Navigating SAS

The Standards Aligned Systems (SAS) is the Pennsylvania Department of Education's model for achieving consistent, standards-based, sustainable educational improvement across the Commonwealth's public education system.

Teachers can participate in a virtual community that allows them to access important information while encouraging the sharing of educational resources that are fully aligned to the Pennsylvania Academic and Core Standards.

Creating a SAS Account:

1. Navigate to the web address: http://www.pdesas.org/

2. Click the **Join Now** button.

3. Enter your **First Name**, **Last Name,** and professional **Email** address.

4. Enter a **Password**, and then **Confirm** the new **Password** by typing it again.

NOTE: Passwords must contain at least 6 characters (numbers or letters).
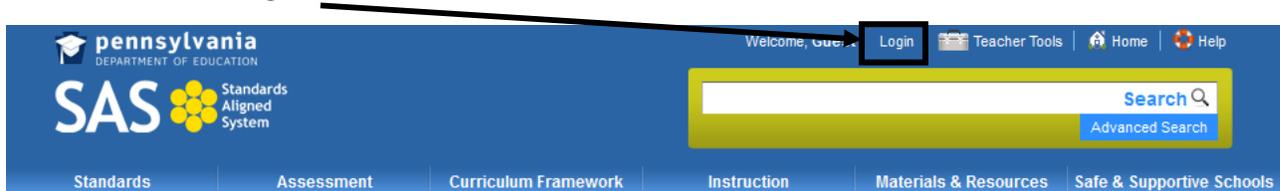
5. Click the **Submit** button.

6. Once registered, your **Name** should appear in the upper-right hand corner of the page.
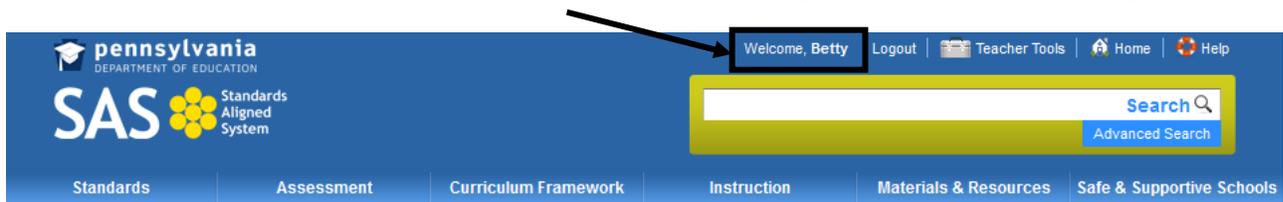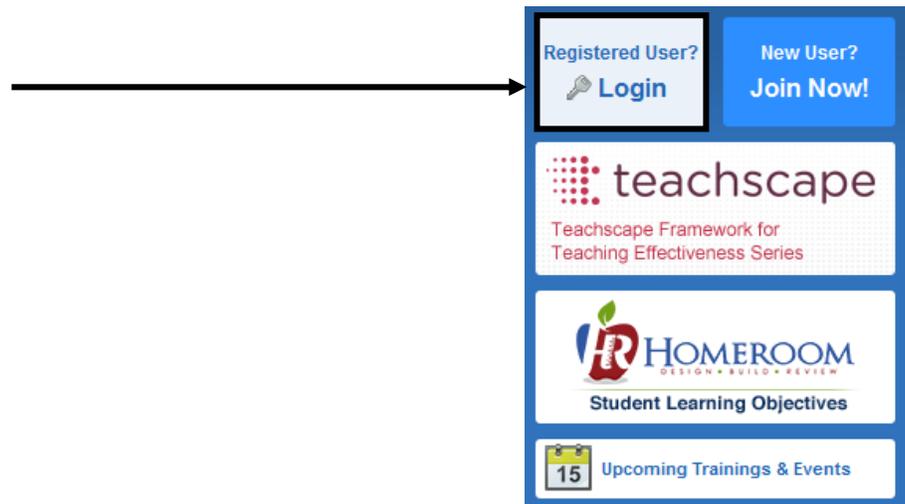
Logging in to SAS

1. First, click the **Login** link

    OR click the **Login** button.

2. Type your **Email Address** and **Password** and click **Submit.**

    NOTE: You may check the box to the left of **Remember Me?** if you wish to have the computer remember your login information.

    ☑ Remember Me?

    Please exercise caution on public/shared computers.

Forgot Password

1. First, click the **Login** link
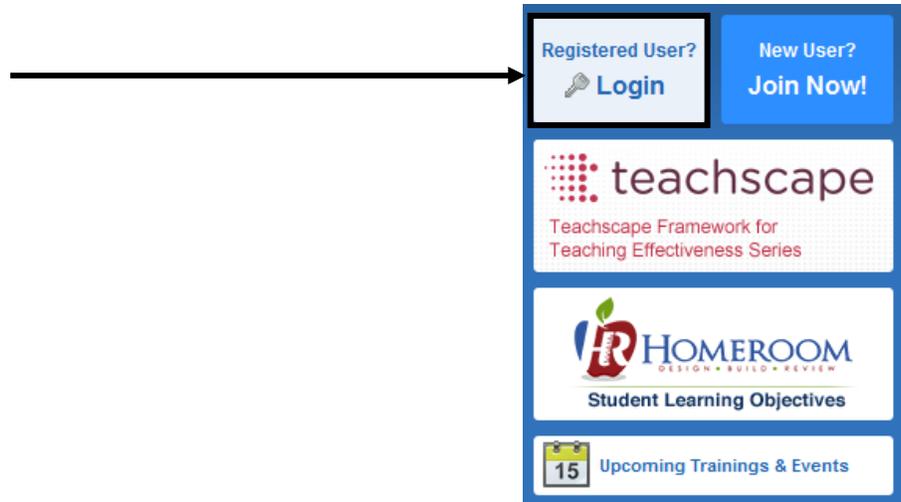
2. Click **Forgot Password**.

3. Enter your **Email Address** and then click **Submit**.

4. Follow the instructions contained within the email to reset your password. For immediate concerns, please call the **SAS Help Desk** toll free at 1-877-9PDESAS (1-877-973-3727) or via email at helpdesk@pdesas.org.

Account Verification

The **Account Verification** process verifies your email address, and updates your profile to include information about your organization and current position.

1. When you log in to the SAS Portal, you will be presented with the **Account Verification** screen. Select one of the **Organization Types**, and then click **Continue**.

Thank you for using the SAS portal. Please take a moment to update your profile. Upon submission of your profile information, an email will be sent to your registered email account. This email will contain a link to our account activation page which will verify your email address and complete the update process.

Please choose one of the following organization types and click the 'Continue' button to make your selection or begin searching for your location.

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

Continue

NOTE: You may elect to postpone the process by clicking the **Remind Me Later** button. After postponing the process three times, the **Remind Me Later** button will disappear.

Remind Me Later

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

Keyword Search

Philadelphia   Search

3. Select an **Organization** from the list that appears.

Please choose one of the organizations listed below.

● Philadelphia City School District

4. Select a **Position** from the list that appears, and then click the **Submit** button. As all positions may not be represented, please choose one from the list that best describes you.

○ Academic Intervention Services	○ Dean	○ Library Media Specialist	○ School Psychologist
○ Adjunct Faculty	○ District Administrator	○ Parent/Guardian	○ Special Education Teacher
○ Assistant Principal	○ ESL Teacher	○ PaTTAN Consultant	○ Speech Therapist
○ Assistant Superintendent	○ Graduate Student	○ PaTTAN Director	○ Staff Developer
○ Community Member	○ Health, Safety, and Physical Education Teacher	○ PDE Staff	○ Superintendent
○ Consultant	○ Higher Education Faculty	○ Principal	○ Teacher
○ Counselor (Other)	○ Interpreter	○ Reading Specialist	● Technology Coordinator
○ CTE Instructional Coach	○ IU Coordinator	○ Resource Specialist	○ Technology Integration Specialist/Coach
○ CTE Instructor	○ IU Executive Director	○ School Counselor	○ Undergraduate Student
○ Curriculum Coordinator	○ IU Supervisor		

Submit   Remind Me Later

5. An email message will be sent to the email address you used to register for your SAS account. The email contains a link to our **Account Activation** page, which will verify your email address and activate your SAS account. You may continue working within the SAS portal while waiting for the email message to arrive.

If you do not receive the email within a reasonable amount of time (approximately 15 minutes), please check your *"Junk Email"* folder. The email may have been diverted to that folder within your email account, or blocked by the spam filter on your email server. For immediate assistance, please contact the Help Desk toll free at 1-877-973-3727 or via email at helpdesk@pdesas.org.

An email has been sent to the email address you have used to sign up for your SAS account. This email contains a link to our account activation page, which will verify your email and activate your SAS account.

Please note that occasionally the email is delivered to your "Junk Email" or "Bulk Email" folder. If you requested an email, and have not received that email within 15 minutes, please check your junk email folder in case it was delivered there.

6. The email will read:

> Hello,
>
> We have received a request to activate an account associated with this email address. If you have NOT initiated this request, please ignore this message, or contact the SAS Help Desk to report this incident.
>
> In order to complete your registration, you need to activate your account by clicking the following link:
>
> http://www.pdesas.org/module/edfx/profile/6/EmailVerification.ashx
>
> Accounts that are not confirmed within 72 hours will be removed from the system.
>
> If you have any questions or need assistance, please Contact Us, or call our toll free Help Desk at 1-877-973-3727.

7. Click on the hyperlink within the email. You will be taken back to the SAS portal, where you will receive the following message:

Account Activation   ⊡ ⊠

Email Verification

Your email address has been verified. Please click the 'Continue' button to continue using SAS. Thank you!

Continue

NOTE: You need to be logged in to your SAS account to receive this message.

8. Click the **Continue** button to close the window and continue using SAS.