Financial Accounting Information System
User Registration Instructions and ePDE Web Portal Security

General Instructions: *In order to become a **registered user** of the Financial Accounting Information (FAI) System you must submit a **user registration request** to your local education agency's (LEA's) **FAI Security Approver** via the **ePDE Web Portal** link on the Pennsylvania Department of Education (PDE) home page.*

<u>FAI *USER* REGISTRATION STEPS</u>:

1. Register for a <u>*PA PowerPort username and password*</u>.

To register as a FAI application user, you need to obtain (if you haven't already) a registered user name via PAPowerPort Web site, http://www.state.pa.us/, using the "LOGIN to my PAPowerPort" link located at the top right of the Web page. The username and email address you supply must be unique.

2. Submit a FAI <u>*user registration request via ePDE Web Portal*</u>.
All school personnel designated to access and use the FAI application (including registered Web Security Administrators or FAI Security Approvers) need to submit a *user registration request* via the ePDE Web Portal. An "ePDE Web Portal" link is located on the PDE Web site at http://www.pde.state.pa.us. After successfully logging into the ePDE Web Portal with your PA PowerPort username and password, follow the instructions provided here and / or on the ePDE Web Portal "Welcome" page. Use the "Register" option on the "Welcome" page to submit your user registration request. **If your user registration request is accepted go to step 3 below.**

If your user registration request is not accepted because your LEA lacks a FAI Security Approver, notify your LEA's ePDE Security Administrator that a FAI Security Approver needs to be assigned and registered for your LEA. You can obtain the name of your ePDE Security Administrators within the ePDE Web Portal application by using the "Administrator Report" link on the "Welcome" page. The "Administrator Report" page will either list these individuals or will state that your LEA does not have anyone in these roles.

> <u>If your LEA already has ePDE Security Administrators and Approvers, but no FAI Security Approver:</u>
> Your ePDE Security Administrator can add the role of FAI Security Approver to any existing ePDE Security Administrator, Security Approver, or application user using the "Perform Administrative Functions" link on their ePDE "Welcome" page. They should follow the instructions on the ePDE Web Portal and use the "Edit Security Profile" option when prompted.
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> <u>If your LEA does not have ePDE Security Administrators and Approvers:</u>

To initially register ePDE Security Administrators and FAI Security Approver(s) for your LEA a spreadsheet needs to be emailed the Department using the email address RA-PDETECH@state.pa.us. Information regarding the spreadsheet can be found using the "Instructions for initial security setup" link on the "Administrator Report" page. FAI Security Approvers will be able to approve FAI user registration requests for **accessing** the FAI application.

3. Gain approval of your *user registration request* from your local *FAI Security Approver*.

A registered FAI Security Approver for your LEA will need to approve your FAI user registration request by logging into the ePDE Web Portal and using the "Approve" option on the "Welcome" page. **You can obtain the name of your FAI Security Approver within the ePDE Web Portal application by using the "Administrator Report" link on the "Welcome" page.**

4. Access the FAI application

After your FAI user registration request has been approved, you can access the FAI application by logging into the ePDE Web Portal and using the "Access" option or the FAI link on the "Welcome" page.

Note: All five authority roles are required to run the Audit Confirmation report, since it displays payment information for all five roles (ECS,DRC,SFD,Claims, and State Libraries).

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