

-Immediate Attention-

Registration and Affiliation Needed to Access TIMS

TO: Certificated Employees

FROM: Nancy Aloï Rose

DATE: April 24, 2012

RE: TIMS – Teacher Information Management System

As you may know, the Pennsylvania Department of Education (PDE) has just implemented a **NEW** Teacher Information Management System (TIMS). Teachers and administrators can monitor the status of currently held certificates or submit an application for certification **online**, and monitor the progress of the application through his/her dashboard.

In order to access your personal information stored in TIMS, you must **register** and **affiliate** with Bethel Park School District.

Step 1: Open the PDE website at www.education.state.pa.us/

Step 2: In the upper left hand corner you will need to select **Log In** if you already have a username and password OR **Register** if you do not have a PDE username and password. (If you are registering, you must complete all required fields.)

Step 3: Click on **Teachers** (center of screen under welcome to the PDE)
Click on **TIMS** box (center of screen)
Click on **ACCESS TIMS** (upper right of screen)
Review log in name.... click on Access TIMS application by clicking here. (under log in status)

Step 4: Establish TIMS Profile → Complete data screen→ Hit enter...remember PPID #

Step 5: You should be at your TIMS dashboard page. This is where you will view, update, and apply for any new certifications.

Step 6: PLEASE select view/update my profile (on right, under Profile and Settings): (5 step process)

1. Demographic Information – update all information, as needed →SAVE
2. Education Information – verify and update, as needed →NEXT
3. Certification Information – verify and update, as needed →NEXT
4. Work Experience Information – “Read Only- Cannot Change This Information” – transfer from PIMS→NEXT
5. Institution Affiliation – If Bethel Park is not listed as an institution→ Add new→LEA→in search box type Bethel Park→Assign→check authorization box→MUST enter start date
(Recommend 01/01/2012 ...no end date needs to be entered)→SAVE→FINISH

IF ALL INFORMATION IS COMPLETE, THE SYSTEM WILL RETURN YOU TO THE DASHBOARD SCREEN.

REMEMBER:

Effective immediately, all changes pertaining to your PDE certification information including name, address, phone number, certification additions and deletions, Level II application etc., must be submitted electronically using TIMS.

Once the changes are approved by the District and PDE, TIMS will generate the credentials electronically for printing or download by the applicant, **as paper certificates will no longer be issued.**

You can download an **“Applicant User Guide”** on the PDE website at www.education.state.pa.us/

To ensure the timely issuance of a new certification, Level II certification, etc., please contact the human resources office when you submit information on TIMS so that we can complete the District’s requirements in the process.

**PDE IS NO LONGER ACCEPTING
PAPER APPLICATIONS**