HOW TO LOCATE AND CREATE A NEW PROFILE


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

   Password

   Remember me

   Login

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.

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
Enter First Name

Middle Name
Enter Middle Name

Last Name
Enter Last Name

Email Address
Enter 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

Address
Enter Address

Apartment/Suite #

Zip Code
Enter Zip Code

City
Enter City

State
PA

County
Enter County

This is a Business Address

Home Address

Address
Enter Address

Apartment/Suite #

Zip Code
Enter Zip Code

City
Enter City

State
PA

County
Enter County

Same as Mailing Address

Primary phone number

Secondary phone number

Fax

Next

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

4. Click ‘Next’ to continue.

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’.

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