above screen. Press the button labeled ‘*Continue*’.

If you have no existing information, as would be the case for new users, ensure the button next to the text “*I have not yet submitted a Provider Registration application*” is checked and Press the button labeled ‘*Continue*’.

Important Note: If you have already linked your new Keystone Login account to the School Safety and Security Registry system, you will not be able to link it to a second Registration ID. Remember that the registry is for an individual, not a group.

Step 3: Update your provider information

Once you have indicated a correct Provider ID you will be taken into the School Safety and Security Registry system:

Registry Application

***Required Information**

Name: *

Company Name:

Address: *

Apt, suite, etc.:

City, State, Zip: *

Telephone: *

Email: *

Website:

Services Provided: *(select all that apply)

- Physical/Security and related policy and training assessments
 Behavioral Health/Climate and related policy and training assessments

PA Counties Served: *(select at least one)

Beaver
 Allegheny

Student Assistance and Behavioral Health Support/School Climate Assessments and Related Policy and Training Assessments Qualifications

Every individual conducting Student Assistance and Behavioral Health Support and Related Policies and Training Assessments shall meet at least one of the following qualifications:

Check all that apply (minimum of one required)

- I have a PA Department of Education (PDE) recognized certification in Behavioral Health with at least 5 years' experience working in a school setting.
 Example include:
 Crisis intervention practices.

By clicking Submit, you certify that all information provided is true and correct.

Update

Figure 6

The linking step will bring over any information from Keystone Login that is required for the School Safety and Security Registry system, along with any information you had initially entered when you registered.

At this point, you can freely change anything that requires an update, such as Company, email address, website, etc. Complete all changes and press the button labeled 'Update' at the bottom of the screen.

If you are an approved provider, because of the Committee approval process, you are not able to change the Counties you serve or the types of services you provide. Please contact the support account at RA-CD-SSSCREGISTER@pa.gov to request that type of change.

If you have not yet been approved as provider, you can change any of the fields.

Press the button labeled 'Update' to complete the update. Any subsequent visits to the system will require you to log in using your Keystone Login information and will take you directly into your provider information screen, allowing you to edit the information.