System Update Notice

NEW: Keystone Login Allows Providers to Update Info on the Registry

Providers that create an account in the Commonwealth of Pennsylvania’s Keystone Login can now use those credentials to log into the PCCD School Safety & Security Registry system and update their personal information, including their address, phone number and company affiliation. Current providers in the registry can also take advantage of this new feature if they sign up with Keystone Login.

*Important Note: Your Keystone Login account is a personal identity. As such, it cannot be associated with more than one provider in the PCCD School Safety & Security Registry system. Each provider in the registry must be maintained using a separate Keystone Login account.

Here are the steps you will need to take:

Step 1: Create a Keystone Login Account
Access the system by visiting https://schoolsafty.pccd.pa.gov. The screen shown below in Figure 1 will display:

![Figure 1](https://example.com/figure1.png)
Notice that at the bottom of the screen, you now have the ability to “Register as a new Keystone Login user” or to log in with your Keystone Login credentials. Please see Figure 2, below:

![Figure 2](image)

Choose the text that reads: “Not Registered? Register as a new Keystone Login user” to begin the registration process. You will be taken to a screen requesting information to help set up your new Keystone Login account as shown below in Figure 3:

![Figure 3](image)
Enter all required fields (those marked with a red asterisk (*) and any others you would like to provide. The relevant information you enter here will be passed over to the School Safety and Security Registry system so once you complete your Keystone Login registration, and you log into the School Safety and Security Registry system you will not have to re-enter data.

Once you complete the entry and pass the reCAPTCHA validation you will have a Keystone Login account that you can use to log into a large and growing list of Commonwealth of Pennsylvania systems. You will see a confirmation screen like that show below in Figure 4:

![Account Registration Success](image)

**Figure 4**

From here, you can now proceed to log in to the School Safety and Security Registry system to maintain your information. Choose the Login button found after the text “*Your account has been created successfully. Please proceed to*”. And you will be returned to the screen shown above in Figure 1.

**Step 2: Link your existing provider information to your new Keystone Login account**

Since you now have a Keystone Login account, you can now use the new User Name and Password in this section of the School Safety and Security Registry system login screen.

![Login Screen](image)
Once you successfully log in for the first time, you will see an option to perform the link to your existing information as shown in Figure 5, below:

**Provider Account**

- I have not yet submitted a Provider Registration application
- I have already submitted a Provider Registration application, please provide your Registration ID [Registration ID]

![Figure 5](image)

Select the button next to the text that starts with “I have already submitted a Provider Registration...” and enter your Registration ID in the available box. You Provider ID was emailed to you when you enrolled. If you cannot remember your ID, please do not proceed. Email the support account at RA-CD-SSSCREGISTER@pa.gov to get your Provider ID then return to the login process and include the Provider ID on the above screen. Press the button labeled ‘Continue’.

If you have no existing information, as would be the case for new users, ensure the button next to the text “I have not yet submitted a Provider Registration application” is checked and Press the button labeled ‘Continue’.

**Important Note:** If you have already linked your new Keystone Login account to the School Safety and Security Registry system, you will not be able to link it to a second Registration ID. Remember that the registry is for an individual, not a group.

**Step 3: Update your provider information**

Once you have indicated a correct Provider ID you will be taken into the School Safety and Security Registry system:
The linking step will bring over any information from Keystone Login that is required for the School Safety and Security Registry system, along with any information you had initially entered when you registered.

At this point, you can freely change anything that requires an update, such as Company, email address, website, etc. Complete all changes and press the button labeled ‘Update’ at the bottom of the screen.

If you are an approved provider, because of the Committee approval process, you are not able to change the Counties you serve or the types of services you provide. Please contact the support account at RA-CD-SSSCREGISTER@pa.gov to request that type of change.

If you have not yet been approved as provider, you can change any of the fields.

Press the button labeled ‘Update’ to complete the update. Any subsequent visits to the system will require you to log in using your Keystone Login information and will take you directly into your provider information screen, allowing you to edit the information.