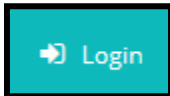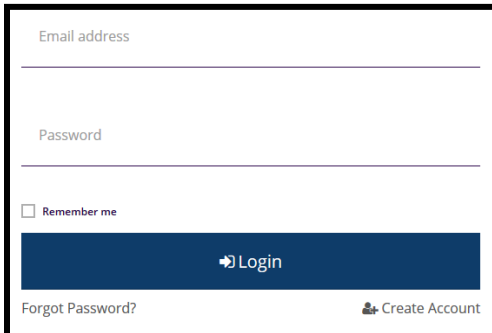# CREATE OR LOCATE A PD REGISTRY ACCOUNT

1. Go to www.papdregistry.org.

2. Click **Login** in the top right corner.

    →) Login

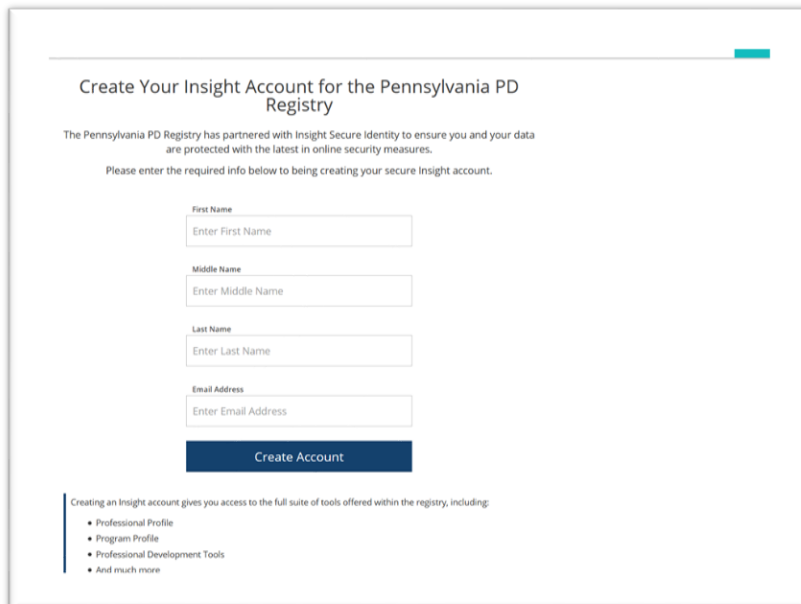3. Enter your email address and password, then click **Login**.

    Email address

    Password

    ☐ Remember me

    →) Login

    Forgot Password?   **&+ Create Account**

4. 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

5. Accessing a New Account
    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 | Apt/Suite #
Enter Address | Enter Apt/Suite #
Required |

Zip | City
Enter Zip Code | Enter City
Required | Required

State | County
PA ⌄ | Enter County
| Required

Home Address

☐ Same as Mailing Address

Address | Apt/Suite #
Enter Address | Enter Apt/Suite #

Zip | City
Enter Zip Code | Enter City

State | County
PA ⌄ | Enter County

Primary phone number

____ - ____ - _____
Required

Secondary phone number

____ - ____ - _____

Fax

____ - ____ - _____
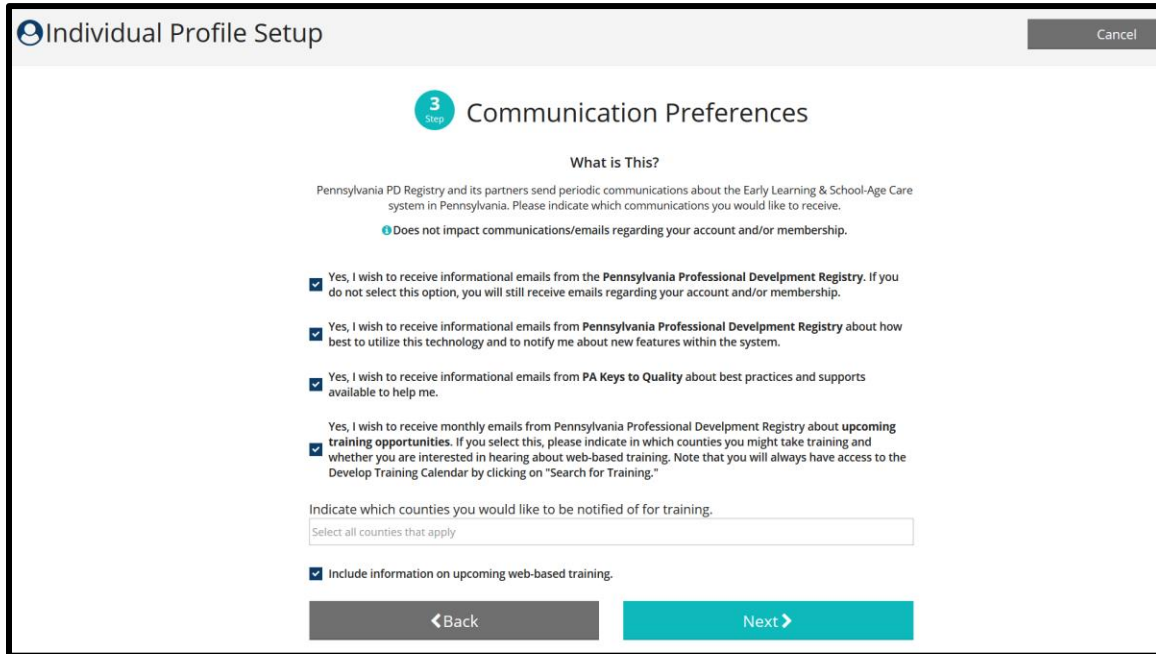
❮ Back   Next ❯

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.

6. Read Pennsylvania's Professional Development (PD) Registry Terms of Use and Privacy Policy.

7. 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

8. Click **Submit**.

Submit