LOGIN PROCEEDURES FOR SHERIFF AND DEPUTY SHERIFF INFORMATION SYSTEM (SDSIS)

KEYSTONE LOGIN

VERSION 2019-1

LOGIN PROCEEDURES FOR SHERIFF AND DEPUTY SHERIFF INFORMATION SYSTEM (SDSIS)

The Commonwealth of Pennsylvania is changing the way that users log into any Commonwealth website. Currently when users register for a Commonwealth website, they must register with PA Login. After December 20, 2019, users must now register with Keystone Login. Even if you previously registered with PA Login, you must register again with Keystone Login. Please follow the screen shots provided in this document, which will walk you through this process. Once you have registered with Keystone Login this will enable you to log into SDSIS and other Commonwealth websites by using the same Username and Password.

All users including county staff, school staff, sheriffs and deputy sheriffs must register with Keystone Login even if you currently have a PA Login account. You will need to complete this process to access the SDSIS system and to begin the registration process for online training.

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.

To access the Keystone Login website to begin the process use URL: www.pccd.pa.gov

At the bottom of the PCCD Home page you will see a link to "Sheriff and Deputy Sheriff Education and Training System". Click to access Keystone Login.

The current URL for SDSIS will no longer work. When you get to the Keystone Login Page, please bookmark it for future access or return to the PCCD website.

CURRENT SDSIS USERS

A. CURRENT SDSIS USERS <u>WITH</u> 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)

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 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 *

Submit Cancel

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 <u>WITHOUT</u> 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.

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 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.

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 *	Select a security question ▾
Security Answer 1 *	
Security Question 2 *	Select a security question ▾
Security Answer 2 *	
Security Question 3 *	Select a security question ▾
Security Answer 3 *	

Submit Cancel

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]

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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 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

NEW SDSIS USERS

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.

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 *	mm/dd/yyyy

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 *	Select a security question ▼
Security Answer 1 *	
Security Question 2 *	Select a security question ▼
Security Answer 2 *	
Security Question 3 *	Select a security question ▼
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 <u>WITH</u> 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".

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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 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 >>

Step #3: 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.

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

Don Numer
dnumer@pa.gov
717-265-8555

Doug Hummel
dohummel@pa.gov
717-265-8550