

## HOW TO LOCATE AND CREATE A NEW PROFILE

1. Go to [www.pakeys.org](http://www.pakeys.org).
2. Click the green PD Registry box on the home page.



3. Click 'Login' in the top right corner.



4. Click 'Create Account'

Email address

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Password

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Remember me

A dark blue rectangular button with a white right-pointing arrow icon followed by the text 'Login' in white.

[Forgot Password?](#)

[Create Account](#)



5. Enter in your personal information. Be sure to include an accurate email address. The PD Registry will use this to contact you about your account.
  1. Click 'Create Account'.
  2. Go to your email account, and click on the link in the email from the PD Registry.  
*Please note: If your information matches an existing account or if you feel you already have an account, please call us at 1-800-284-6031.*

[Log in](#)

## Create Your Insight Account for the Pennsylvania PD Registry

The Pennsylvania PD Registry has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to being creating your secure Insight account.

First Name

Middle Name

Last Name

Email Address

[Create Account](#)

Creating an Insight account gives you access to the full suite of tools offered within the registry, including:

- Professional Profile
- Program Profile
- Professional Development Tools
- And much more



## 6. Accessing a New Profile

1. Make sure your personal information is accurate.
2. Check the box if the MAILING ADDRESS is the same as your HOME ADDRESS.

### Why can't I change my information?

Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.

Please enter any prior last names used on employment or education records that may be added to your profile.

Enter Previous Last Name/Maiden Name

PPID

Pennsylvania Department of Education Professional Personnel ID

### Mailing Address

This is a Business Address

Address

Enter Address

Apt/Suite #

Enter Apt/Suite #

Zip

Enter Zip Code

City

Enter City

State

PA

County

Enter County

Required

Required

Required

### Home Address

Same as Mailing Address

Address

Enter Address

Apt/Suite #

Enter Apt/Suite #

Zip

Enter Zip Code

City

Enter City

State

PA

County

Enter County

Primary phone number

Enter phone number in format: ( ) - -

Required

Secondary phone number

Enter phone number in format: ( ) - -

Fax

Enter phone number in format: ( ) - -

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3. Check each box to receive informational emails and newsletters from the PD Registry. You may change your COMMUNICATION PREFERENCE at any time.

Individual Profile Setup Cancel

**3 Step** Communication Preferences

What is This?

Pennsylvania PD Registry and its partners send periodic communications about the Early Learning & School-Age Care system in Pennsylvania. Please indicate which communications you would like to receive.

Does not impact communications/emails regarding your account and/or membership.

Yes, I wish to receive informational emails from the Pennsylvania Professional Development Registry. If you do not select this option, you will still receive emails regarding your account and/or membership.

Yes, I wish to receive informational emails from Pennsylvania Professional Development Registry about how best to utilize this technology and to notify me about new features within the system.

Yes, I wish to receive informational emails from PA Keys to Quality about best practices and supports available to help me.

Yes, I wish to receive monthly emails from Pennsylvania Professional Development Registry about upcoming training opportunities. If you select this, please indicate in which counties you might take training and whether you are interested in hearing about web-based training. Note that you will always have access to the Develop Training Calendar by clicking on "Search for Training."

Indicate which counties you would like to be notified of for training.

Select all counties that apply

Include information on upcoming web-based training.

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4. Click 'Next' to continue.

7. Read the Pennsylvania Professional Development Registry Notice of Privacy Practices Policy.

Individual Profile Setup Cancel

**4 Step** Terms of Use

What You Need to Know About Your Data

Please review and check the box below to continue.

**Pennsylvania Professional Development Registry**  
**Notice of Privacy Practices**  
Effective Date: February 1st, 2018

This notice describes how private information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

**Why do we ask for this information?**

- To tell you apart from other people with the same or similar name
- To verify your employment and education information and/or give you credit for PQAS approved training
- To make reports, do research, do audits, evaluate our programs and for other administrative purposes

**Do you have to answer the questions we ask?**

You do not have to give us your personal information. We need this information to properly track your PQAS training. Without the information, we may not be able to give you credit for your trainings that are required for Department of Human Services and Keystone STARS.

**With whom may we share information?**

Sometimes we share information about you with other agencies. We will only share information as needed and as allowed or required by law. For example, we may share your information with the following types of agencies or persons who need the information to do their jobs:



How to Login and Update your Profile  
(updated March 2018)

8. After reading over our policy, and if you agree, check 'I agree to the privacy policy' below the policy.

I agree to the privacy policy

9. Click 'Submit'.

Submit

10. Refer to the 'How to Login and Update your Profile' to complete your profile for the PD Registry.