

## TIMS

How do I login to TIMS?

**To Login to TIMS, you must first Create a UserID in the PDE web portal.**

Navigate to the Education Hub <http://www.education.state.pa.us>

In the upper left hand portion of the screen click the Register link:



The Registration page will open. Complete the form and click register:

- The registration keys on the email address and user ID submitted on the registration form.
- If you believe you have registered previously, please select “forgot password” to attempt to retrieve your initial user ID access.
- If you are acting as certifying officer or other provisioned user for an Approved Educator Preparation Program or a PK-12 Educational Entity you can use one single login ID for accessing several institutions or roles.
- If you are entering TIMS as an educator/applicant you will need a different login to access your personal TIMS educator record that has a different user ID and email address

[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:

First Name:  \*

Last Name:  \*

Name Suffix:

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 :  \*

\* Denotes a required field.

Wait 24 hours and return to [www.education.state.pa.us](http://www.education.state.pa.us) and login.

- You have now created a UserID and will be able to log into the Education website and access TIMS.

To access TIMS after logging into the web portal

- Type PA-TIMS.com in the internet explore address bar and select "go"
- Select the tab across the top of the page "Access TIMS"
- The page will display that you are successfully logged into the web portal and present you with the link to enter TIMS



### How to log in and access TIMS



Access for the Teacher Information Management System (TIMS)

Logged In as: Smith, John

Access the TIMS application by clicking [here](#)



When TIMS opens it will present you with the opportunity to establish a new profile if you are a new educator or establish the link to your existing educator program.

- It is extremely important that you enter this information carefully and correctly
  - This screen is for applicants/educators only
- If you are entering TIMS as a certifying officer or other role for an Approved Educator Preparation Program or a PK-12 Educational Entity, you are in the wrong screen.
  - If you arrive at this screen, you have not been provisioned appropriately by your entity's Local Security Administrator or TIMS Administrator.
  - You must be provisioned as a Certifying Officer or a Chief School Administrator to view your entity's dashboard in TIMS.
  - Cancel out of this screen and contact your Local Security Administrator or TIMS Administrator for appropriate provisioning.

Select "Continue" to enter TIMS as an applicant/educator.

 **pennsylvania**  
DEPARTMENT OF EDUCATION

## 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 Official Name as they appear on your birth certificate.

\* SSN:

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

\* Official First Name:

\* Last Name:

Middle Initial:

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 note) AUTHORITY: 24 P.S. Section 1224.

**Continue >>**

