PCCD EGRANTS KEYSTONE LOGIN GUIDE

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ABOUT THIS USER GUIDE

This guide provides you with the instructions you will need to convert your existing Egrants account from a PA Login account to the new Keystone login system.

If, at any time, you run into issues attempting to migration your existing Egrants (PA Login) account to a Keystone Login account, or have issues attempting to create and/or register a new Keystone Login account, please call the PCCD Egrants helpdesk at 717-787-5887.
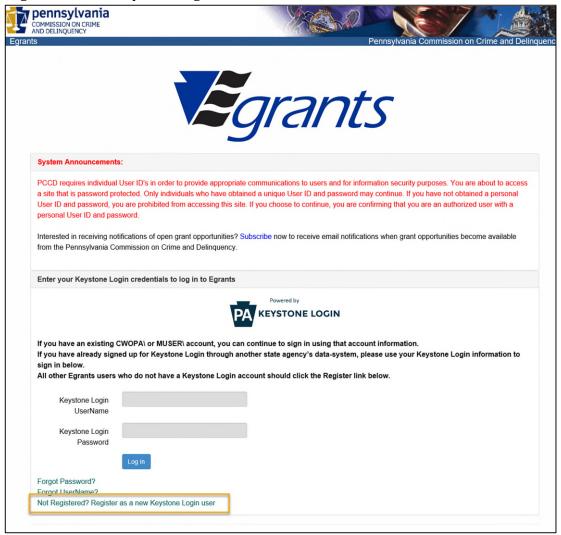
CWOPA AND MUSER USERS

If you are an Internal user to PCCD, or sign into PCCD Egrants by prefixing your existing user name with the text "CWOPA\" or "MUSER\", then you can continue to log in as you currently do by entering your "CWOPA\username" or "MUSER\username" and associated password. Performing this step should automatically login you into PCCD Egrants.

EXISTING PCCD EGRANTS USERS THAT DO NOT HAVE A KEYSTONE LOGIN ACCOUNT

If you are an existing user in PCCD Egrants and you do NOT yet have a Keystone Login account, you will need to register for a new Keystone Login account, and associate your existing PCCD Egrants (PA Login) account to your newly created Keystone Login account.

1. From the Egrants Login page – https://egrants.pccd.pa.gov, click on the "Not Registered? Register as a new Keystone Login user" link:
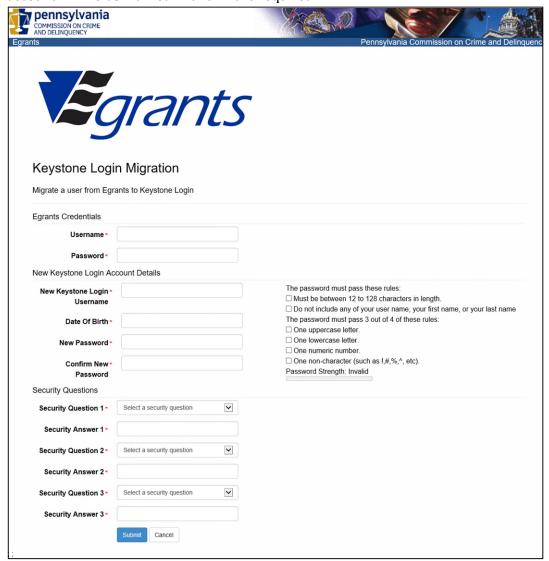
2. When asked if you are an existing Egrants user, select "Yes, I am already a user"

3. On the Keystone Login migration screen, you will be asked to provide your existing PCCD Egrants User Name and Password. You will also be asked to create a new Keystone Login

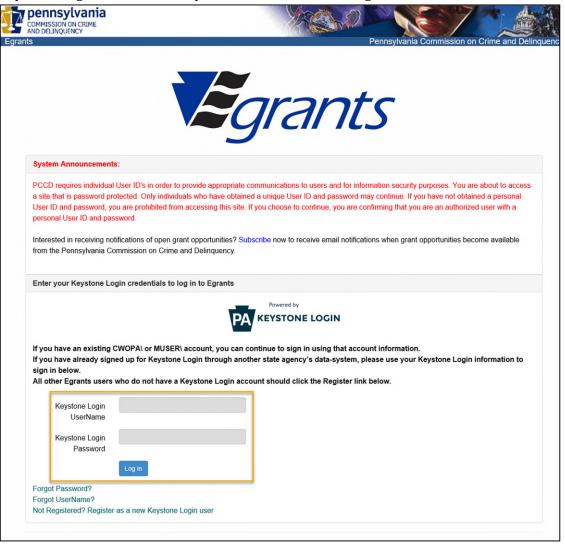account. All fields marked with an * are required.:

a. Some helpful tips when completing the registration page:
   i. Passwords must be a minimum of 12 characters and must include three of the four options:
      1. Uppercase characters
      2. Lowercase characters
      3. Numbers
      4. Special Characters
   ii. You cannot reuse a Security Answer.
   iii. You cannot use matching text in your Security Answer if the same word is in the question.
4. Click on the Submit button when the form has been filled out. When the migration is complete, you will be able to log into PCCD Egrants with all of your rights and security that you previously were assigned.

EXISTING PCCD EGRANTS USERS THAT DO HAVE A KEYSTONE LOGIN ACCOUNT

If you are a user that is an existing PCCD Egrants user, and you also have a Keystone Login account, but have not yet migrated your PCCD Egrants (PA Login) account to your existing Keystone Login account, follow the steps below to migrate your PCCD Egrants (PA Login) account to your existing Keystone Login account.

1. From the PCCD Egrants login page – https://egrants.pccd.pa.gov, enter your existing Keystone Login user name and password, then click the Login button:
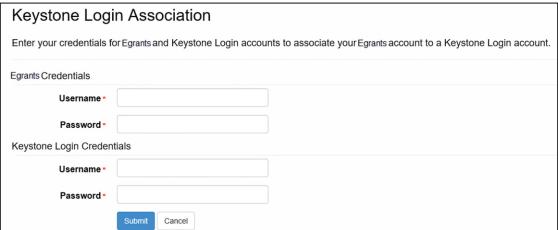

2. When your login is successful, the Login page will attempt to determine if your original PA Login account has already been migrated to your Keystone Login account. If it has, and your existing PA Login account has been found in PCCD Egrants, your account in PCCD Egrants will automatically be updated with your Keystone Login information and you will automatically be logged into PCCD Egrants and should retain your existing rights and security.

3. If, during the Login process, it is determined that you have not yet migrated your PA Login account to your existing Keystone Login account, you will be asked if you are an existing user in PCCD Egrants:

4. Select the option "Yes, I am already a user"
5. You will then be taken to the Keystone Login Association page, where you will have the opportunity to link your existing PCCD Egrants (PA Login) account with your existing Keystone Login account
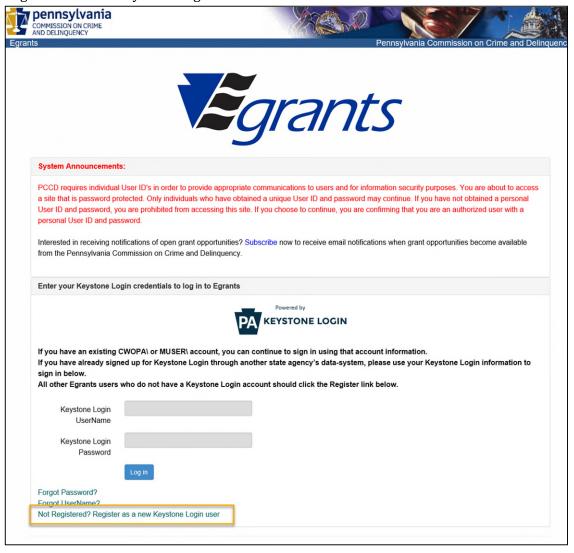

   a. In the Egrants Credentials fields, enter your existing Egrants (PA Login) User Name and Password.
   b. In the Keystone Login Credentials fields, enter your existing Keystone Login User Name and Password.

6. Click the Submit button when finished.
7. When successful, you will see a confirmation page that your association is complete and will allow you to go back to the login page to log in.
8. After logging in again, you should be taken directly into PCCD Egrants and retain all of your existing rights and privileges.

NEW PCCD EGRANTS USERS THAT DO NOT HAVE A KEYSTONE LOGIN ACCOUNT

If you are a new user to PCCD Egrants (I.e. you do not have an existing account in PCCD Egrants) and you have not yet created a Keystone Login account through PCCD, or any other Commonwealth application, follow these steps:

1. From the Egrants Login page – https://egrants.pccd.pa.gov, click on the "Not Registered? Register as a new Keystone Login user" link:

2. When asked if you are an existing Egrants user, click on the option "No, I am not yet a user":
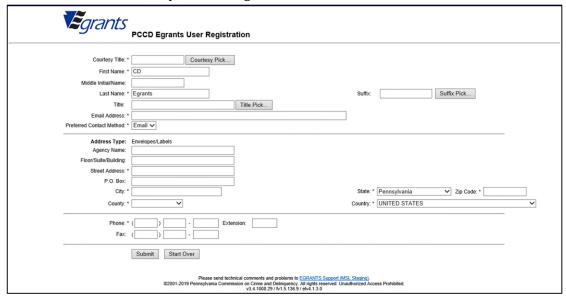
3. Complete the registration page to create a new Keystone Login account. All fields identified with an * are required.

   a. Some helpful tips when completing the registration page:
      i. Passwords must be a minimum of 12 characters and must include three of the four options:
         1. Uppercase characters
         2. Lowercase characters
         3. Numbers
         4. Special Characters
      ii. You cannot reuse a Security Answer.

> iii. You cannot use matching text in your Security Answer if the same word is in the question.

4. Click on the Register button. When you have finished creating your Keystone Login account, you will be redirected to the PCCD Egrants Registration page where you will be asked for additional information required for registration into PCCD.
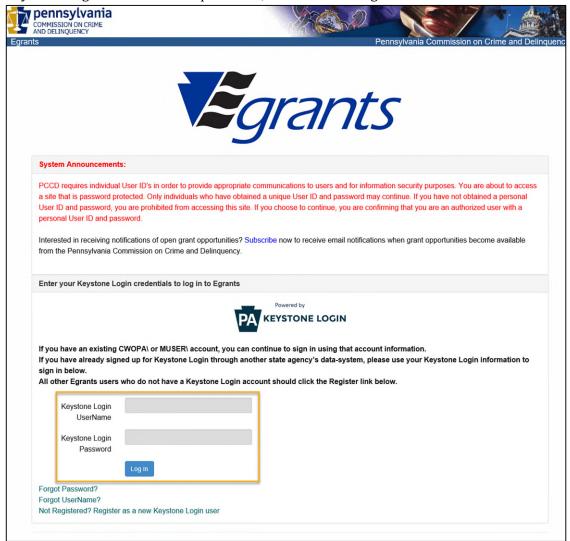

5. Click on the submit button. This will complete your registration into PCCD Egrants.
6. Once you are able to successfully log into PCCD Egrants, you will need to request roles. Please follow the guide in Appendix A for how to request roles in PCCD Egrants.

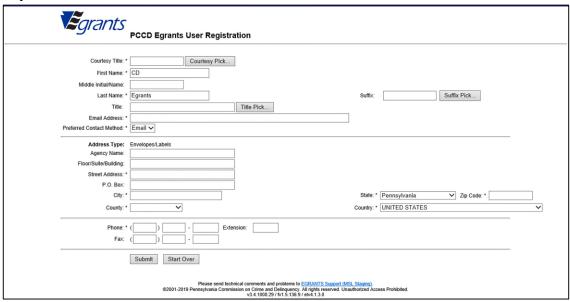# NEW PCCD EGRANTS USERS THAT DO HAVE AN EXISTING KEYSTONE LOGIN ACCOUNT

If you are a new user to PCCD Egrants and already have an existing Keystone Login account, then you only need to log in with your existing Keystone Login account.

9. From the PCCD Egrants login page – https://egrants.pccd.pa.gov, enter your existing Keystone Login user name and password, then click the Login button:

10. You will then be taken to the PCCD Egrants User Registration page where you will be asked to enter additional information required by PCCD Egrants. All fields marked with an * are

required.

11. After completing the form, press the Submit button. You should then be a registered user in PCCD Egrants and will need to request additional security access. Please follow Appendix A for additional information.

APPENDIX A

If your Organization is not yet registered in PCCD Egrants, you will need to submit an Agency Registration Request Form - https://www.pccd.pa.gov/schoolsafety/Documents/Technical%20Assistance/Egrants%20Agency%20Registration%20Form.pdf – to have your agency registered into PCCD Egrants before you will be able to submit a request for access to PCCD Egrants.

If your agency <u>has</u> a designated user with the Agency User Manager role that can approve requests for access to your organization, and can manage access for existing users already established within your organization, then please follow the steps outlined in the Egrants Role Request Walkthrough found in this document: https://www.pccd.pa.gov/schoolsafety/Documents/Technical%20Assistance/Egrants%20Role%20Request%20Walkthrough.pdf

If your agency <u>does not</u> have a designated user with the Agency User Manager role, please fill out and send in a signed copy of the Egrants User Role Request Form found here: https://www.pccd.pa.gov/Funding/Documents/Egrants%20Quick%20Start%20Guides/Egrants%20User%20Registration%20Request%20Form.pdf. This form should be signed by someone in authority within your organizations. Examples: Business Manager, Executive Director, Superintendent, Board President, etc. This must be a person that is in authority within your agency and can verify you as a member of the agency.