

Introduction to: PASecureID



STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

PA SecureID

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- Step 4: Import PA Secure ID Information
- Step 5: Update Live Database PA SecureID



PA SecureID Overview

PDE implemented **PA SecureID** in 2006 to provide a unique and consistent ID to each student educated in Pennsylvania.

PA SecureID's follow a student between LEAs and remain valid when a student moves out of state or transfers between institutions.

PA SecureID's facilitate accurate longitudinal tracking of data across a variety of programs.

PA SecureID's for students are required for PIMS Submission.

It is a ClassMate Best Practice to perform the PA SecureID export/upload/import process on a monthly basis and especially before each PIMS Submission involving Students.



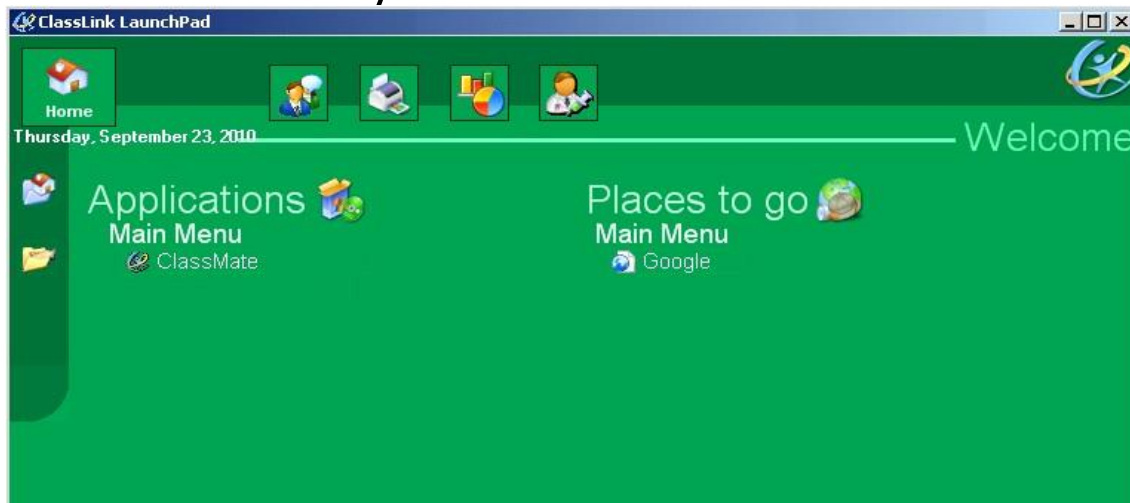
ClassLink Hosted Site Information

- For clients who are hosted by ClassLink you will need to connect to LaunchPad before proceeding.
- To connect to LaunchPad to go your Internet Browser (ex: Chrome, FireFox, etc) type in <http://www.classlink.net/sites/schoolacronymcm>
- Click the Back Again button
- At the Windows Server login enter your username & password
 - Username is first initial, last name: example: jdoe
 - Password is typically Password1, unless you change it
- If you need assistance with the LaunchPad URL for your site or your LaunchPad username/password please contact us at: 1-888-963-7550 ext: 101.



ClassLink Hosted Site Information

- Once at the LaunchPad you can click on ClassMate & log-in. Then proceed with the PASecureID steps.
- Once you have your export file exported from ClassMate you can access the Internet from the LaunchPad by clicking on Google.
- Once the Internet Browser is open you can go to the PDE Site and proceed from.
- This is a Sample of what the LaunchPad screen looks like, please note your LaunchPad screen may look a little different.



PAsecure ID Step 1

Step 1: Inserting Student Information

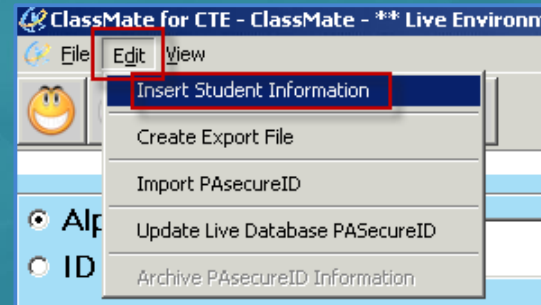
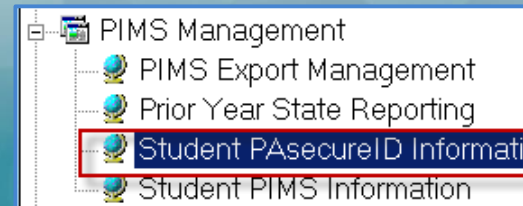
Getting Started:

Double click > My Modules > Double Click PIMS Management > Click Student PAsecureID Information

- Click Edit located along the top of screen
- Click on Insert Student information.

This process will insert the students into the module.

Note: Each time you open the **Student PAsecureID** module you should always perform the Insert Student Information process to bring in any new students who enrolled since the last insert.

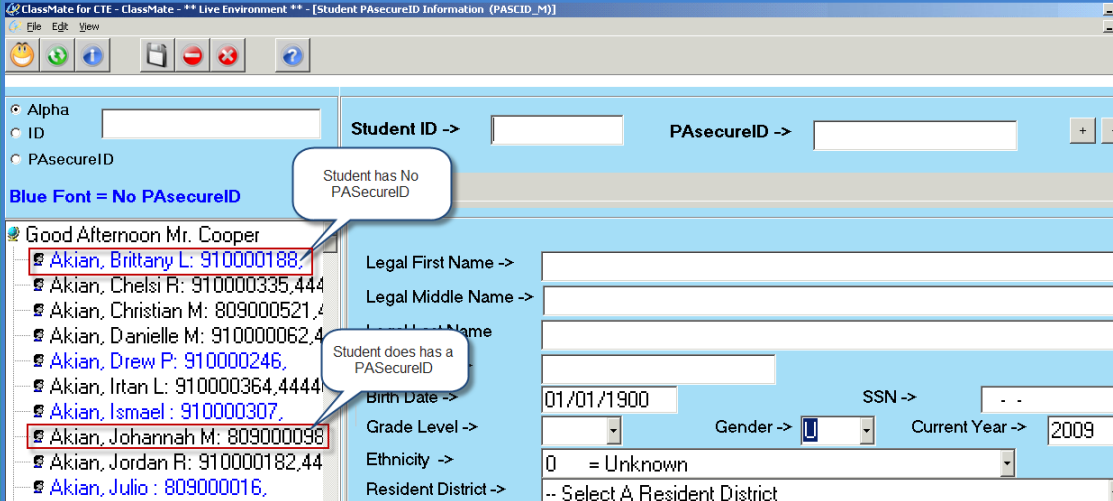


PASecure ID Step 1

Step 1: Inserting Student Information - Continued

Student Names that appear in **Blue Font** = No PAsecureID

Student Names that appear in **Black Font** = Have a PAsecureID



ClassMate for CTE - ClassMate - ** Live Environment ** - [Student PAsecureID Information (PASCID_M)]

File Edit View

Alpha Student ID -> PAsecureID -> + -

ID

PAsecureID

Blue Font = No PAsecureID

Student has No PAsecureID

Good Afternoon Mr. Cooper

- Akian, Brittany L: 910000188, **Blue Font**
- Akian, Chelsi R: 910000335,444
- Akian, Christian M: 809000521,4
- Akian, Danielle M: 910000062,4
- Akian, Drew P: 910000246, **Blue Font**
- Akian, Irtan L: 910000364,4444
- Akian, Ismael: 910000307, **Blue Font**
- Akian, Johannah M: 809000098, **Black Font**
- Akian, Jordan R: 910000182,44
- Akian, Julio: 809000016, **Black Font**

Student does has a PAsecureID

Legal First Name ->

Legal Middle Name ->

Last Name ->

Birth Date -> 01/01/1900 SSN -> - -

Grade Level -> Gender -> Current Year -> 2009

Ethnicity -> 0 = Unknown

Resident District -> -- Select A Resident District

PAsecure ID Step 2

Step 2: Create Export File

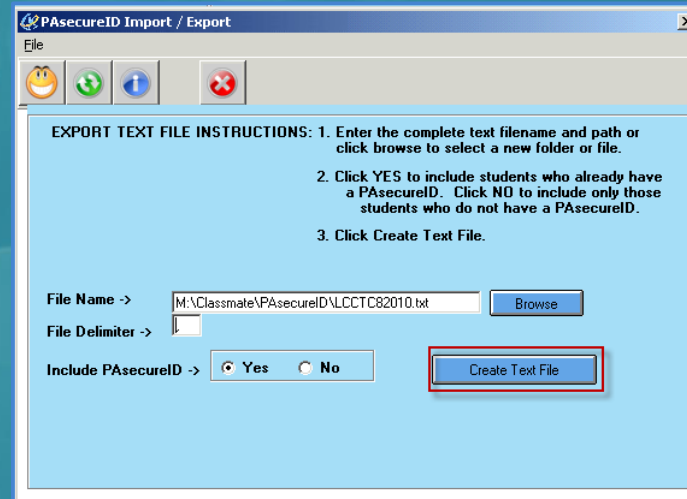
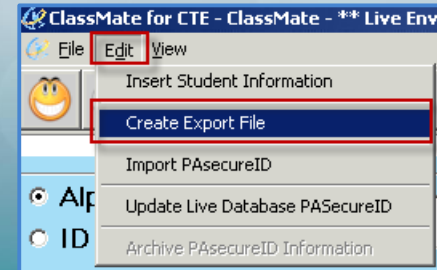
To Begin, all users must create an **Export File** that will be upload to the PDE Site

- Click Edit located along the top of screen
- Click Create Export file

The **PAsecureID Import / Export** window will display

Follow the Export Text File Instructions to create the export file

- Click **Create Text File** button to create the file A progress bar will appear as the file is created
- When the file has been completed a message stating: Process completed successfully for "Number of" Students
- Click "OK"



PA Secure ID Step 3

Step 3: Upload File to PDE & Obtain Import File

After creating the export file go to the PDE Website :

http://www.pde.state.pa.us/portal/server.pt/community/pennsylvania_department_of_education

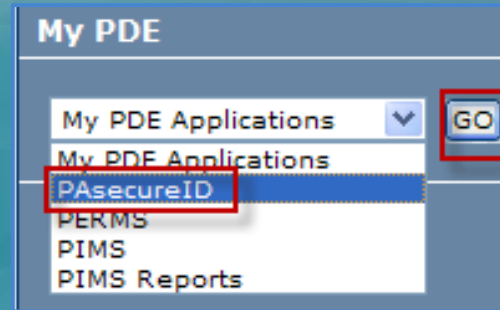
- Click Login
- Enter your **Username & Password**

Once successfully logged in go under **My PDE Applications**

- Click **PA SecureID**
- Click the **“Go”** button

The PA SecureID application window will appear

Upload the **PA SecureID File** exported from ClassMate, follow all PDE steps to obtain the download file that will contain the PA SecureID's.



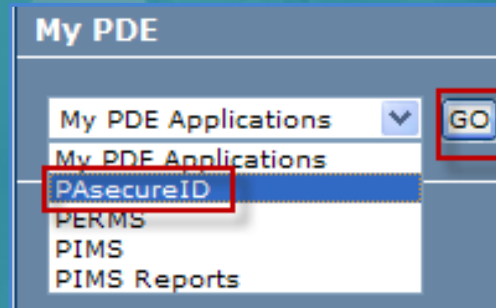
PAsecure ID Step 3

Step 3: Upload File to PDE & Obtain Import File - Continued

Upload the **PAsecureID File** exported from ClassMate, follow all PDE steps to obtain the download file that will contain the PAsecureID's.

****Note:** Any data changes (ex: Gender, Ethnicity, etc) should be made in **ClassMate** – in the Student Master Information Module.

Reinsert your students in the **Student PAsecureID** Information module, re-export the file, & re-upload to PDE.



For assistance concerning the PAsecureID application please contact the PAsecureID/PIMS Help desk at: 1-800-661-2423

PA Secure ID Step 4

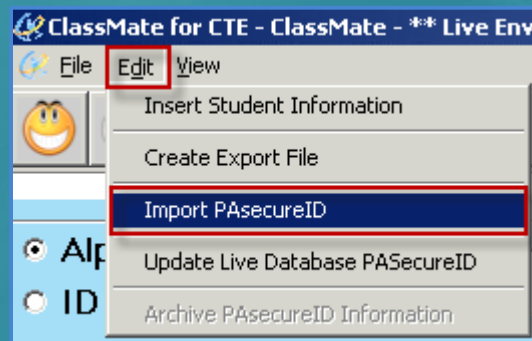
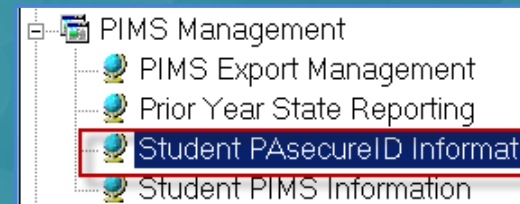
Step 4: Import PA SecureID Information

After obtaining the PA SecureID import file from the PA SecureID application return to ClassMate

Module Path:

Double click > My Modules > Double Click PIMS Management Click Student PA SecureID **Information**

- Click **Edit** located along the top of the screen
- Click Import PA SecureID



PA Secure ID Step 4

Step 4: Import PA SecureID Information - Continued

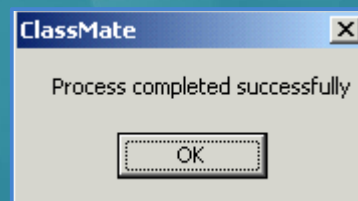
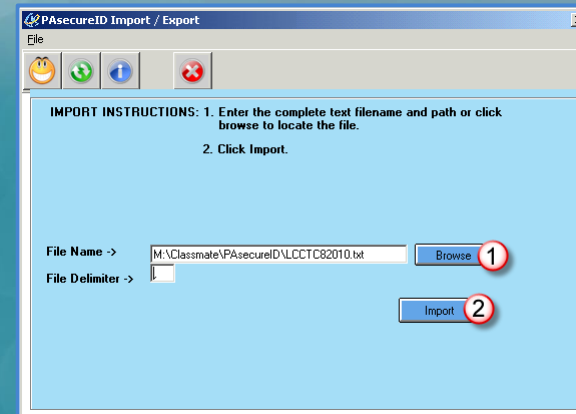
The **PA SecureID Import/Export** Window will display

- Click the **Blue Browse** button to select the saved Import file. The file path will display in the **File Name** field.
- Click Open
- Click the **Blue Import** file button to import the file

“Process Completed Successfully”

message will display

- Click **“OK”**

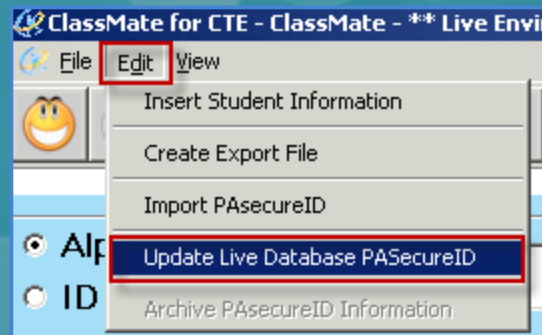


PASecure ID Step 5

Step 5: Update Live Database PAsecureID

To update the Live Database (ex: Student Master Information Module, etc)

- Click **Edit** located along the top of the screen
- Click Update Live Database PAsecureID from within the Student PAsecureID Information module

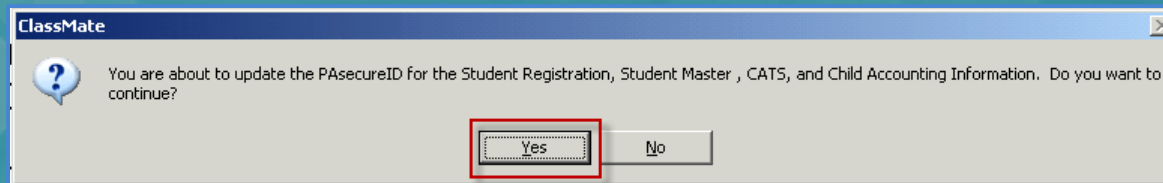


PA Secure ID Step 5

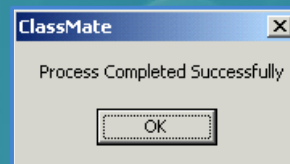
Step 5: Update Live Database PA SecureID - Continued

A confirmation message will display asking

- **“Do you want to continue?” Yes or No.**
- **Click “Yes”**



- **“Process Completed Successfully”**
message will display
- **Click “OK”**



ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

ClassMate HelpDesk

855-984-1228

support.classmate.net

