

Getting Started with the Teacher Information Management System (TIMS)

Updated July 2014

➤ Teacher Information Management System (TIMS)

How Will This Presentation Help Me?

This presentation is designed to help you:

- Access TIMS for the first time
- Introduce you to your TIMS profile and PPID
- Offer tips for maintaining and updating your profile
- Provide resources for assistance

➤ Teacher Information Management System (TIMS)

What is TIMS?

An online certification process that offers:

- A system for submitting, processing and approving applications for educators, public librarians, Funeral Directors and Nursing Students
- A link between an educator's certifications, designations, disciplinary actions, highly qualified teacher information, and other credential related data
- A personalized "dashboard" for applicants, educators, LEAs and IHEs to better manage certification applications and requirements
- The ability for users to complete payment transactions online

➤ Teacher Information Management System (TIMS)

Abbreviations Used in TIMS

- **Dashboard** – your TIMS home page
- **Preparation Program (PP)** – 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)**



pennsylvania
DEPARTMENT OF EDUCATION

➤ Teacher Information Management System (TIMS)

Tip for Successfully Using TIMS

- **Provide only requested and relevant information**
 - Specific information requirements are indicated by **blue text** on some screens. Do not enter extraneous information
- If you cannot move to the next section of an application:
 - Read the information provided on the screen and under the help icon
 - Fill required fields denoted with a red asterisk (*)
 - Check for error messages which appear in **red** in the upper left corner

➤ Teacher Information Management System (TIMS)

First – Establish a profile

1. Establish a Pennsylvania Department of Education (PDE) “portal” log in – *see next slide.*
2. Wait until your registration is confirmed, which may take up to 24 hours
3. Complete the Teacher Information Management System (TIMS) Profile – *See Slide 10*
4. Update your TIMS profile on your TIMS dashboard – *See Slide 19*

Teacher Information Management System (TIMS)

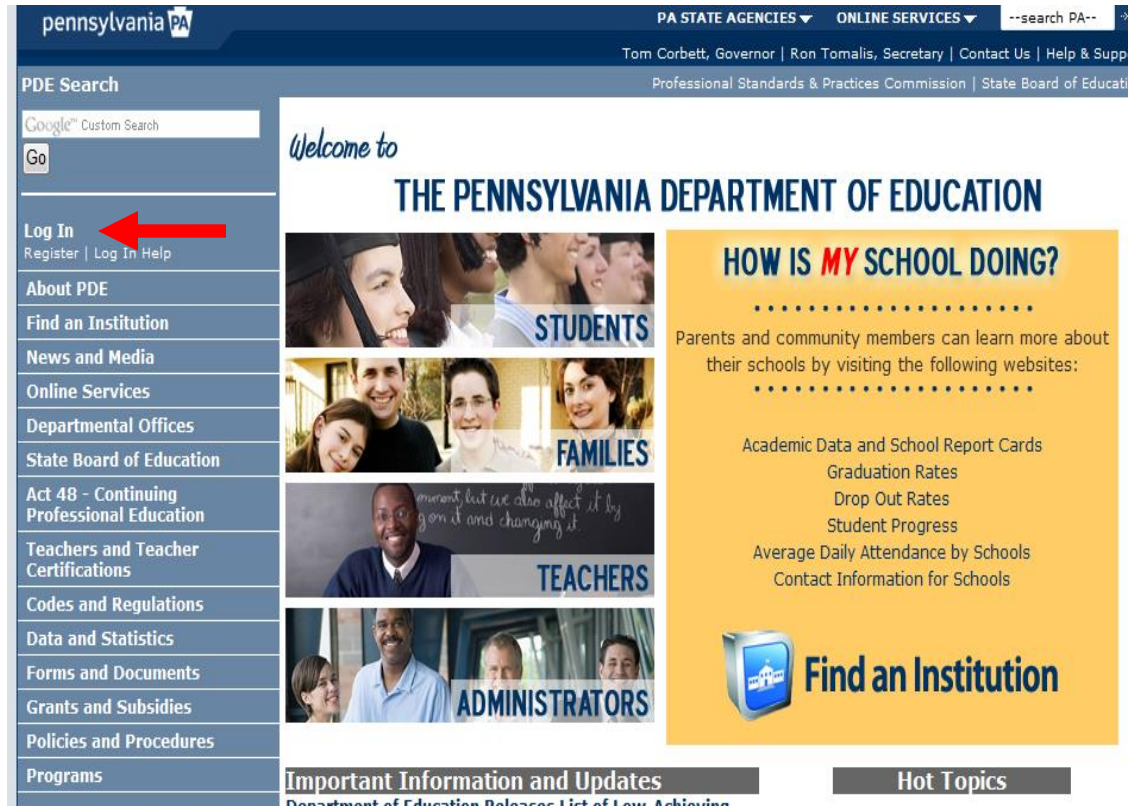
Establish PDE Portal Login

This is a ONE-TIME process.

If you already have a PDE log in, please skip to slide 11

1. Navigate to www.education.state.pa.us

2. Click on the *Register* link



The screenshot shows the Pennsylvania Department of Education website. On the left is a sidebar with a 'PDE Search' section containing a Google Custom Search box and a 'Go' button. Below this is a list of links: 'Log In', 'Register', 'Log In Help', '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 red arrow points to the 'Log In' link. The main content area features a 'Welcome to THE PENNSYLVANIA DEPARTMENT OF EDUCATION' header, followed by four image-based sections: 'STUDENTS', 'FAMILIES', 'TEACHERS', and 'ADMINISTRATORS'. To the right of these is a yellow box titled 'HOW IS MY SCHOOL DOING?' which lists various data points and a 'Find an Institution' button. At the bottom, there are sections for 'Important Information and Updates' and 'Hot Topics'.

Teacher Information Management System (TIMS)

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)
- Create your User ID
 - It should NOT have spaces
 - It is NOT case sensitive
 - Record this ID

The screenshot shows the 'Register' page of the TIMS system. On the left is a yellow sidebar with links: 'Login', 'Register', 'Forgot Password', 'eSignature', and 'Update Account Information'. The main content area is titled 'Register' and includes the instruction 'Fill in the information below to register.' The form fields are as follows: 'Name Prefix' (dropdown), 'First Name' (text, red asterisk), 'Last Name' (text, red asterisk), 'Name Suffix' (dropdown), 'Company' (text), 'Title' (text), 'Address1' (text, red asterisk), 'Address2' (text), 'City' (text, red asterisk), 'State' (text, red asterisk), 'Zip' (text, red asterisk), 'Phone' (text), 'Fax' (text), 'Email Address' (text, red asterisk), 'User ID' (text, red asterisk), 'Password' (text, red asterisk), and 'Confirm Password' (text, red asterisk). Below these is a section for a security question and answer, both marked with red asterisks. At the bottom are 'Start Over' and 'Register' buttons. A legend at the bottom right states '* Denotes a required field.'

Teacher Information Management System (TIMS)

Registration Process Continued

- Create your Password
 - It IS case sensitive
 - It must have at least one:
 - Capital letter
 - Lower case letter
 - Number
 - Visible symbol
 - It should NOT have spaces
 - Record this password
- Create a very easy security question with an answer you will remember

The screenshot shows the 'Register' page of the TIMS system. On the left is a yellow sidebar with links: 'Login', 'Register', 'Forgot Password', 'eSignature', and 'Update Account Information'. The main content area is titled 'Register' and includes the instruction 'Fill in the information below to register.' Below this are various input fields: 'Name Prefix' (dropdown), 'First Name', 'Last Name', 'Name Suffix' (dropdown), 'Company', 'Title', 'Address1', 'Address2', 'City', 'State', 'Zip', 'Phone', 'Fax', 'Email Address', 'User ID', 'Password', and 'Confirm Password'. Each required field is marked with a red asterisk. At the bottom, there is a 'Question' and 'Answer' section for a security question, also with red asterisks. 'Start Over' and 'Register' buttons are at the bottom center. A note at the bottom right states '* Denotes a required field.'

➤ Teacher Information Management System (TIMS)

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

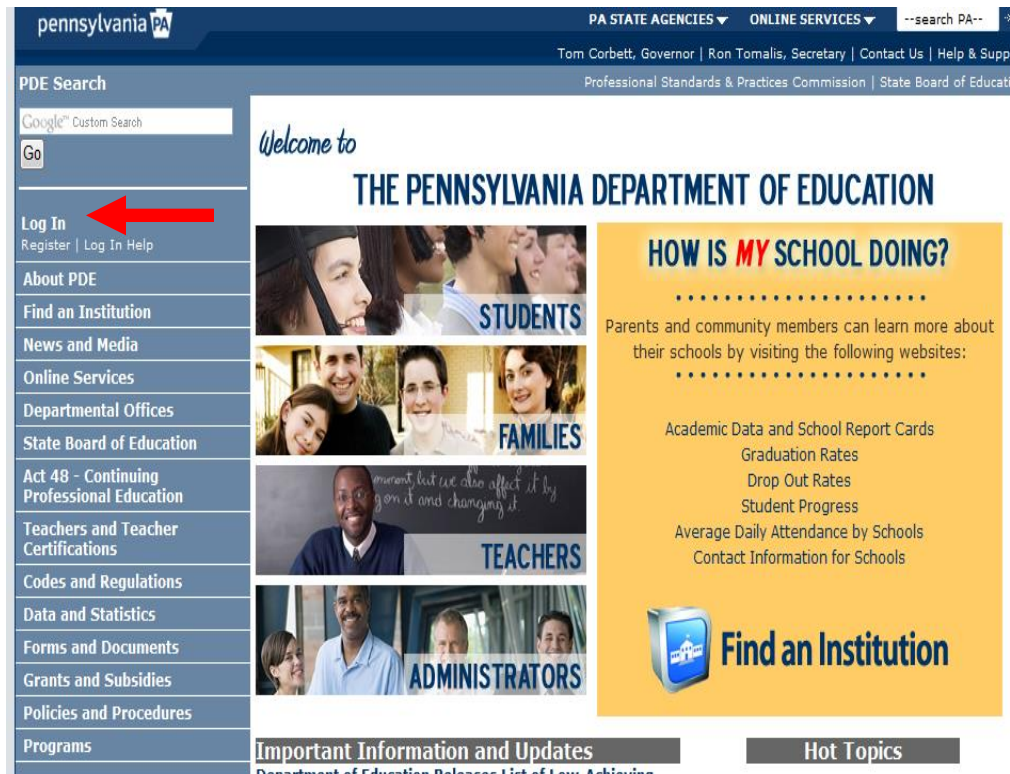
**It may take up to 24 hours to receive the
confirmation**

Teacher Information Management System (TIMS)

Start at the PDE Portal

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

1. Log in at www.education.state.pa.us
2. Click on the *Log In* link



Teacher Information Management System (TIMS)

Log Into the PDE Portal

1. Enter the User Id you created
2. Enter your Password - remember it is case sensitive

Caution: If you fail to log in 3 times your account locks for 30 minutes, so...

- Use the Forgot Password button
You will receive two emails:
 - The first will contain your User Id
 - The second will have a new password



The screenshot shows the login interface for the Commonwealth of Pennsylvania Enterprise Portal. At the top, there is a header with the state seal and the text "COMMONWEALTH OF PENNSYLVANIA ENTERPRISE PORTAL". Below this, a "Welcome to the Enterprise Portal" message is displayed, followed by a link to "Log in to your personalized Portal account." A paragraph of instructions follows, stating that users should enter their Username and Password, and that Commonwealth Employees should use a domain name in front of their username (e.g., domainname/username). Below the text are two input fields: "Username:" and "Password:". A red arrow points to the "Username:" field. Below the password field is a "Log In" button. Further down, there is a "Register" button and a link to "Forgot Password?". A second red arrow points to the "Forgot Password?" link. At the bottom, there are links for "Privacy Policy" and "Disclaimer", and a copyright notice for 2012 Commonwealth of Pennsylvania.

Teacher Information Management System (TIMS)

For Assistance With your PDE Log In

The screenshot shows the Pennsylvania Department of Education (PDE) website. The header includes the PDE logo and navigation links for PA State Agencies, Online Services, and a search bar. A red arrow points to the 'Help & Support' link in the top right navigation bar. The left sidebar contains a 'Log In' section with a red circle around the 'Log In Help' link. The main content area features a 'Log In Help' section with links for 'Log In Help and Tips', 'Change Password, email address or profile information', and 'Forgotten Password'. A 'Using Our Site' section provides information about web browsers and Trusted Site labels.

Log In Help

[Log In Help and Tips](#) - Detailed help and tips on how to log into the Pennsylvania Department of Education (PDE) website to access your authorized PDE applications.

[Change Password, email address or profile information](#) - You can change your password, email address or update your profile information on your user administration page. You will need to log in and then click the 'Update User Account' link.

[Forgotten Password](#) - If you have forgotten your password you may utilize the forgotten password tool to have a new password emailed

Using Our Site

Web Browsers:

Although we make every effort on this site to accommodate all web browsers, the PDE web site is best viewed with Microsoft Internet Explorer Version 6.0 or higher, at a resolution of 1024x768. Mac users may experience some incompatibility with certain functions within the PDE website when using the Safari browser.

Additionally, some internet browsers require that PDE be labeled a Trusted Site for navigation purposes. Please add the following URL to your Trusted Site list:
<http://www.portal.state.pa.us>

Please note that pop-ups must be enabled on your web browser for this site.

The Help & Support link takes you to log in assistance.

The portal help desk may be reached at (717) 506-2317, (888) 498-8129 or via the Help Desk Support link on this page (scroll down).

Teacher Information Management System (TIMS)

Navigate to the Teachers Page

Now that you are logged into the PDE portal:

- Click on the *Teachers, Administrators and Certifications* link

OR

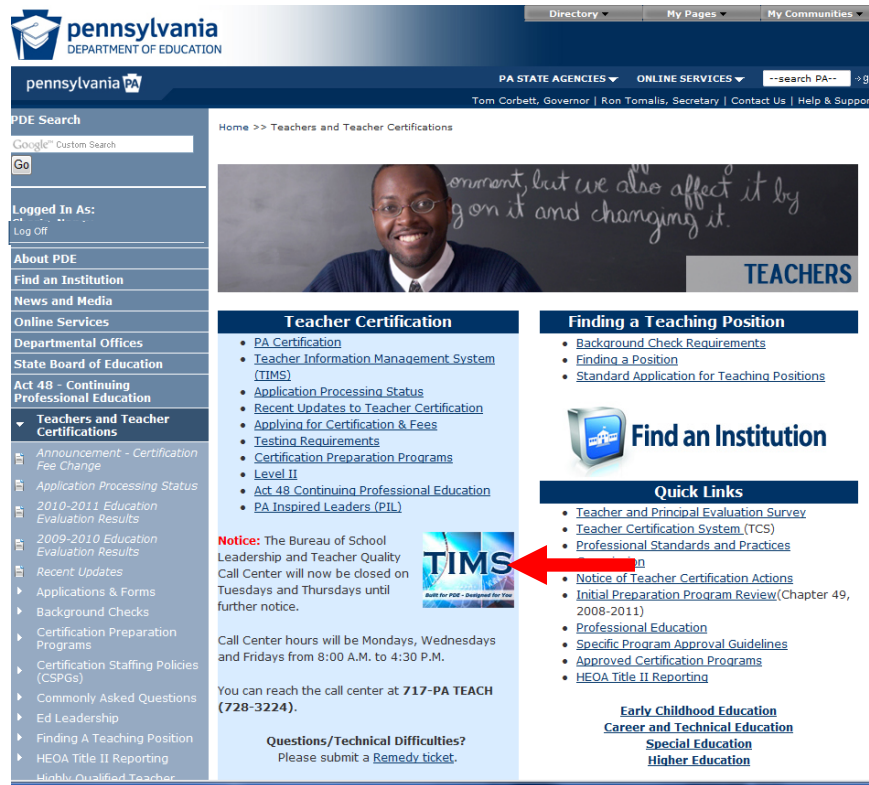
- Click on the Teachers Picture

The screenshot displays the Pennsylvania Department of Education (PDE) website. The header includes the PDE logo and navigation links for PA State Agencies, Online Services, and a search bar. The main content area features a 'Welcome to THE PENNSYLVANIA DEPARTMENT OF EDUCATION' message. On the left, a sidebar lists various links, with 'Teachers, Administrators and Certifications' circled in red. The main content area includes sections for 'STUDENTS', 'FAMILIES', 'TEACHERS', and 'ADMINISTRATORS'. A red arrow points from the 'TEACHERS' section to the 'State Assessment System' box, which lists various assessments. The 'Find an Institution' link is also visible at the bottom right.

Teacher Information Management System (TIMS)

Navigate to the TIMS Page

Click on the TIMS logo



The screenshot shows the Pennsylvania Department of Education website. The header includes the state logo and navigation links like 'Directory', 'My Pages', and 'My Communities'. A search bar is present with the text 'PA STATE AGENCIES', 'ONLINE SERVICES', and a search button. Below the header, there's a banner for 'TEACHERS' featuring a photo of a man and the text 'moment, but we also affect it by going on it and changing it.' The main content area is divided into two columns. The left column is titled 'Teacher Certification' and lists links such as '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. Below this list, there's a 'Notice' about the Bureau of School Leadership and Teacher Quality Call Center being closed on Tuesdays and Thursdays until further notice. The right column is titled 'Finding a Teaching Position' and lists links like 'Background Check Requirements', 'Finding a Position', and 'Standard Application for Teaching Positions'. Below this, there's a 'Find an Institution' button and a 'Quick Links' section with links to 'Teacher and Principal Evaluation Survey', 'Teacher Certification System (TCS)', 'Professional Standards and Practices', 'Notice of Teacher Certification Actions', 'Initial Preparation Program Review (Chapter 49, 2008-2011)', 'Professional Education', 'Specific Program Approval Guidelines', 'Approved Certification Programs', and 'HEOA Title II Reporting'. At the bottom of the right column, there's a section for 'Early Childhood Education', 'Career and Technical Education', 'Special Education', and 'Higher Education'.

Teacher Information Management System (TIMS)

Access TIMS

Click on the *Access TIMS* link



The screenshot shows the Pennsylvania Department of Education website. The header includes the state logo and navigation links like 'Directory', 'My Pages', and 'My Communities'. Below the header, there's a search bar and a navigation menu. The main content area features a large banner for the 'Teacher Information Management System (TIMS)' with a red arrow pointing to the 'Access TIMS' link. Below the banner, there's a section titled 'News & Announcements' with a notice about TIMS being unavailable on Fridays for upgrades. The left sidebar contains various links related to PDE services, including 'Find an Institution', 'Online Services', and 'Teachers and Teacher Certifications'.

Teacher Information Management System (TIMS)

Final Step to 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) portal. The header includes the PDE logo and navigation links like Directory, My Pages, and My Communities. The main content area is titled "Teacher Information Management System" and "TIMS". A sidebar on the left lists various PDE services, including "Teachers and Teacher Certifications" and "TIMS - Teacher Information Management System". The main content area contains a message stating: "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, it says "Log In Status:" and "Currently Logged In as: Applicant". A red arrow points to the link "here" in the text "Access the TIMS application by clicking [here](#)".

Privacy Policy | Security Policy | Home | Employment Opportunities | Contact Us | PDE Disclaimers | Right to Know

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➤ Teacher Information Management System (TIMS)

Establish Your TIMS Profile

- **This is a ONE-TIME process.** (You will proceed directly to the dashboard on future visits.)
- Read both notes before entering information
- Click on the Continue button (not shown)



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:

* Citizenship Status:

US Citizen

Lawful Permanent Resident (Green Card Holder)

Non-Immigrant US Visa Holder

Other

Be careful entering this information as mistakes are not easily corrected once you leave this page.

If your **birthday** in the system is incorrect, you may not be able to move past the profile screen to the home page until you call the TIMS Call Center or submit a Remedy Ticket.

APPLICANTS: Please note the following information (552a note) AUTHORITY: 24 P.S. Section 1224.

* Denotes required information

REQUIRED BY THE FEDERAL PRIVACY ACT (5 U.S.C. 552a)



Teacher Information Management System (TIMS)

PPID Notification and Citizenship Message (if applicable)

- Your PPID is displayed upon completion of the profile. **Write down 7-digit number for future reference.**
- If your citizenship status selected in the profile differs from prior records, there will be an additional paragraph on the message box (not displayed below) advising you to complete a citizenship status change.

The screenshot displays the TIMS (Teacher Information Management System) interface. At the top, the header includes the Pennsylvania Department of Education logo, the TIMS title, and a user welcome message: "Welcome WANDA WILLIAMS! Applicant". Below the header, a navigation bar contains links for Home, Messages, Applications, Logoff, and Help & Support. The main content area shows a "Welcome to TIMS!" message. A sidebar on the left contains links for Messages, My New Messages, My Inbox, and My Sent Messages. The main content area also displays a "Message from webpage" dialog box with a warning icon and the text: "We have your PPID as 4831842 on file in TIMS. Please make a note of this for future reference." Below the dialog box, there are buttons for "View/Delete Applications", "New Credential Application", and "ABCTE Permit". A footer note states: "* denotes a required field."

Click on the OK button to continue

➤ Teacher Information Management System (TIMS)

Citizenship Issues:

- If your **citizenship** was not established in the prior system, you will be classified as “Unknown/Other” in TIMS.
 - You may be prevented from applying for many certificates until you submit a no-fee citizenship status change application.
 - If you have always been a U.S. citizen, you will not be required to send any proof documents with the citizenship status change application.
 - If you are not a U.S. citizen, you will be required to submit a copy of your immigration documentation. Permanent Residents (“green card” holders) should also sign a Declaration of Intent form available on the Teachers, Administrators & Certifications website.

Teacher Information Management System (TIMS)

Welcome to the TIMS “Dashboard” (Home Page)

- Click on “View & Update My Profile” to update your personal information

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TIMS Teacher Information Management System
** Staging **

Welcome WANDA WILLIAMS!
Applicant

Home | Messages ▼ | Applications ▼ | Logoff [Help & Support](#)

Welcome to TIMS ! ?

Messages
PDE Reviews messages with the application. Please use the PA-Teach help line (717) 728-3224 or PDE Remedy for preliminary inquiries

My New Messages	0
My Inbox	0
My Sent Messages	0

[Search Messages](#)

Application(s) In Process

[View/Delete Applications](#) [New Credential Application](#)

No Application Records Found.

Profile & Settings

[View & Update My Profile](#) [View My Tests On File](#)
[Profile Change Application](#)

Emergency Permit Request

No Permit Request Records Found.

[Emergency Permit Application](#)

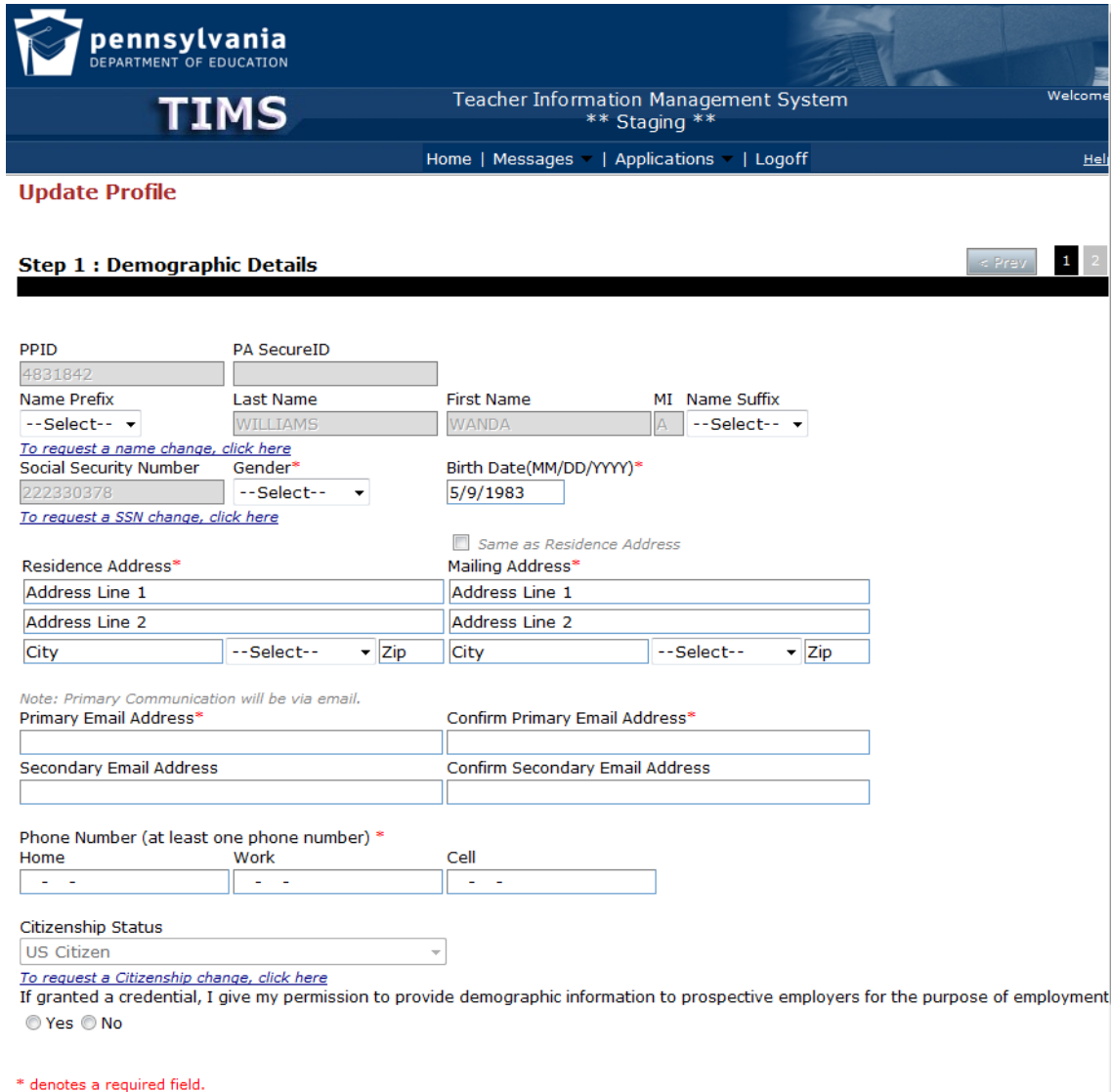
Credential(s)

No Certificate Records Found.

[ABCTE Permit](#)

* denotes a required field.

Teacher Information Management System (TIMS)



The screenshot shows the TIMS (Teacher Information Management System) interface. At the top is the Pennsylvania Department of Education logo and the TIMS title. Below the title is a navigation bar with links for Home, Messages, Applications, and Logoff. The main heading is "Update Profile". The form is titled "Step 1 : Demographic Details". It contains several input fields: PPID (4831842), PA SecureID, Name Prefix (dropdown), Last Name (WILLIAMS), First Name (WANDA), MI (A), Name Suffix (dropdown), Social Security Number (222330378), Gender (dropdown), Birth Date (5/9/1983), Residence Address (Address Line 1, Address Line 2, City, Zip), Mailing Address (Address Line 1, Address Line 2, City, Zip), Primary Email Address, Confirm Primary Email Address, Secondary Email Address, Confirm Secondary Email Address, Phone Number (Home, Work, Cell), and Citizenship Status (US Citizen). There are also links for requesting name, SSN, and citizenship changes. A note states: "Note: Primary Communication will be via email." A disclaimer at the bottom states: "If granted a credential, I give my permission to provide demographic information to prospective employers for the purpose of employment." A legend indicates that asterisks denote required fields.

Update Profile

Step 1 : Demographic Details

PPID: 4831842 PA SecureID: []

Name Prefix: --Select-- Last Name: WILLIAMS First Name: WANDA MI: A Name Suffix: --Select--

[To request a name change, click here](#)

Social Security Number: 222330378 Gender: --Select-- Birth Date(MM/DD/YYYY): 5/9/1983

[To request a SSN change, click here](#)

☐ Same as Residence Address

Residence Address*: Address Line 1, Address Line 2, City, Zip

Mailing Address*: Address Line 1, Address Line 2, City, Zip

Note: Primary Communication will be via email.

Primary Email Address*: [] Confirm Primary Email Address*: []

Secondary Email Address: [] Confirm Secondary Email Address: []

Phone Number (at least one phone number) *: Home, Work, Cell

Citizenship Status: US Citizen

[To request a Citizenship change, click here](#)

If granted a credential, I give my permission to provide demographic information to prospective employers for the purpose of employment

☐ Yes ☐ No

* denotes a required field.

Update Your Profile

- Grayed out fields, such as your name, social security number and citizenship, may be changed using the link(s) provided.
- Gender, Address, email address, phone number and an employment participation response is required.

Teacher Information Management System (TIMS)

Initiating a Profile Change Application

Social Security Number, Name and Citizenship changes require an application:

- Click on the link included on the Profile Update page (Figure 1)

OR

- Select the Profile Change Application button on the dashboard (Figure 2)

The screenshot shows the 'Update Profile' page for the Pennsylvania Department of Education's TIMS. The page is titled 'Step 1 : Demographic Details'. It contains several input fields for user information. A red circle highlights the 'Social Security Number' field, which contains the value '222330378'. Below this field, there is a link that reads 'To request a SSN change, click here'. Another red circle highlights the 'Citizenship Status' dropdown menu, which is currently set to 'US Citizen'. Below this dropdown, there is a link that reads 'To request a Citizenship change, click here'. At the bottom of the form, there is a checkbox labeled 'If granted a credential, I give my permission to provide demo' with 'Yes' and 'No' radio buttons. A red asterisk at the bottom left indicates that an asterisk denotes a required field.

Figure 1

The screenshot shows the TIMS dashboard for a user named Wanda Williams. The dashboard includes a 'Welcome to TIMS!' message, a 'Messages' section with a table of messages, and a 'Profile & Settings' section. In the 'Profile & Settings' section, there is a button labeled 'Profile Change Application' which is highlighted with a red arrow. Other buttons in this section include 'View & Update My Profile', 'View My Tests On File', 'Emergency Permit Request', and 'Emergency Permit Application'. The 'Application(s) In Process' section shows 'No Application Records Found.' and the 'Credential(s)' section shows 'No Certificate Records Found.' A red asterisk at the bottom left indicates that an asterisk denotes a required field.

Figure 2

➤ Teacher Information Management System (TIMS)

Completing Your Profile Change Application

1. Providing Proof Items

- Upload required proof items when applicable... AND/OR
- Mail required supporting documentation with a cover sheet printed from the dashboard

2. Check the status of the application on your dashboard for:

- Pending Additional Documentation: one or more proof items has not been received and scanned into TIMS (allow 5 days for mail; 5 business days for scanning)
- Waiting for Evaluation: applications will be processed in the order received
- Assigned: the evaluation is in progress
- Approved!

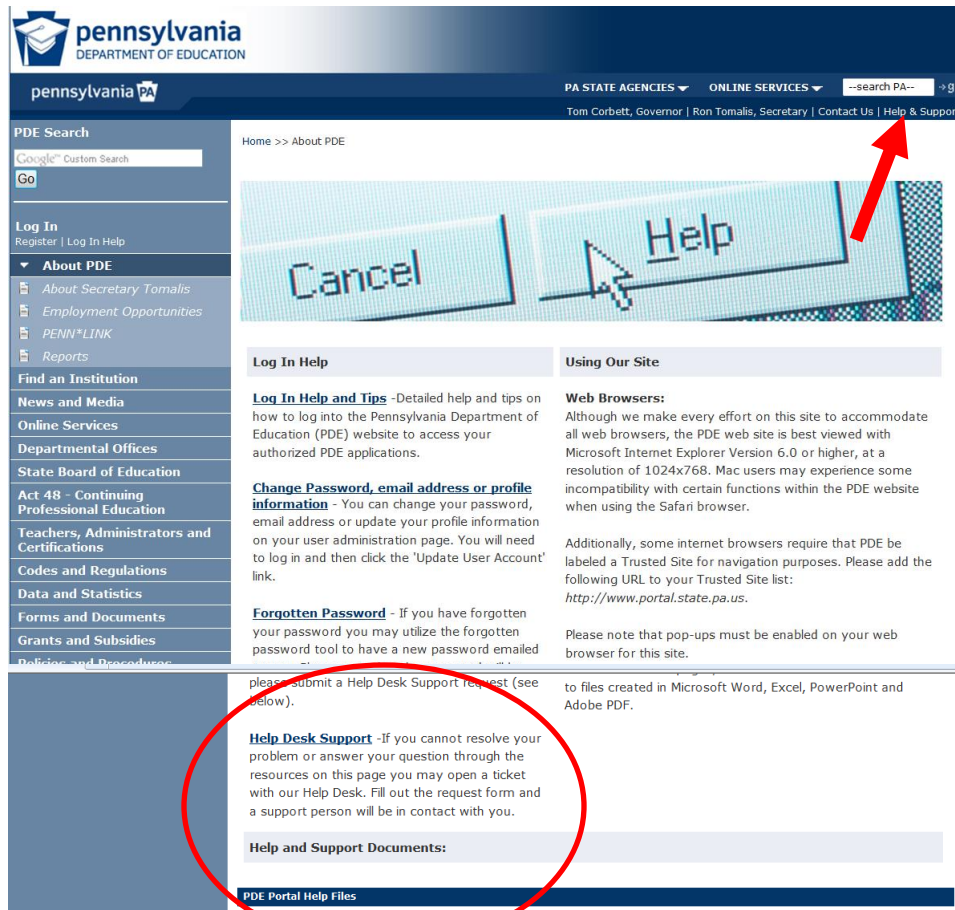
Teacher Information Management System (TIMS)

Next Steps

- If you seek a credential use the “Create a New Application” button on your TIMS dashboard.
- If a school district has instructed you to apply for an emergency permit, use the “Initiate an Emergency Permit request” button on your TIMS dashboard.
- If you are support staff logging into TIMS for the sole purpose of obtaining a PPID – Congratulations, you were successful! If not, please contact the PIMS help desk at 800-661-2423 or submit a Remedy ticket (refer to the instructions on the next slide). The PIMS team cannot answer your TIMS credential questions.

Teacher Information Management System (TIMS)

Obtaining Assistance: Submit a Remedy Ticket



You may submit a Remedy ticket for assistance with TIMS:

- Click on the Help & Support Link
- Scroll down and click on the Help Desk Support Link

Supply detailed information including your application ID number so that we may answer your question.

➤ Teacher Information Management System (TIMS)

Webinar Help

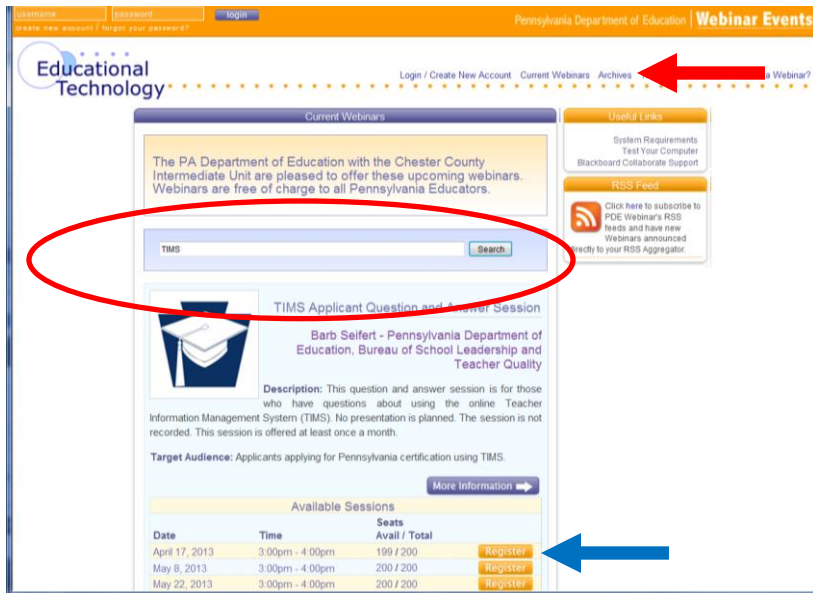
We offer training and question and answer sessions using webinars. A webinar is a web conferencing and eLearning environment in real time conducted by a member of the PDE certification team. There is no cost to attend. There are two types of sessions:

1. Applicant Question & Answer sessions do not have a formal presentation. When you join the session you may ask questions and get answers from a certification staff member.
2. Training sessions are formal presentations that walk you through the application process for the most common type of credential. Time is allocated to answer questions from participants. These sessions are recorded; questions cannot be entered and answered while viewing the recording.

The next slide provides more information on this topic.

Teacher Information Management System (TIMS)

How to Find and Participate in Webinars/Webinar Recordings



TIMS Webinars are listed on

www.pdewebinars.org.

- Search on TIMS for upcoming events. The search area is circled in the diagram.
- Click on the Archives link to search for recorded sessions. The red arrow points to the link in the diagram.

Use the Register button to reserve a seat for a training or question and answer session. The blue arrow points to the button in the diagram.

If you cannot attend a session, please cancel your registration so that another person may attend.

➤ Teacher Information Management System (TIMS)

Summary of Resources

www.PA-TIMS.com offers:

- [User Guides](#) – currently not available as they are being updated
- [Frequently Asked Questions](#)
- [Help Desk Support](#)– create a help desk ticket
- Link to Training and Question & Answer Webinars
(www.pdewebinars.org)

The **TIMS Call Center** is open Monday, Wednesday and Friday 8:00 A.M. to 4:30 P.M.

- Dial 717 728-3224 (717-PaTeach)
- Select Option 3 Teacher Certification, Highly Qualified ...
- Select
 - Option 1 for certification questions **OR**
 - Option 2 for technical assistance with TIMS

For more information on TIMS please visit PDE's website at
www.education.state.pa.us

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.