TIMS Registration Guide

1. Go to [www.education.pa.gov](http://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.

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.
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).

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