



# Teacher Information Management System (TIMS)

## Preparing to Use TIMS and Updating your Profile





## What is TIMS?

- The **Teacher Information Management System (TIMS)** incorporates an online certification process that replaces the Teacher Certification System (TCS). This new system collects and manages data related to professional educators.
- A central site for processing and collecting data related to professional educators, including certifications, designations, disciplinary actions and highly qualified teacher qualifications.
- A link between an educator's employment data and certification record.
- An internal database which allows for the sharing of information between PDE's many bureaus.
- A streamlined system for submitting, processing and approving teacher certifications.
- An online teacher certification system, providing a two-way line of communication between PDE and applicants, educators, local educational agencies (LEAs), institutions of higher education (IHE) and Educator Preparation Programs.
- The ability for users to complete payment transactions online to pay certification fees.
- A personalized "dashboard" for applicants, educators, LEAs and IHEs to better manage certification applications and requirements workload.
- A streamlined system for submitting, processing and approving public librarians and Certificates of Preliminary Education for Funeral Directors and Nursing Students.



## Abbreviations Used in TIMS

- **Dashboard** – your TIMS home page
- **Education Preparation Program (EPP)** – the coursework you completed at a college, university or other provider that provides the training needed for this certification.
- **Institution of Higher Education (IHE)** – college or university where you completed the preparation program required for certification
- **Local Education Agency (LEA)** – your current or past employer, such as a school district, charter school, private school, vocational AVTS/CTC school or intermediate unit.
- **Pennsylvania Department of Education (PDE)**
- **Teacher Information Management System (TIMS)**

## Tip for Successfully Using TIMS

**Only provide the information that is requested and relevant to this application.** Prior programs and additional degrees for different subjects or credentials should not be added at this time.



## TIMS Profile Update Process Overview

1. Establish a Pennsylvania Department of Education (PDE) “portal” log in
2. Wait until your registration is confirmed, which may take up to 24 hours
3. Complete Teacher Information Management System (TIMS) Profile Update



## Establish PDE Portal Login

This is a ONE-TIME process.

If you already have a log in, please skip to slide 8

1. Navigate to [www.education.state.pa.us](http://www.education.state.pa.us)
2. Click on the *Register* link

The screenshot shows the Pennsylvania Department of Education website. At the top, there is a navigation bar with 'pennsylvania PA', 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search box. Below this, there is a 'PDE Search' section with a Google Custom Search box and a 'Go' button. The main content area features a 'Welcome to THE PENNSYLVANIA DEPARTMENT OF EDUCATION' message. On the left, there is a vertical navigation menu with links: 'Log In', 'Register', 'About PDE', 'Find an Institution', 'News and Media', 'Online Services', 'Departmental Offices', 'State Board of Education', 'Act 48 - Continuing Professional Education', 'Teachers and Teacher Certifications', 'Codes and Regulations', 'Data and Statistics', 'Forms and Documents', 'Grants and Subsidies', 'Policies and Procedures', and 'Programs'. A large red arrow points to the 'Log In' link. The right side of the page has a yellow box titled 'HOW IS MY SCHOOL DOING?' with a list of links: 'Academic Data and School Report Cards', 'Graduation Rates', 'Drop Out Rates', 'Student Progress', 'Average Daily Attendance by Schools', and 'Contact Information for Schools'. Below this is a 'Find an Institution' button. At the bottom, there are 'Important Information and Updates' and 'Hot Topics' sections.



## One-Time Registration Process

Complete the registration form.

- Information with a red \* asterisk must be supplied.
- Use a permanent personal email address (not one issued by an employer or a college/university).
- Record the email address used.
- Record your User ID
  - It should NOT have spaces
  - It is NOT case sensitive
- Record your Password
  - It IS case sensitive
  - It must have at least one:
    - Capital letter;
    - Lower case letter;
    - Number; and
    - Visible symbol
  - It should NOT have spaces
- Create a very easy security question with an answer you will remember

**PA** pennsylvania  
STATE OF INDEPENDENCE

**Login**

**Register**

**Forgot Password**

These options require you to Login with your account information. If you do not have an account click the Register link above to create an account.

**eSignature**

**Update Account Information**

**Register**

Fill in the information below to register.

Name Prefix: <None>

First Name: \*

Last Name: \*

Name Suffix: <None>

Company:

Title:

Address1: \*

Address2:

City: \*

State: \*

Zip: \*

Phone: [ ][ ]

Fax: [ ][ ]

Email Address: \*

User ID: \*

Password: \*

Confirm Password: \*

If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm your identity. Please use a question that you will be sure to remember.

Question: \*

Answer: \*

**Start Over** **Register**

\* Denotes a required field.



## Post Registration Delay

After successfully completing and submitting the registration form you must

**wait for a  
registration  
confirmation email**

before you may log into TIMS for the first time.

**It may take up to 24 hours to receive the confirmation.**





## Start at the PDE Portal

Log into the PDE portal using the information entered and recorded in the registration process:

1. Log onto [www.education.state.pa.us](http://www.education.state.pa.us)
2. Click on the *Log In* link

The screenshot shows the PDE website interface. At the top, there is a navigation bar with 'pennsylvania PA', 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search bar. Below this is a secondary navigation bar with links for 'Tom Corbett, Governor | Ron Tomalis, Secretary | Contact Us | Help & Support' and 'Professional Standards & Practices Commission | State Board of Education'. The main content area is divided into several sections. On the left, a vertical menu lists various services, with 'Log In' highlighted by a red arrow. The central banner reads 'Welcome to THE PENNSYLVANIA DEPARTMENT OF EDUCATION' and features images of students, families, teachers, and administrators. To the right, a yellow box titled 'HOW IS MY SCHOOL DOING?' provides information for parents and community members, listing various metrics and a 'Find an Institution' button. At the bottom, there are sections for 'Important Information and Updates' and 'Hot Topics'.





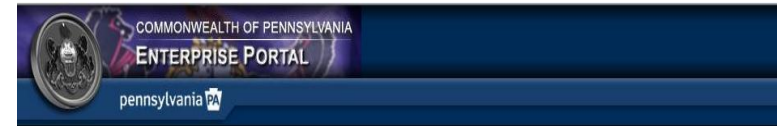
## Log Into the PDE Portal

Log into the PDE portal using the information entered and recorded in the registration process:

1. Enter the User Id created during the registration process in the Username area
2. Carefully enter the Password remembering that it is case sensitive

### Three Strikes and You're Out...

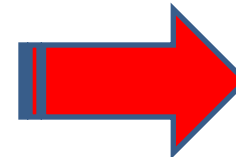
- If you fail to log in within three attempts your account will be locked for 30 minutes.
- Use the Forgot Password button after the second attempt. You will receive two emails:
  - The first will contain your User Id
  - The second will have a new password.
  - Use the User Id and new password to log in.



### Welcome to the Enterprise Portal

Log in to your personalized Portal account.

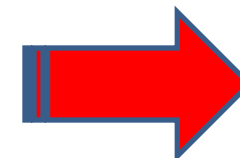
If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth Employee, or other individual with specialized credentials, please insert the appropriate domain name in front of your username (example: domainname/username).



Username:

Password:

If you are a citizen and do not have an account, please click on the Register icon to register for a new account. Once registered, the new account will be activated within 24 hours.



Forgot your password?  
Retrieve it here!

[Privacy Policy](#) | [Disclaimer](#)  
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## Navigate to the Teachers Page

Now that you are logged into the PDE portal:

- Click on the *Teachers and Teacher Certifications* link

OR

- Click on the Teachers Picture

The screenshot shows the Pennsylvania Department of Education website. The top navigation bar includes 'Directory', 'My Pages', and 'My Communities'. Below this is a search bar and a list of links: 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search box. A secondary navigation bar lists 'Tom Corbett, Governor | Ron Tomalis, Secretary | Contact Us | Help & Support' and 'Professional Standards & Practices Commission | State Board of Education'.

The main content area features a 'PDE Search' box with a 'Go' button. To the left is a sidebar menu with the following items: 'Logged In As: Chervis, Nancy | Log Off', 'About PDE', 'Find an Institution', 'News and Media', 'Online Services', 'Departmental Offices', 'State Board of Education', 'Act 48 - Continuing Professional Education', 'Teachers and Teacher Certifications', 'Codes and Regulations', 'Data and Statistics', 'Forms and Documents', 'Grants and Subsidies', and 'Policies and Procedures'.

The main content area is titled 'Welcome to THE PENNSYLVANIA DEPARTMENT OF EDUCATION'. It features four main sections: 'STUDENTS', 'FAMILIES', 'TEACHERS', and 'ADMINISTRATORS'. A large red arrow points to the 'TEACHERS' section. To the right of these sections is a yellow box titled 'HOW IS MY SCHOOL DOING?' which lists various resources: 'Academic Data and School Report Cards', 'Graduation Rates', 'Rates', 'Progress', 'Balance by Schools', and 'Contact Information for Schools'. Below this is a 'Find an Institution' button with a 'PDE' logo.



## Navigate to the TIMS Page

Click on the TIMS logo

The screenshot shows the Pennsylvania Department of Education website. The main navigation bar includes 'pennsylvania DEPARTMENT OF EDUCATION', 'Directory', 'My Pages', and 'My Communities'. Below this is a search bar and a secondary navigation bar with 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search input field. The main content area is titled 'Home >> Teachers and Teacher Certifications'. It features a banner image of a man with glasses and a blue sweater, with the word 'TEACHERS' in a blue box. Below the banner are three main sections: 'Teacher Certification', 'Finding a Teaching Position', and 'Find an Institution'. The 'Teacher Certification' section contains a list of links including 'PA Certification', 'Teacher Information Management System (TIMS)', 'Application Processing Status', 'Recent Updates to Teacher Certification', 'Applying for Certification & Fees', 'Testing Requirements', 'Certification Preparation Programs', 'Level II', 'Act 48 Continuing Professional Education', and 'PA Inspired Leaders (PIL)'. A red arrow points to the 'TIMS' link in this list. Below the list is a 'Notice' about the Bureau of School Leadership and Teacher Quality Call Center being closed on Tuesdays and Thursdays until further notice. The 'Finding a Teaching Position' section includes links for 'Background Check Requirements', 'Finding a Position', and 'Standard Application for Teaching Positions'. The 'Find an Institution' section has a 'Quick Links' box with links for 'Teacher and Principal Evaluation Survey', '2010-2011 Education Evaluation Results', 'Professional Education', 'Specific Program Approval Guidelines', 'Approved Certification Programs', and 'HEOA Title II Reporting'. At the bottom of the page are links for 'Early Childhood Education', 'Career and Technical Education', 'Special Education', and 'Higher Education'.



## Access TIMS

Click on the *Access TIMS* link

The screenshot shows the Pennsylvania Department of Education website. The main navigation bar includes 'TIMS Home', 'Overview', 'Learn More', 'User Guides', 'Help & Support', 'Training', and 'Access TIMS'. A large red arrow points to the 'Access TIMS' link. Below the navigation bar, there is a section titled 'Teacher Information Management System (TIMS) and Professional Educator Records Management System (PERMS)'. A news announcement states: 'TIMS will be unavailable Fridays from 7:30am - 8:00am for upgrades. The new Teacher Information Management System (TIMS) is now operational and all applications must be entered into TIMS. We will no longer request or accept complete paper applications. You must remember that some evidence must be submitted on paper. Please see below for more information on submission of evidence. Some requirements must be scanned and attached or mailed in as paper documents. Thank you for your cooperation and patience during this major improvement in certification services. Applying for Educator Certification through the New Teacher Information Management System (TIMS):'



## Access TIMS

Click on the *Access the TIMS application by clicking here* link

(Note, you must be logged into the PDE portal to see this link.)

The screenshot shows the Pennsylvania Department of Education (PDE) website. The header includes the PDE logo and navigation links for Directory, My Pages, and My Communities. Below the header, there are links for PA State Agencies, Online Services, and a search bar. The main content area is titled "Access TIMS" and includes a message: "You must be logged in to access the Teacher Information Management System (TIMS). Need assistance? You may review the User's Guides [here](#)." Below this message, the "Log In Status" section shows "Currently Logged In as: Cheri, Nancy" and "Access the TIMS application by clicking [here](#)". A large red arrow points to the "here" link in the "Log In Status" section.



## Establish Your TIMS Profile

- This is a ONE-TIME process.
- Please proceed slowly and carefully on this page.
- Read both notes before entering information
- Note your PPID in the pop-up box that appears after clicking on the Continue button. **Write down 7-digit number for future reference.**



# TIMS

## Establish Teacher Information Management System (TIMS) Profile

This one time registration process requires the following information to be provided:

1. If you hold a PA certificate, enter the information that was provided at the time of issuance of your latest PA certificate.
2. If you do not hold a PA certificate, enter your SSN, Date of Birth, and Current Official Name as it appears on legal documents.

\* SSN:

\* Confirm SSN:

\* Date of Birth (MM/DD/YYYY):

\* Official First Name:

\* Last Name:

Middle Initial:

It is imperative that this section be populated correctly; entries cannot be changed.

Citizenship Information will be added to this screen in October 2012.

*APPLICANTS: Please note the following information in regard to your Social Security Number (SSN) DATA REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. Section 552a) AUTHORITY: 24 P.S. Section 1224.*

Continue >>

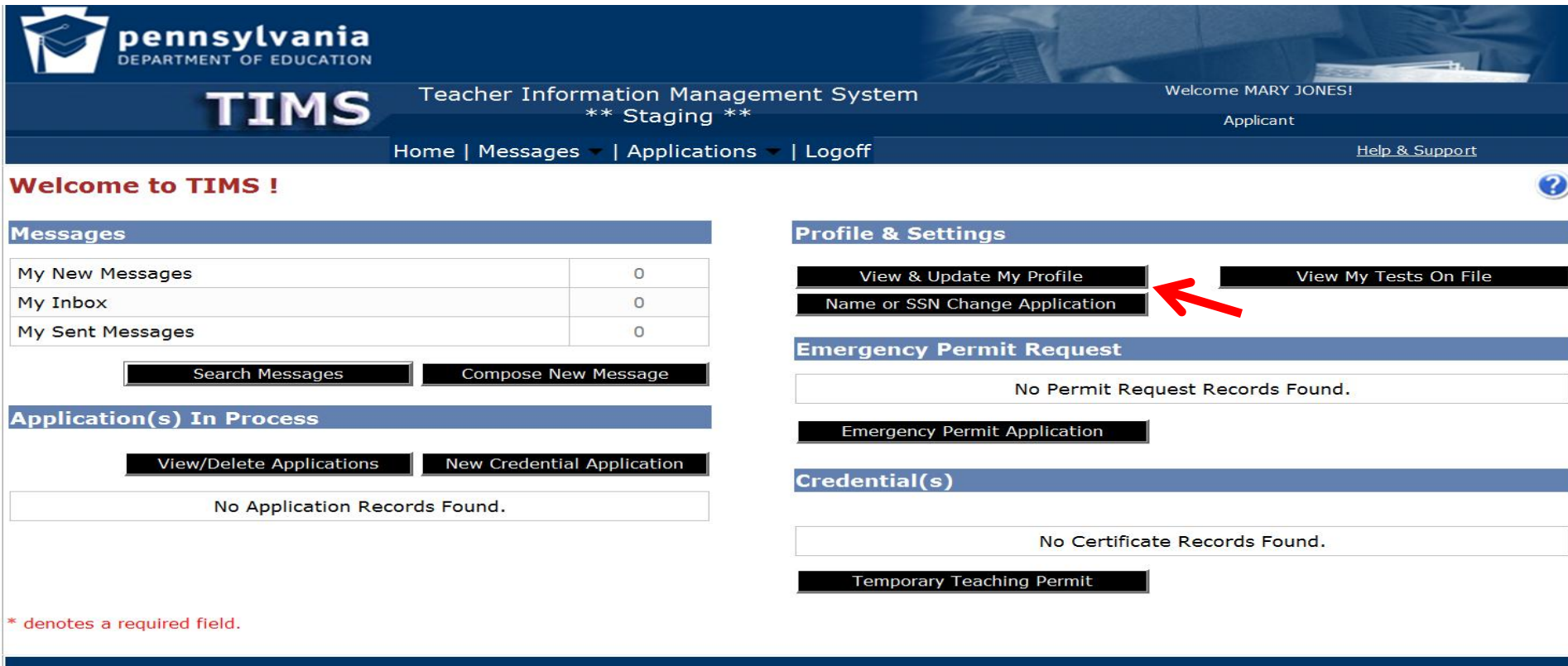
\* Denotes required information





## Welcome to the TIMS “Dashboard” (Home Page)

Click on “View & Update My Profile” to update your personal information. Grayed out fields, such as your name and social security number, must be changed using the “Name or SSN Change Application” button.



The screenshot shows the TIMS dashboard for a user named MARY JONES. The header includes the Pennsylvania Department of Education logo and the TIMS title. A navigation bar contains links for Home, Messages, Applications, and Logoff. The main content area is divided into several sections:

- Messages:** A table showing message counts for My New Messages (0), My Inbox (0), and My Sent Messages (0). Below the table are buttons for Search Messages and Compose New Message.
- Application(s) In Process:** A section with buttons for View/Delete Applications and New Credential Application. Below it, a message states "No Application Records Found."
- Profile & Settings:** A section with buttons for View & Update My Profile, Name or SSN Change Application, and View My Tests On File. A red arrow points to the "Name or SSN Change Application" button.
- Emergency Permit Request:** A section with a message "No Permit Request Records Found." and a button for Emergency Permit Application.
- Credential(s):** A section with a message "No Certificate Records Found." and a button for Temporary Teaching Permit.

A footer note states: \* denotes a required field.