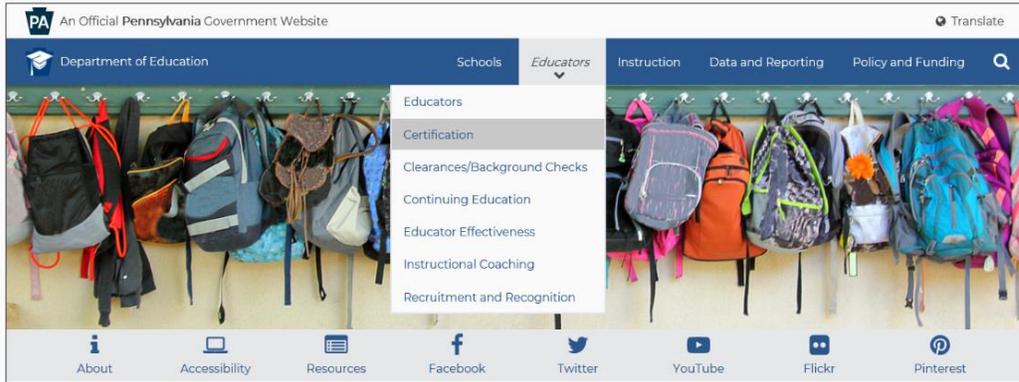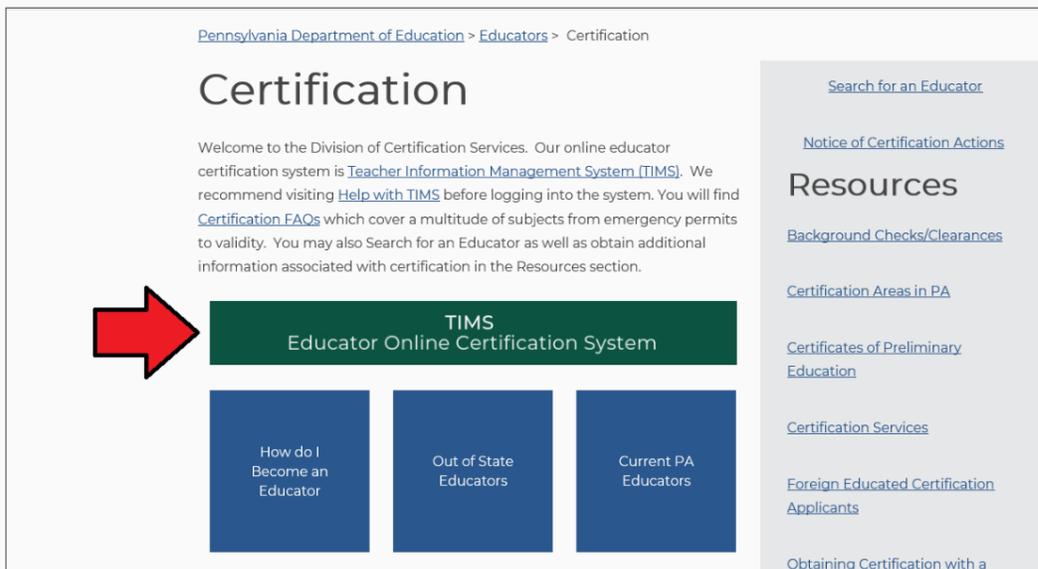# TIMS Registration Guide

1. Go to www.education.pa.gov *(Use Internet Explorer or FireFox to access TIMS).*

2. Hover over 'Educators' in the upper horizontal navigation.

3. Select 'Certification' from the drop-down menu.

4. Select the green 'TIMS Educator Online Certification System' box in the middle of the page.

5. Click the blue 'personal user' box.

Teacher Information Management System (TIMS)

What is TIMS? A one-stop shop that offers a variety of certification functions for educators, school administrators, and the public. How can you use TIMS? See below:

Personal User – for individuals who need to apply for teacher certification, access their personal TIMS dashboard, view and update personal information, print a copy of their teaching certificate, and do additional functions as a current or future educator.

Provisioned User – for individuals who serve as a TIMS administrator, for local education agencies (LEA), and for institutions of higher education (IHE).

TIMS also provides the public with access to view educator records.

Personal User

Provisioned User

6. Click the blue 'Login to TIMS' box to access the online application system. Please review the help resources available on this page prior to logging in for the first time.
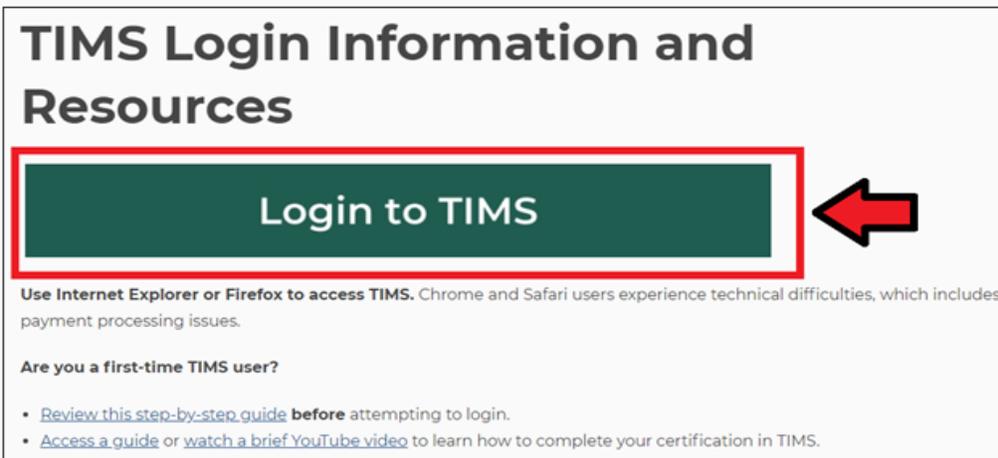
TIMS - Information for Personal Users

Welcome to TIMS, Pennsylvania's online certification system – a one-stop shop for individuals who need to apply for teacher certification, access their personal TIMS dashboard, view and update personal information, print a copy of their teaching certificate, and do additional functions as a current or future educator.

Current processing time: approximately 6 weeks (once your application reaches "awaiting evaluation" status).

Login to TIMS

Help/User Guides
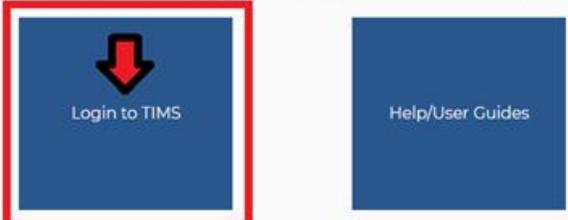
7. Select the 'Login to TIMS' link to access the online application system.

8. After you've selected the login link, you'll be taken to a new screen, which asks you to enter your username and password. If you need to register for a username and password, click the 'Register Username' link.

   Helpful Hint: The login will only work if you access it from the 'TIMS – For Personal Users' landing page.
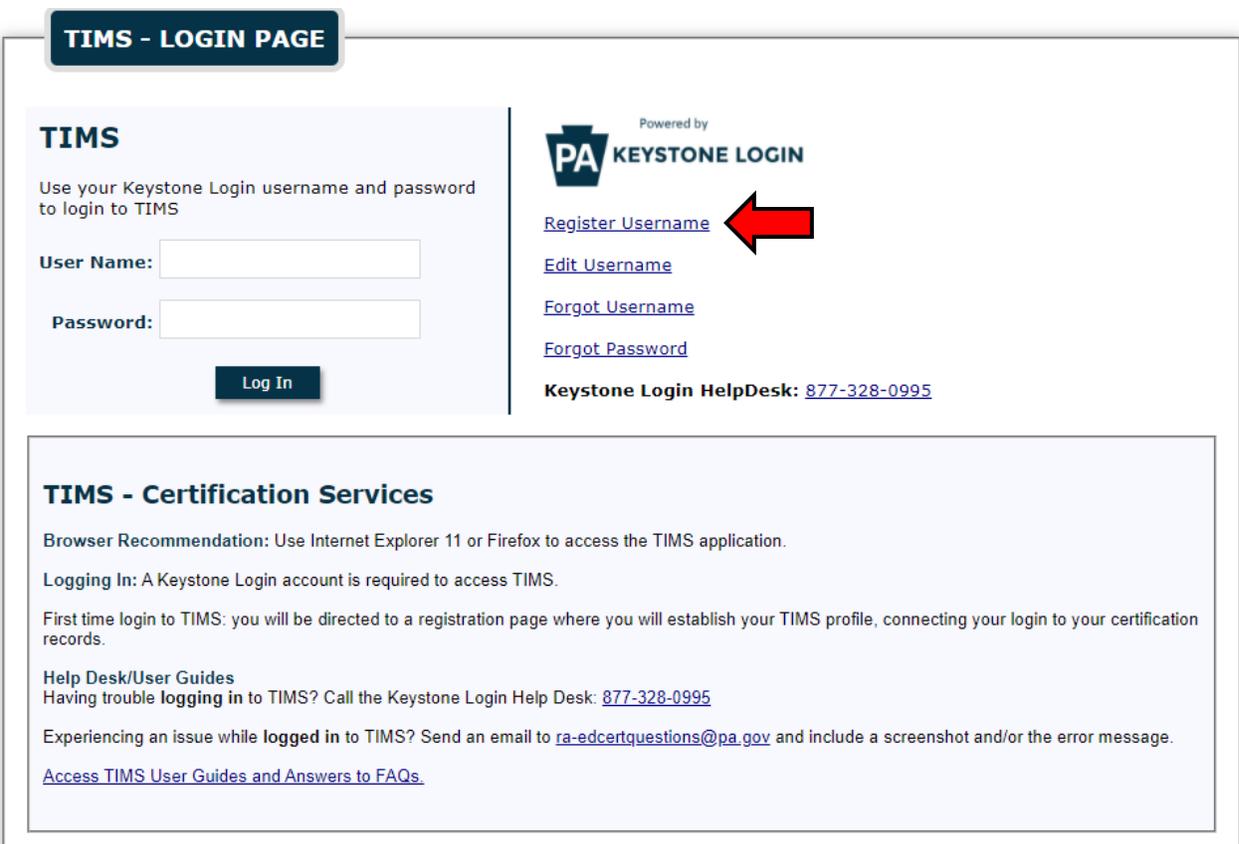
9. Complete the Keystone Login Registration page. If successful, you will be automatically redirected back to the MyPDESuite Login page.

10. After registration, you will return to the login page to enter your Username and Password and select 'Login'. If you have problems with the login screen, your username, and/or passwords, contact the Keystone Login Help Desk: 877- 328- 0995.

11. The first time you login with your username and password, you will need to establish your TIMS profile.

If you receive an error stating that what you entered does not match the records on file, please contact the TIMS helpdesk: (717) PA-TEACH (728-3224) or (717) 787-3356 or ra-edcertquestions@pa.gov. Due to high call volumes, it is advisable to send an email.

12. You are now on your TIMS dashboard (aka the TIMS homepage).

Below is the content of the screenshot dashboard.

pennsylvania
DEPARTMENT OF EDUCATION

TIMS

Teacher Information Management System

Applicant

Home | Messages ▾ | Applications ▾ | Logoff   Help & Support

Welcome to TIMS !

Messages
PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

Search Messages

Application(s) In Process

View/Delete Applications   New Credential Application

Application ID	Certificate/Request Type	Application Status	Application Status Date	Comments
287321	Instructional II English 7-12 (3230) , Spanish PK-12 (4490)	Approved	02/28/2013	Certificate is published and available for printing.
243606	Instructional I Spanish PK-12 (4490)	Approved	03/29/2010	Certificate is published and available for printing.
123501	Name Change	Approved	09/29/2008	Application has been approved and will be available within 24 hours on the Web.
61948	Emergency Permit: LT Sub with Educational Obligation Spanish PK-12 (4490)	Approved	09/24/2008	Permit is published. Contact LEA.
243605	Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	Approved	09/10/2007	Permit is published. Contact LEA.

Profile & Settings

View & Update My Profile   View My Tests On File
Profile Change Application

Emergency Permit Request

Permit Request ID	LEA Name	Status	Comments
140678	Conneaut SD	Approved by PDE	
141532	Conneaut SD	Approved by PDE	
146387	Conneaut SD	Approved by PDE	

Emergency Permit Application

Credential(s)

Request Frameable Certificate   Update Existing Certificates

Credential	Issue Date	Expiration Date	CE Status	Validity Status	
Emergency Permit: LT Sub with Educational Obligation Spanish PK-12 (4490)	09/01/2008	07/31/2009	N/A	Expired	Print
Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	08/01/2006	07/31/2007	N/A	Expired	Print
Emergency Permit: LT Sub with No Educational Obligation Spanish PK-12 (4490)	08/01/2007	07/31/2008	N/A	Expired	Print
Instructional I Spanish PK-12 (4490)	03/01/2010		Active	Converted	Print
Instructional I English 7-12 (3230)	06/01/2006		Active	Converted	Print
Instructional II English 7-12 (3230)	02/01/2013		Active	Valid	Print
Instructional II Spanish PK-12 (4490)	02/01/2013		Active	Valid	Print

ABCTE Permit

==You will stop here until you are ready to finish your TIMS application at the end of the semester.==