

# **LOGIN PROCEDURES FOR SHERIFF AND DEPUTY SHERIFF INFORMATION SYSTEM (SDSIS)**

## ***KEYSTONE LOGIN***



**ATTENTION:  
YOU WILL NEED TO SET UP A KEYSTONE ACCOUNT AND A TEMPLE  
ACCOUNT FOR THE ACADEMY!**

**THESE ARE THE DIRECTIONS TO SET UP YOUR KEYSTONE  
ACCOUNT. ONCE YOU SET UP YOUR KEYSTONE ACCOUNT AND  
LOGIN, THE ACADEMY WILL NOTIFY TEMPLE TO SET UP AN  
ACCOUNT FOR YOU. THIS PROCESS CAN TAKE A COUPLE OF WEEKS.  
YOU WILL THEN RECEIVE AN EMAIL FROM TEMPLE TO SET UP AN  
ACCOUNT WITH THEM. THE EMAIL WILL HAVE A LINK TO THEIR  
WEBSITE AND YOUR TEMPLE ID. PLEASE FOLLOW ALL  
INSTRUCTIONS ON THE EMAIL TO ACTIVATE YOUR TEMPLE  
ACCOUNT. IF POSSIBLE, PLEASE HAVE YOUR KEYSTONE AND  
TEMPLE ACCOUNT ACTIVATED PRIOR TO STARTING THE  
ACADEMY!!!**

**VERSION 2025**

To begin the process, access the Sheriff and Deputy Sheriff Information System website at:

<https://portal.pccd.pa.gov/PortalLogin/Login/SDSIS>

The screenshot shows a web page titled "Enter your Keystone Login credentials to log in to Sheriff and Deputy Sheriff Education and Training Program". It features the "PA KEYSTONE LOGIN" logo. Below the logo, there is instructional text: "If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information. If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below. All other SDSIS users who do not have a Keystone Login account should click the Register link below." The login form includes two input fields: "Keystone Login UserName" and "Keystone Login Password". A blue "Login" button is positioned below the password field. At the bottom left, there are links for "Forgot Password?", "Forgot UserName?", and "Not Registered? Register as a new Keystone Login user".

There are four slightly different ways to create a new login depending on your current login status. Please read through the entire document before attempting registration/login.

- A. Current SDSIS users who have recently created a Keystone Login account due to other Commonwealth access

Page 3

- B. Current SDSIS users who do not have a Keystone Login access (most current users).

Page 5

- C. New SDSIS users

Page 9

- D. New SDSIS users who have a Keystone Login account.

Page 13

## A. CURRENT SDSIS USERS WITH KEYSTONE LOGIN ACCOUNTS

If you have recently created a Keystone Login account through the Commonwealth because of your access to other Commonwealth sites, you should be able to use your current “Keystone username and password”. Simply enter that information at the login page and then select “Login”.



### System Announcements:

Welcome to SDSIS.

Enter your Keystone Login credentials to log in to Sheriff and Deputy Sheriff Information System (User Acceptance Test)



If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.

If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.

All other SDSIS\_UAT users who do not have a Keystone Login account should click the Register link below.

Keystone Login  
UserName

Keystone Login  
Password

Log in

[Forgot Password?](#)

[Forgot UserName?](#)

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

Step #2: You need to associate your Keystone Login with your SDSIS access. Enter your SDSIS username and password and your Keystone Login and password.

## Keystone Login Association

Enter your credentials for SDSIS\_UAT and Keystone Login accounts to associate your SDSIS\_UAT account to a Keystone Login account.

### SDSIS\_UAT Credentials

Username \*

Password \*

### Keystone Login Credentials

Username \*

Password \*

Submitting will take you into SDSIS. From this point on, utilize your Keystone Login username and password, NOT your old SDSIS username and password.

## B. CURRENT SDSIS USERS WITHOUT KEYSTONE LOGIN ACCOUNTS

If you are a current SDSIS user but have not set up a Keystone Login Account you will use the following steps to create your Keystone Login Account. You will need your current SDSIS username and password for this process.

Step #1: At the new login page, select “Not Registered? Register as a new Keystone Login user” at the bottom of the page.



**System Announcements:**

Welcome to SDSIS.

Enter your Keystone Login credentials to log in to Sheriff and Deputy Sheriff Information System (User Acceptance Test)

Powered by

 **PA KEYSTONE LOGIN**

If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.

If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.

All other SDSIS\_UAT users who do not have a Keystone Login account should click the Register link below.

Keystone Login  
UserName

Keystone Login  
Password

Log in

[Forgot Password?](#)

[Forgot UserName?](#)

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

Step #2: You will be directed to a page where you must choose whether you are an existing SDSIS user. Select “Yes, I am already a user”



Are you an existing SDSIS\_UAT user ?

- Yes, I am already a user
- No, I am not yet a user

Step #3: Enter all the requested information below and select the “Submit button.

Users will receive a message “Please wait while we migrate your account.” Please be patient as this may take a few minutes to migrate.



## Keystone Login Migration

Migrate a user from SDSIS\_UAT to Keystone Login

### SDSIS\_UAT Credentials

Username \*

Password \*

Note: You will need to enter your current SDSIS Username and Password.

### New Keystone Login Account Details

New Keystone Login \*

Username

Date Of Birth \*

New Password \*

Confirm New \*

Password

The password must pass these rules:

- ☐ Must be between 12 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: Invalid

### Security Questions

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Security Question 3 \*

Security Answer 3 \*

Note: The current Password can be used as long as it meets the new Password criteria listed above.

Note: Each Security Question must have a different answer entered. The answers cannot be the same for each question.

**REMEMBER YOUR KEYSTONE LOGIN USERNAME, PASSWORD, AND SECURITY QUESTIONS.**

Step #4: When you receive the “Account Migration Successful” message, you may login at the Keystone Login page using the Keystone Login username and password you just created. You will gain access to the SDSIS system.

 SDSIS Banner

## Account Migration Successful

Your SDSIS\_UAT account has been successfully migrated to your Keystone Login account. Please proceed to

[Login](#)



### System Announcements:

Welcome to SDSIS.

Enter your Keystone Login credentials to log in to Sheriff and Deputy Sheriff Information System (User Acceptance Test)



If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.

If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.

All other SDSIS\_UAT users who do not have a Keystone Login account should click the Register link below.

Keystone Login  
UserName

Keystone Login  
Password

[Log in](#)

[Forgot Password?](#)

[Forgot UserName?](#)

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

## C. NEW SDSIS USERS

If you do not currently have access to the SDSIS site, you will follow these steps to create a login.

Step #1: At the new login page, select “Not Registered? Register as a new Keystone Login user” at the bottom of the page.



### System Announcements:

Welcome to SDSIS.

Enter your Keystone Login credentials to log in to Sheriff and Deputy Sheriff Information System (User Acceptance Test)



If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.

If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.

All other SDSIS\_UAT users who do not have a Keystone Login account should click the Register link below.

Keystone Login  
UserName

Keystone Login  
Password

Log in

[Forgot Password?](#)

[Forgot UserName?](#)

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

Step #2: You will be directed to a page where you must choose whether you are an existing SDSIS user. Select “No, I am not yet a user”



Are you an existing SDSIS\_UAT user ?

- Yes, I am already a user
- No, I am not yet a user

Step #3: Enter all of the requested information below and select the “Submit button.

Users will receive a message “Please wait while we migrate your account.” Please be patient as this may take a few minutes to migrate.



## 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 12 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: Invalid

### Security Questions

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Security Question 3 \*

Security Answer 3 \*

Note: The current Password can be used as long as it meets the new Password criteria listed above.

Note: Each Security Question must have a different answer entered. The answers cannot be the same for each question.

**REMEMBER YOUR KEYSTONE LOGIN USERNAME, PASSWORD, AND SECURITY QUESTIONS.**

Step #4: You will be asked if you have a registration key. Sheriffs and deputies should select “No”.

Step 2: Personal Information

In order to register with the SDSIS Application you must already have been entered into the application by an administrator. Please provide the information requested below so that we can match you to the correct person in our system. When finished entering the information, press the "Next >>" button to continue the registration process.

Did you receive a registration key? \* ☐ Yes ☐ No

Cancel Next >>

New administrative staff who have received an email with a registration key should select “Yes”. After verifying your email address and registration key, you would proceed with the login process.

Step 2: Personal Information

In order to register with the SDSIS Application you must already have been entered into the application by an administrator. Please provide the information requested below so that we can match you to the correct person in our system. When finished entering the information, press the "Next >>" button to continue the registration process.

Did you receive a registration key? \* ☒ Yes ☐ No

Last Name: \* Account

Email Address: \*

Registration Key: \*

Cancel Next >>

Step #5: You will be asked to verify your information. Some of the information will be pre-populated.

Step 2: Personal Information

In order to register with the SDSIS Application you must already have been entered into the application by an administrator. Please provide the information requested below so that we can match you to the correct person in our system. When finished entering the information, press the "Next >>" button to continue the registration process.

Did you receive a registration key? \* ☐ Yes ☒ No

Last Name: \*

Email Address: \*

Date Of Birth: \*

SSN: \*

PA Drivers License#: \*

Cancel Next >>

You will need to acknowledge the User Agreement, and this should provide you access to the SDSIS system. REMEMBER YOUR KEYSTONE LOGIN AND PASSWORD.

## D. NEW SDSIS USERS WITH KEYSTONE LOGIN ACCOUNTS

If you have recently created a Keystone Login account through the Commonwealth because of your access to other Commonwealth sites but have not accessed the SDSIS system, you should be able to use your current “Keystone username and password”. Simply enter that information at the login page and then select “Login”.



**System Announcements:**

Welcome to SDSIS.

Enter your Keystone Login credentials to log in to Sheriff and Deputy Sheriff Information System (User Acceptance Test)

Powered by  
**PA KEYSTONE LOGIN**

If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.  
If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.  
All other SDSIS\_UAT users who do not have a Keystone Login account should click the Register link below.

Keystone Login  
UserName

Keystone Login  
Password

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

Step #2: You will be asked if you have a registration key. Sheriffs and deputies should select “No”.

The screenshot shows a web form titled "Step 2: Personal Information". Below the title, there is instructional text: "In order to register with the SDSIS Application you must already have been entered into the application by an administrator. Please provide the information requested below so that we can match you to the correct person in our system. When finished entering the information, press the 'Next >>' button to continue the registration process." Below this text is a question: "Did you receive a registration key? \*". To the right of the question are two radio buttons: "Yes" and "No". The "No" radio button is selected. At the bottom of the form are two buttons: "Cancel" and "Next >>".

Step #3: You will be asked to verify your information. Some of the information will be pre-populated.

This screenshot shows the same "Step 2: Personal Information" form as above, but with additional input fields. The question "Did you receive a registration key? \*" still has the "No" radio button selected. Below the question, there are five input fields, each with a red asterisk indicating it is required: "Last Name:", "Email Address:", "Date Of Birth:", "SSN:", and "PA Drivers License#:". The "SSN:" field has a small red exclamation mark to its right. At the bottom are the "Cancel" and "Next >>" buttons.

You will need to acknowledge the User Agreement, and this should provide you access to the SDSIS system.

**If you have problems with registration/login initially contact either:**

Doug Hummel

[dohummel@pa.gov](mailto:dohummel@pa.gov)

717-265-8550