Keystone Login User Guide

- The Commonwealth of Pennsylvania is changing the way that Users log into any Commonwealth website (Bureau of Unemployment Compensation, Department of Revenue, Department of Human Services, etc.). Currently when Users register for a Commonwealth website, they must register with PA Login, however, after December 20, 2019, Users must now register with Keystone Login. Even if you previously registered with PA Login, you must register again with Keystone Login. Please follow the screen shots provided in this document, which will walk you through this process. Once you have registered with Keystone Login this will enable you to log into CCETS and other Commonwealth websites by using the same Username and Password.
- All Users including county staff, school staff, constables and deputy constables must register with Keystone Login even if you currently have a PA Login account.
- If you have already registered with Keystone Login for another Commonwealth of Pennsylvania website you can use your existing Username and Password to log into CCETS.
- If you have a current CWOPA or MUSER account with the Commonwealth, you can use your existing Username and Password to log in to CCETS. These User types do not need to register with Keystone Login.
- The User Guide for Keystone Login can be found at: https://www.pccd.pa.gov/training/Pages/Constables%27-Education-and-Training-Board.aspx
- It is the responsibility of each individual user to secure and protect their Username and Password for any computer systems utilized by the Program. Sharing of or providing the Username and Password is strongly discouraged. However, Users should remember and/or retain their Username, Password and security questions and answers in a secure area so that it is easily accessible if needed.
- If you have questions or problems with this registration, please contact either Sherry Leffler at 717-265-8554 or sleffler@pa.gov or Tracy Beaver at 717-265-8552 or trabeaver@pa.gov.
• The URL for CCETS has been changed to: https://portal.pccd.pa.gov/PortalLogin/Login/CCETS. If you have the CCETS website bookmarked, you will be redirected to the new website, however, please make sure to update this bookmark so that you have no issues in the future. The old URL for CCETS will eventually be taken offline and will no longer work.

• Or Users can go to the PCCD website at: www.pccd.pa.gov, select the “Training” icon and then select the link for the “Constables’ Education and Training Board” and then select the link for “Register/Login to CCETS”.

The Constables' Certification, Education and Training System (CCETS)

Register/Login to CCETS
Constable Finder
CCETS Registration Instructions (PDF)
Existing CCETS Users should use the flow on the following pages to register with the “new” Keystone Login.
Step 1 – select the link for “Not Registered? Register as a new Keystone Login User”
Step 2: All existing CCETS Users should select the link for “Yes, I am already a user”
Note: Users can try to reuse their current Username but the current Username may be in use by another User. If so, Users will need to create a new Username.

IMPORTANT NOTE: DO NOT USE THE # SIGN IN YOUR USERNAME!!!

The password must pass these rules:
- Must be between 12 to 128 characters in length.
- Do not include any of your user name, your first name, or your last name
- The password must pass 3 out of 4 of these rules:
  - One uppercase letter.
  - One lowercase letter.
  - One numeric number.
  - One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Note: The current Password can be used as long as it meets the new Password criteria listed above.

Note: Each Security Question must have a different answer entered. The answers cannot be the same for each question.
Step 4: Select the “Login” button to be directed to the CCETS Home Page

Account Migration Successful

Your CCETS account has been successfully migrated to your Keystone Login account. Please proceed to Login.
Step 5: Enter the Keystone Login Username and Password.

System Announcements:

Welcome to CCETS.

Enter your Keystone Login credentials to log in to Constables' Certification Education and Training System (User Acceptance Test)

Powered by

If you have an existing CWOPA1 or MUSERi account, you can continue to sign in using that account information.
If you have already signed up for Keystone Login through another state agency’s data-system, please use your Keystone Login information to sign in below.
All other CCETS_UAT users who do not have a Keystone Login account should click the Register link below.

Keystone Login Username
Keystone Login Password

Log in

Forgot Password?
Forgot UserName?
Not Registered? Register as a new Keystone Login user
New CCETS Users should use the flow on the following pages to register with the “new” Keystone Login
Step 1 – select the link for “Not Registered? Register as a new Keystone Login User”
Step 2: All new CCETS Users should select the link for “No, I am not yet a user”
Step 3: Enter all of the requested information below and select the “Register” button.

Users will receive a message “Please wait while we migrate your account.” Please be patient as this may take a few minutes to migrate.

IMPORTANT NOTE: DO NOT USE THE # SIGN IN YOUR USERNAME!!!

Note: Each Security Question must have a different answer entered. The answers cannot be the same for each question.

Note: Users must select the checkbox for “I’m not a robot” and then perform the verification, see example on next slide. If the verification is not done correctly, you will be prompted to do it again until it is correct.
Step 4: Follow the instructions on the screen by selecting the images with the requested object. If you fail to verify the images, the User may need to go through this several times until the images are verified correctly.
Step 5: The User will be guided through a series of questions to determine the type of User.

<table>
<thead>
<tr>
<th>Step 1: Registration Information</th>
<th>Step 2: Personal Information</th>
<th>Step 3: Terms Of Use Signoff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Next &gt;&gt;</td>
<td>Cancel</td>
</tr>
</tbody>
</table>

Please answer the following questions:

- **Are you registering as a current Constable or Deputy Constable?**
  - Yes
  - No

- **Do you have a valid term of office as a Constable or Deputy Constable?**
  - Yes
  - No

- **Do you have an assigned Certification Number?**
  - Yes
  - No

- **Are you interested in attending the Constables' Program's 80-hour Basic Training course?**
  - Yes
  - No

**Constable/Deputy Constable Information**

<table>
<thead>
<tr>
<th>Home County:</th>
<th>Gender: Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Correspondence Method:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Of Birth:</th>
<th>SSN:</th>
<th>Certification Number:</th>
</tr>
</thead>
</table>
Step 6: New Users must complete the mandatory information and select the “Next” button to proceed to the next step.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: **</td>
<td>Address Line 1: **</td>
</tr>
<tr>
<td>First Name: **</td>
<td>Address Line 2:</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>City: **</td>
</tr>
<tr>
<td>Last Name: **</td>
<td>State: Pennsylvania</td>
</tr>
<tr>
<td>Suffix: **</td>
<td>Zipcode: **</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1:</td>
<td></td>
</tr>
<tr>
<td>Address Line 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State: Pennsylvania</td>
<td></td>
</tr>
<tr>
<td>Zipcode:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Primary Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Phone Number: **</td>
<td>Email Type: Work</td>
</tr>
<tr>
<td>Phone Type: Work</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Remove</td>
</tr>
<tr>
<td>Extension:</td>
<td>Add an Email Address</td>
</tr>
</tbody>
</table>
Step 7: All Users must then agree to the Terms of Use Policy in order to complete registration. Select the checkbox next to “I have read and agree with the terms of use policy provided above.” and select the “Submit Registration” button.
Step 8: Once a User has successfully completed the CCETS registration, you will see the page below. The User will receive an email stating the CCETS registration was completed. Once PCCD staff approves the registration, the User will receive a second email stating the registration was approved. Please ensure that the CCETS Resource Account email address, RA-CD-CCETS@pa.gov, is removed from the User’s “spam” account. This will ensure that the system generated emails will reach the User and not get lost in the User’s “spam” account.