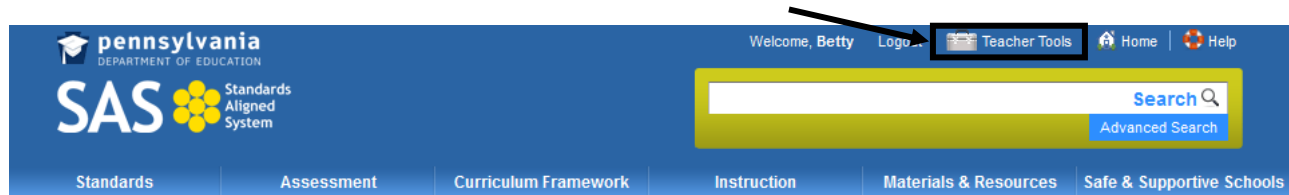


## My Profile

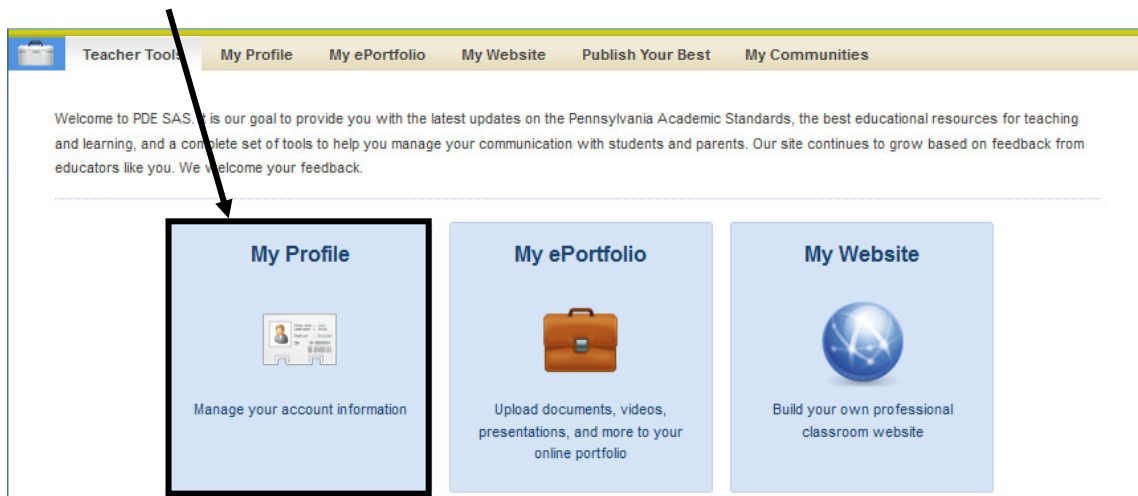
Once you are registered with **SAS**, you can update your **Profile** at any time. Please double-check the spelling of your name, and make sure that your email address was entered correctly.

To access your **Profile**:

- Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**, and then click **Ok**.



- Choose **My Profile** from the **Teacher Tools** menu



### Personal Information

- Check to ensure your personal information is correct, especially the spelling of your **First** and **Last Name** and your **Email Address**.
- Enter a **Salutation** and **Middle Name** if desired.
- Enter your **Professional Personal ID (PPID)**.
- Enter your **Birth Date**.

Salutation:	<input type="text" value="Mrs."/>
First Name:	<input type="text" value="Betty"/>
Middle Name:	<input type="text" value="J."/>
Last Name:	<input type="text" value="Teacher"/>
E-Mail:	<input type="text" value="bteacher@pa.gov"/>
PPID	<input type="text" value="1234567"/>
Birth Date	<input type="text" value="11/02/2011"/>

**NOTE:** The **PPID** is a 7-digit number that all certified educators in Pennsylvania are assigned. If you are unsure of your **PPID**, please visit the PERMS site at <https://www.perms.ed.state.pa.us/Screens/wfProfessionalPersonnelID.aspx>

- Select **Grade Level(s)**, **Subject Area(s)** and/or **Course(s)** that best represent your current position.



**NOTE:** To select multiple items in a list –

**PC** users hold down the **Control (Ctrl)** key  
**Mac** users hold down the **Apple (Command)** key

- Choose from a selection of **Professional Interests**.
- Your **Position** was already selected during the **Account Verification** process. Please ensure that it is accurate.

The screenshot shows a form with five sections, each with a dropdown menu and a 'Select all that apply' prompt:

- Grade Levels:** 1st Grade, 2nd Grade, 3-5 Band, 3rd Grade (selected), 4th Grade, 5th Grade, 6-8 Band.
- Subject Areas:** Music, PA Common Core: English Language Arts (selected), PA Common Core: History and Social Studies (selected), PA Common Core: Mathematics (selected), PA Common Core: Science and Technical Subjects (selected), Reading Comprehension, Reading, Writing, Speaking, and Listening.
- Courses:** Algebra I, Algebra II, Biology, Chemistry, Civics & Government, Earth and Space Science.
- Professional Interests:** Similar Learning Communities, Special Education, Teaching with Multi-Media (selected), Team Teaching, Technology Integration (selected), Understanding by Design, Writing Across the Curriculum.
- Position:** Speech Therapist, Staff Developer, Superintendent, Teacher, Technology Coordinator (selected), Technology Integration Specialist/Coach, Undergraduate Student.

Organization:

Edit

- Your **Organization** was also selected during the **Account Verification** process. If you need to make any changes, click the **Edit** button.

- Select a new **Organization Type** from the list that appears, and then click the **Continue** button.

A list of radio button options for Organization Type:

- IU / PaTTAN
- School District
- School Building
- PDE
- Other
- Higher Education
- Charter School
- International Baccalaureate
- Nonpublic Non-Licensed (Out-of-State)
- Career and Technology Center

Continue

10. Enter part or all of the **Organization Name**, or enter a **Zip Code**. Then click the **Search** button.

11. Select an **Organization** from the list that appears, and click the **Submit** button.

12. Upload a **Profile Picture**.

- Click the **Change Picture** icon.
- Click **Browse** to locate your file.
- Locate the item, select it, and click **Open** (or double click the file name).
- Click the **Upload** button. The window will close, and your picture will appear within your profile.

13. Click **Save** (near the bottom of the page) to update your information.

## Personal Information - Change Password

1. Click the **Change Password** icon.
2. Enter your **Current Password**.
3. Type a **New Password**.
  - The **New Password** must contain a minimum of 6 characters and must include both alphabetic and numeric characters.
4. **Confirm** the new **Password** by typing it again.
5. Click the **Save** button.
6. The window will close automatically. The next time you login to **SAS**, use your **New Password**.