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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:

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egrants

System Announcements:

PCCD requires individual User ID's in order to provide appropriate communications to users and for information security purposes. You are about to access a site that is password protected. Only individuals who have obtained a unique User ID and password may continue. If you have not obtained a personal User ID and password, you are prohibited from accessing this site. If you choose to continue, you are confirming that you are an authorized user with a personal User ID and password.

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Enter your Keystone Login credentials to log in to Egrants

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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 Egrants 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](#)

2. When asked if you are an existing Egrants user, select “Yes, I am already a user”

Are you an existing Egrants user ?

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

Keystone Login Migration
Migrate a user from Egrants to Keystone Login

Egrants Credentials

Username *

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 *

- 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:

The screenshot shows the PCCD Egrants login page. At the top left is the Pennsylvania Commission on Crime and Delinquency logo. The main heading is 'egrants'. Below this is a 'System Announcements' section with red text: 'PCCD requires individual User ID's in order to provide appropriate communications to users and for information security purposes. You are about to access a site that is password protected. Only individuals who have obtained a unique User ID and password may continue. If you have not obtained a personal User ID and password, you are prohibited from accessing this site. If you choose to continue, you are confirming that you are an authorized user with a personal User ID and password.' Below this is a section for entering Keystone Login credentials, with the text 'Enter your Keystone Login credentials to log in to Egrants'. The login form is powered by 'PA KEYSTONE LOGIN'. It includes instructions: '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 Egrants users who do not have a Keystone Login account should click the Register link below.' The form has two input fields: 'Keystone Login UserName' and 'Keystone Login Password', and a 'Log in' button. There are also links for 'Forgot Password?', 'Forgot UserName?', and 'Not Registered? Register as a new Keystone Login user'.

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:

Are you an existing Egrants user ?

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

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

Keystone Login Association

Enter your credentials for Egrants and Keystone Login accounts to associate your Egrants account to a Keystone Login account.

Egrants Credentials

Username *

Password *

Keystone Login Credentials

Username *

Password *

- 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:

System Announcements:

PCCD requires individual User ID's in order to provide appropriate communications to users and for information security purposes. You are about to access a site that is password protected. Only individuals who have obtained a unique User ID and password may continue. If you have not obtained a personal User ID and password, you are prohibited from accessing this site. If you choose to continue, you are confirming that you are an authorized user with a personal User ID and password.

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Enter your Keystone Login credentials to log in to Egrants

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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 Egrants users who do not have a Keystone Login account should click the Register link below.

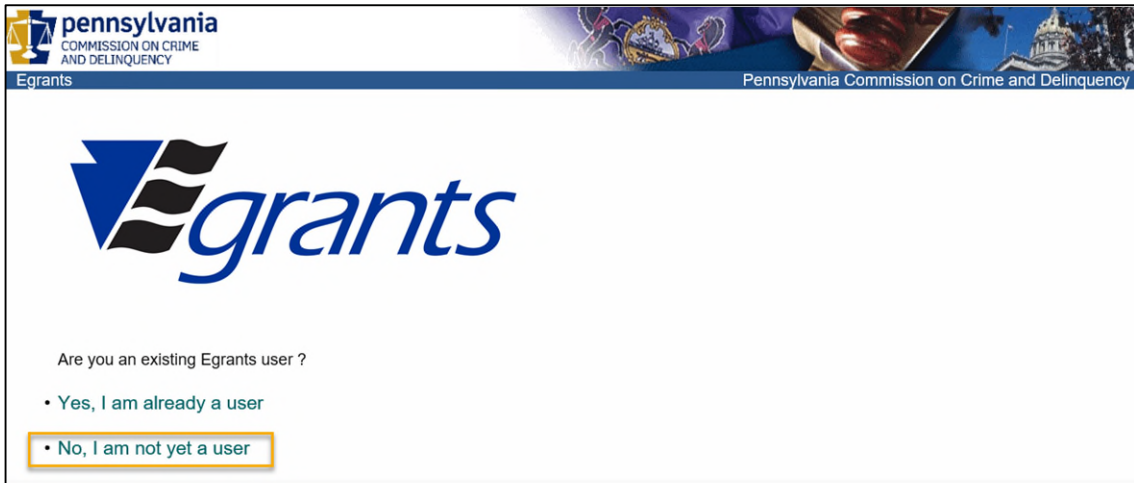
Keystone Login
UserName

Keystone Login
Password

[Forgot Password?](#)
[Forgot Username?](#)

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


2. When asked if you are an existing Egrants user, click on the option “No, I am not yet a user”:



The screenshot shows the Egrants login interface. At the top left is the Pennsylvania Commission on Crime and Delinquency logo. The word "Egrants" is in the top left corner, and "Pennsylvania Commission on Crime and Delinquency" is in the top right corner. The main content area features the Egrants logo, a question "Are you an existing Egrants user?", and two radio button options: "Yes, I am already a user" and "No, I am not yet a user". The "No, I am not yet a user" option is selected and highlighted with a yellow border.

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Egrants Pennsylvania Commission on Crime and Delinquency



Are you an existing Egrants user ?

- Yes, I am already a user
- 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.

The screenshot shows the registration page for the Egrants system. At the top, there is a header with the Pennsylvania Commission on Crime and Delinquency logo and the text 'Egrants' and 'Pennsylvania Commission on Crime and Delinquency'. Below the header is the 'Egrants' logo. The main content area is titled 'Register' and contains several sections of form fields:

- Personal Information:** Fields for First Name*, Last Name*, and Date Of Birth* (format: mm/dd/yyyy).
- Contact Information:** Fields for Email* and Mobile Phone Number* (format: ###-###-####).
- Login Information:** Fields for Username*, Password*, and Confirm Password*. To the right of these fields are password rules:
 - 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).
- Security Questions:** Three sets of questions, each with a dropdown menu for the question and a text input for the answer. The questions are labeled Security Question 1*, Security Question 2*, and Security Question 3*.
- Verification:** A checkbox for 'I'm not a robot' and a reCAPTCHA widget.
- Buttons:** 'Register' and 'Cancel' buttons at the bottom.

- 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.

grants PCCD Egrants User Registration

Courtesy Title: *

First Name: *

Middle Initial/Name:

Last Name: * Suffix:

Title:

Email Address: *

Preferred Contact Method: *

Address Type: Envelopes/Labels

Agency Name:

Floor/Suite/Building:

Street Address: *

P.O. Box:

City: *

County: *

State: * Zip Code: *

Country: *

Phone: * () - Extension:

Fax: () -

Please send technical comments and problems to [EGRANTS_Support\(MSL_Staging\)](#).
 ©2001-2019 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.
 v3.4.1088.29 / hv1.5.135.9 / ehv4.1.3.0

- 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:

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Enter your Keystone Login credentials to log in to Egrants

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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 Egrants 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](#)

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.

The screenshot shows the 'PCCD Egrants User Registration' form. At the top left is the 'egrants' logo. The form is divided into several sections by horizontal lines. The first section contains fields for 'Courtesy Title', 'First Name' (with 'CD' entered), 'Middle Initial/Name', 'Last Name' (with 'Egrants' entered), 'Title', and 'Suffix'. There are 'Courtesy Pick...' and 'Suffix Pick...' buttons. The 'Email Address' field is followed by a 'Preferred Contact Method' dropdown menu set to 'Email'. The second section is for the address, with 'Address Type' set to 'Envelopes/Labels'. It includes fields for 'Agency Name', 'Floor/Suite/Building', 'Street Address', 'P.O. Box', 'City', 'State' (set to 'Pennsylvania'), 'Zip Code', and 'Country' (set to 'UNITED STATES'). The third section contains 'Phone' and 'Fax' fields, each with area, exchange, and number sub-fields, and an 'Extension' field. At the bottom are 'Submit' and 'Start Over' buttons. A small footer contains technical information: 'Please send technical comments and problems to EGRANTS.Support@MSL.Staging.com. ©2001-2019 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited. v3.4.1008.29 / Ar1.5.136.9 / rev4.1.3.9'.

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 has 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 does not 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.