

# PA Secure ID

*ClassMate for Adult Education*

*May 2021*



# PA Secure ID

- Overview of PASecureID
- Inserting Student Information
- Create Export File
- Upload File to PDE & obtain Import file
- Import PASecure ID Information
- Update Live Database PASecureID



# PA Secure ID



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.



# PA Secure ID

## Inserting Students

### Getting Started

Double click > **My Modules** > Double Click

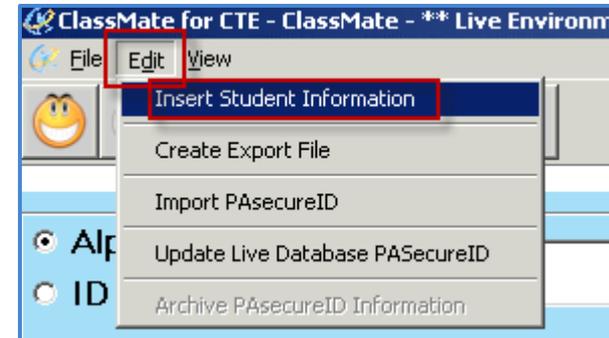
**State Reporting** > Click **PA Secure ID**

### Processing

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

This process will insert the students into the module. This is a **MANDATORY** step

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

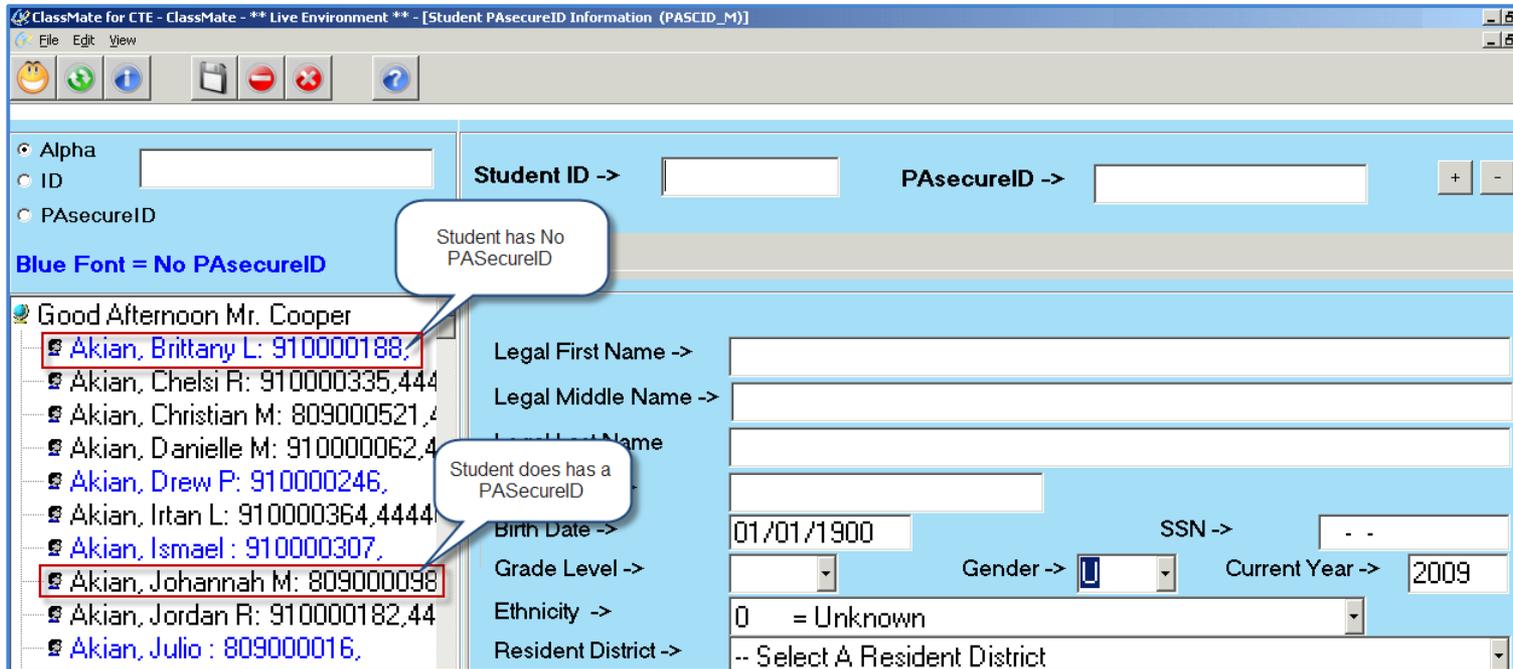


# PA Secure ID

## Inserting Students

Student Names that appear in **Blue Font** = No PA Secure ID

Student Names that appear in **Black Font** = Have a PA Secure ID



ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [Student PAsecureID Information (PASCID\_M)]

File Edit View

Alpha  Student ID ->  PAsecureID ->  + -

Alpha  
 ID  
 PAsecureID

**Blue Font = No PAsecureID**

Good Afternoon Mr. Cooper

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

Legal First Name ->

Legal Middle Name ->

Legal Last Name ->

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

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

Ethnicity -> 0 = Unknown

Resident District -> -- Select A Resident District

Student has No PAsecureID

Student does has a PAsecureID

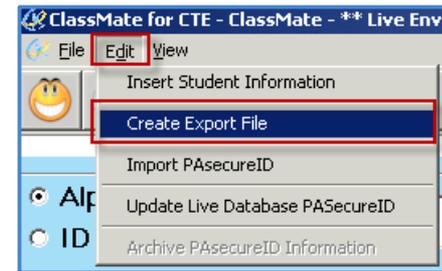


# PA Secure ID

## 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**

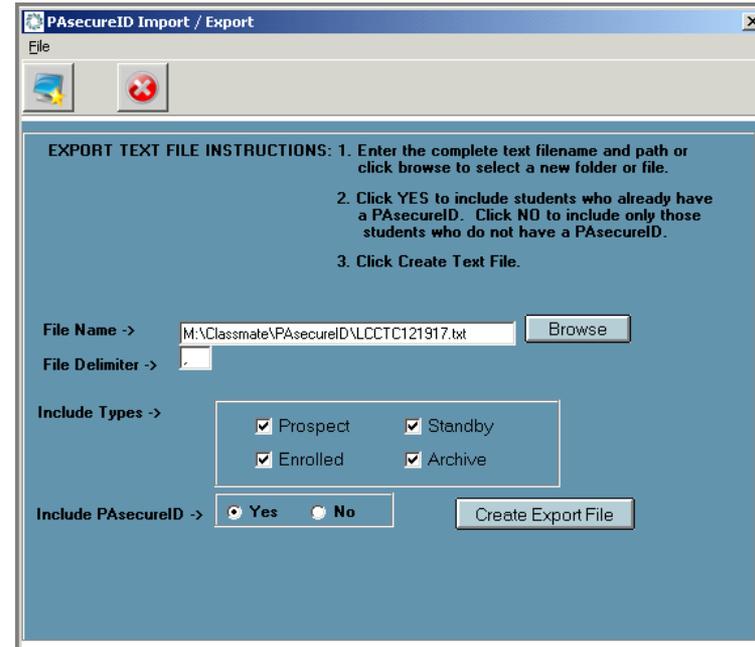


The **PA Secure ID Import / Export** window will display

Follow the **Export Text File Instructions** to create the export file

- Click **Create Export 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”**

**NOTE:** The file will be saved to the M: Drive by default unless the user has changed name and location



# PA Secure ID

## Upload File to PDE & Obtain Import File

After creating the export file go to access the **PDE Website**.

[http://www.pde.state.pa.us/portal/server.pt/community/pennsylvania\\_department\\_of\\_education](http://www.pde.state.pa.us/portal/server.pt/community/pennsylvania_department_of_education)

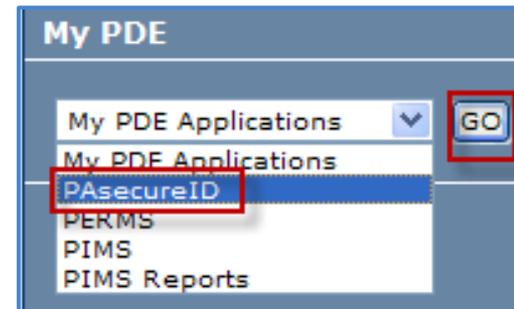
- Click Login
- Enter your **Username & Password**

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

- Click **PA Secure ID**
- Click the **“Go”** button

The **PA Secure ID** application window will appear

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

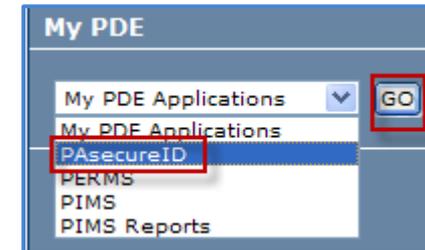


# PA Secure ID

## Upload File to PDE & Obtain Import File

Upload the **PA Secure ID File** exported from ClassMate (you will need to know the location and the name of the file)

Follow all PDE steps to obtain the download file that will contain the PA Secure ID's. For assistance concerning the PA Secure ID application please contact the PA Secure ID/PIMS Help desk at: 1-800-661-2423



## Data Editing & Changes

Any data changes (For example: Gender, Ethnicity, etc.) should be made in **ClassMate**, the **Student Processing Module**

After editing the data , you **MUST** Reinsert your students in the **Student PA Secure ID** information module, re-export the file, & re-upload to PDE



# PA Secure ID

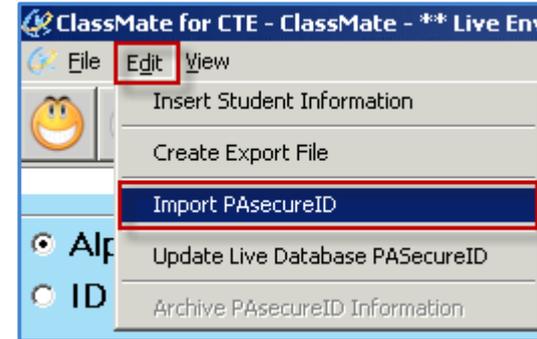
## Import PA Secure ID File into ClassMate

After obtaining the PA Secure ID import file from the PDE return to **ClassMate**

### Module Path:

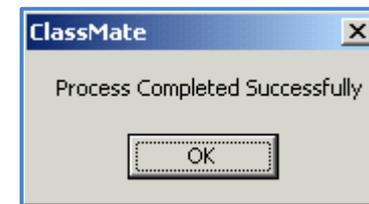
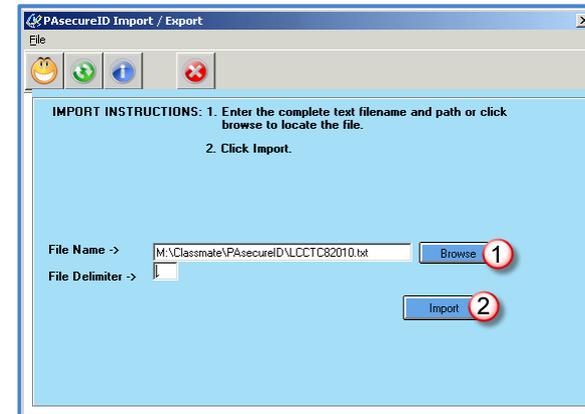
Double click > **My Modules** > Double Click **State Reporting**>Click **PA Secure ID Processing**

- Select **Edit** located along the top of the screen
- Select **Import PA Secure ID**



The PA Secure ID Import/Export Window will display

- Select the **BLUE BROWSE** button to select the saved Import file. The file path will display in the **File Name** field
- Select **Open**
- Select the **BLUE IMPORT** file button to import the file
- “Process Completed Successfully” message will display; Select “OK”



# ClassMate

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Questions? Contact us!  
*ClassMate Helpdesk*  
855-984-1228  
*support.classmate.net*

