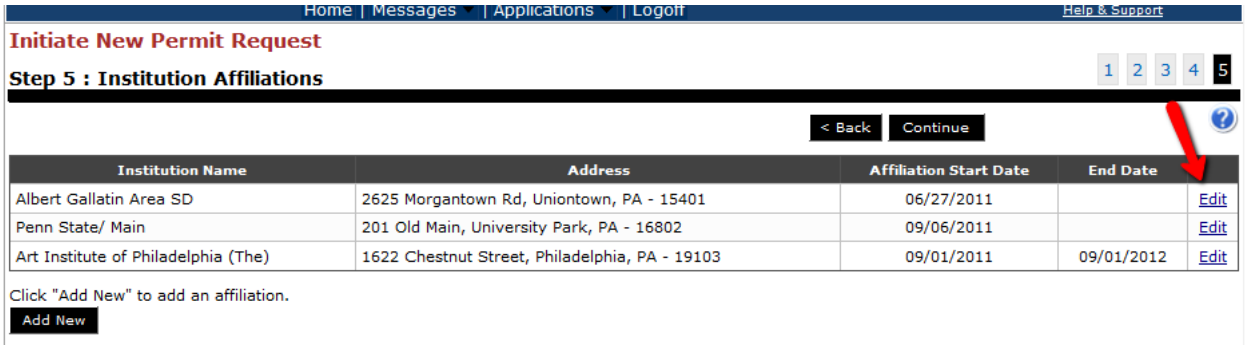
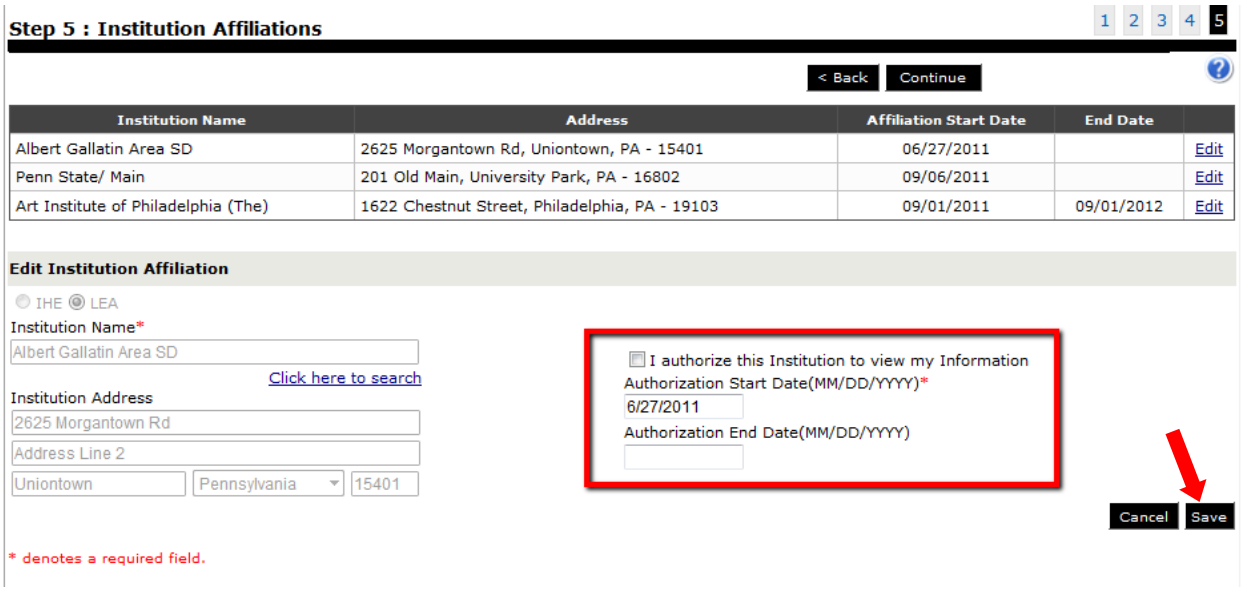
6.6.5 Viewing and Updating Institution Affiliations

From this screen, you may view and edit affiliations with Institutions in PA (you cannot affiliate with Institutions outside PA at this time). The "Edit" function will allow you to edit a record to authorize an Institution to view your Information and/or change the time period you wish to allow them to view your information.

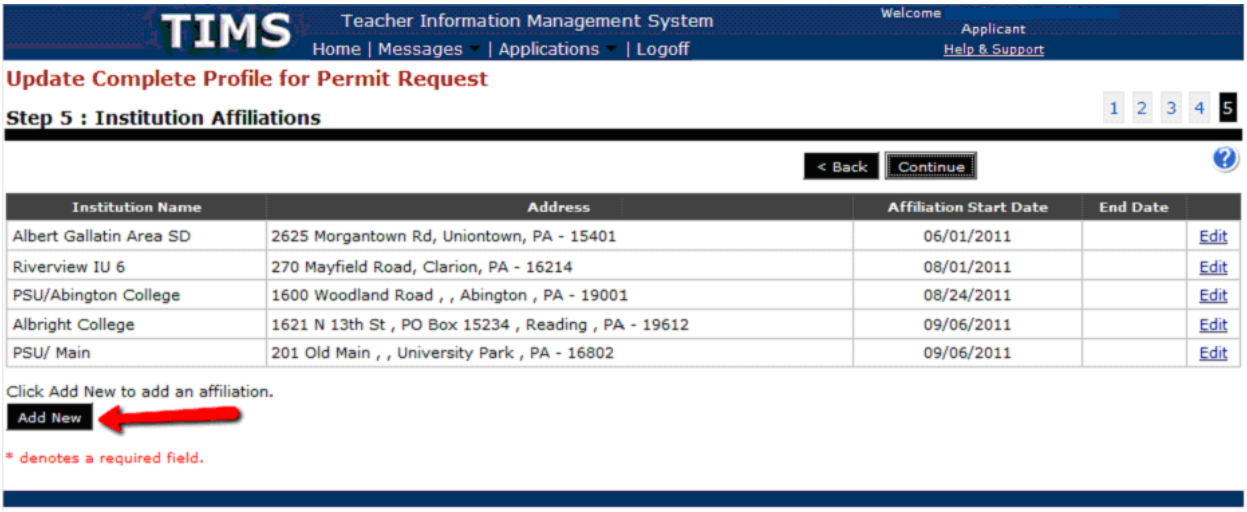
To edit an affiliation, click on "Edit" next to the Institution you wish to edit.



The screen will expand allowing you to edit the record. When you are finished editing the record, click on "Save" to retain the information.

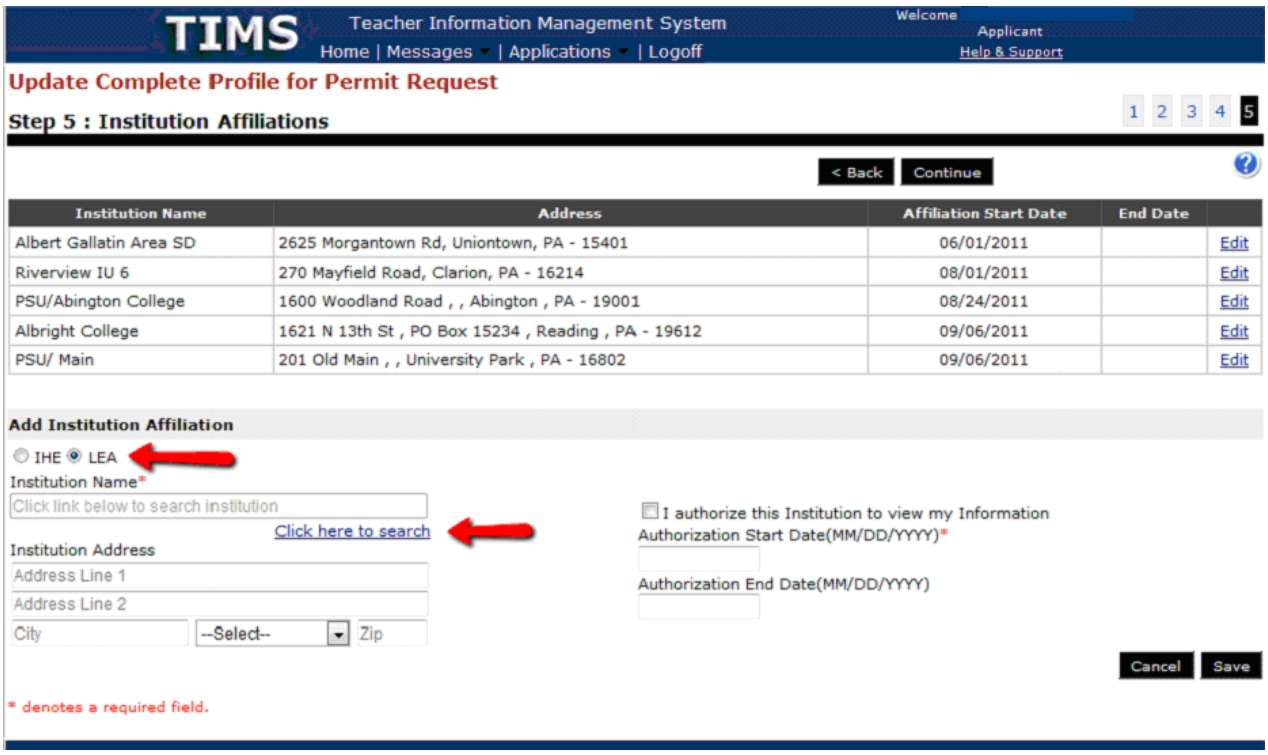


To add a new Affiliation, click “Add New”.



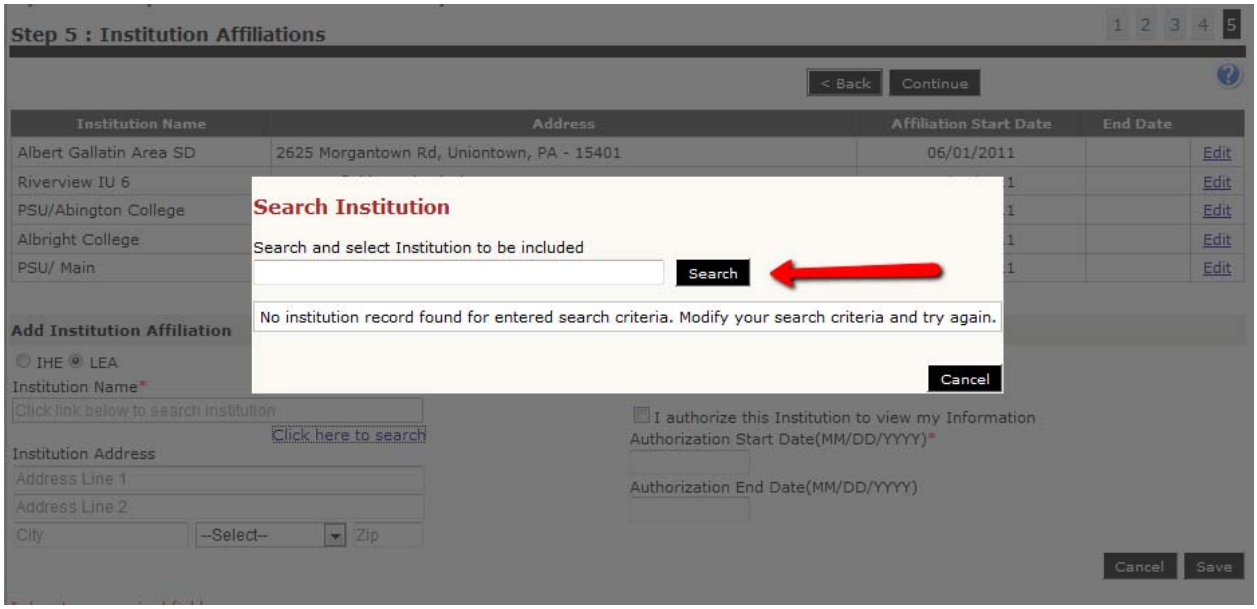
The page will expand, allowing you to select the Institution with which you wish to affiliate. Click the radio button next to either the IHE (for Approved Educator Preparation Programs) or LEA (for PK-12 Educational Entities) indicating which type of Institution you wish to include.

Click “Click here to search”.

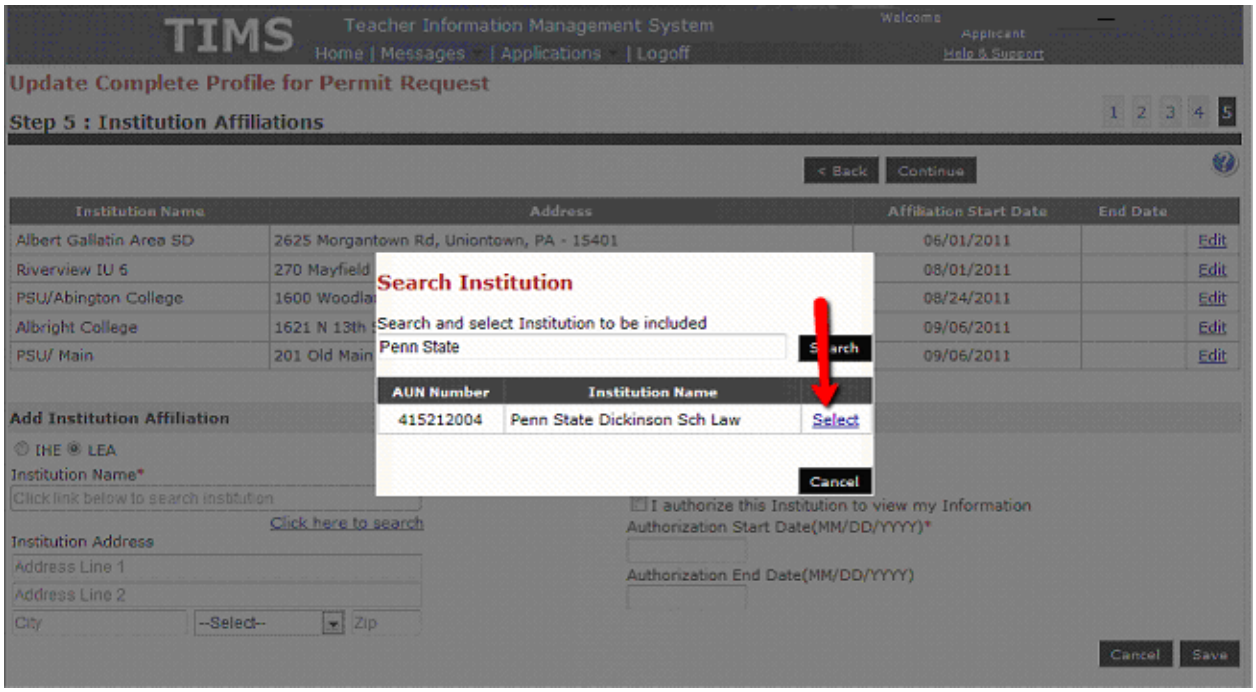


A search screen will open. Type in the full name of the Approved Educator Preparation Program or PK-12 educational entity you wish to add and then click “Search”.

Your results will be returned.

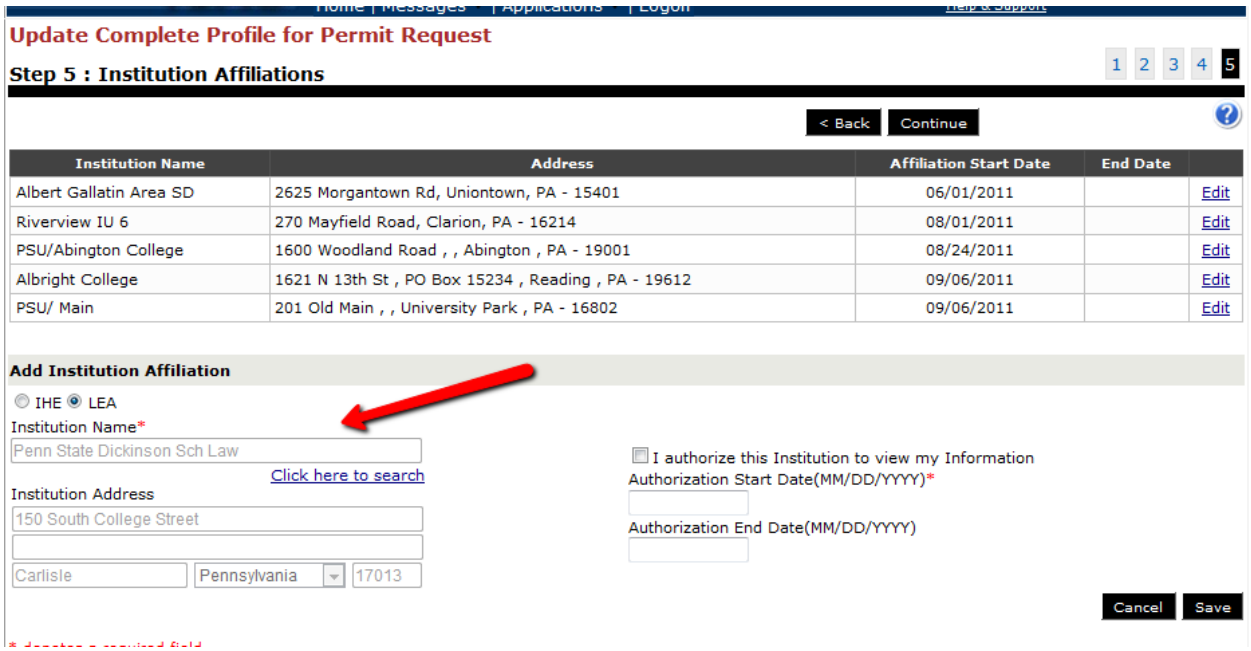


For this exercise, we chose “Penn State”. The following was returned.



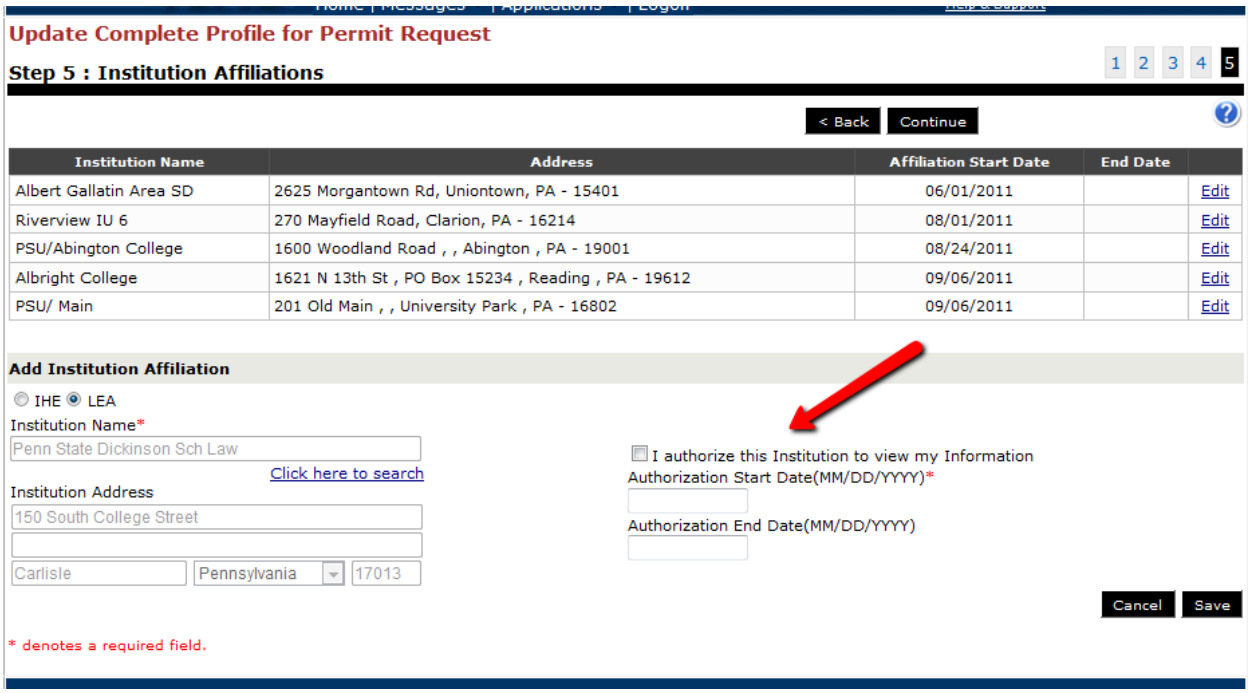
When your expected result appears, click “Select”.

You will note that the pertinent information for Penn State Dickinson Sch of Law is then populated for you.



If this is not correct, click “Cancel”.

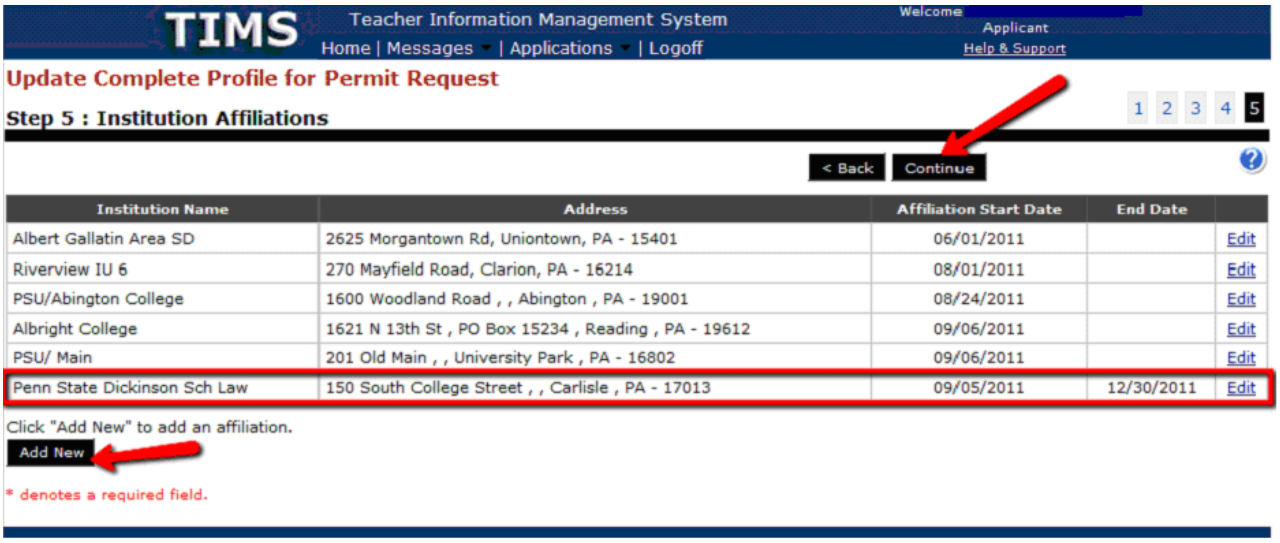
If it is correct, you must then click on the box authorizing this Institution to view your information and specify the date range you authorize them to view your information. If you do not enter information here, the Institution you have selected will not be able to verify your affiliation.



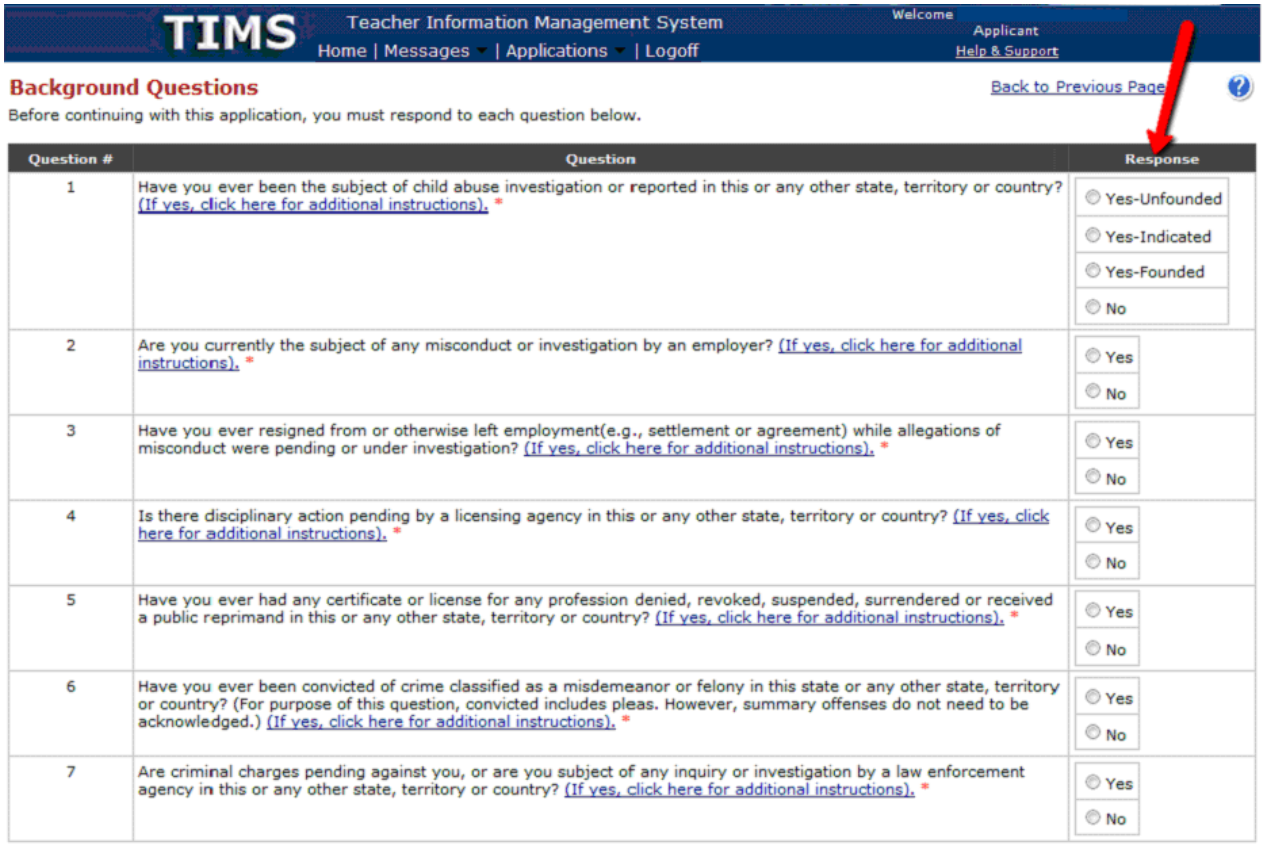
After completing the check box and the dates, click “Save”.

You will then see that this record has been added to your Affiliations. If you wish to add a new affiliation, click “Add New” and repeat the process.

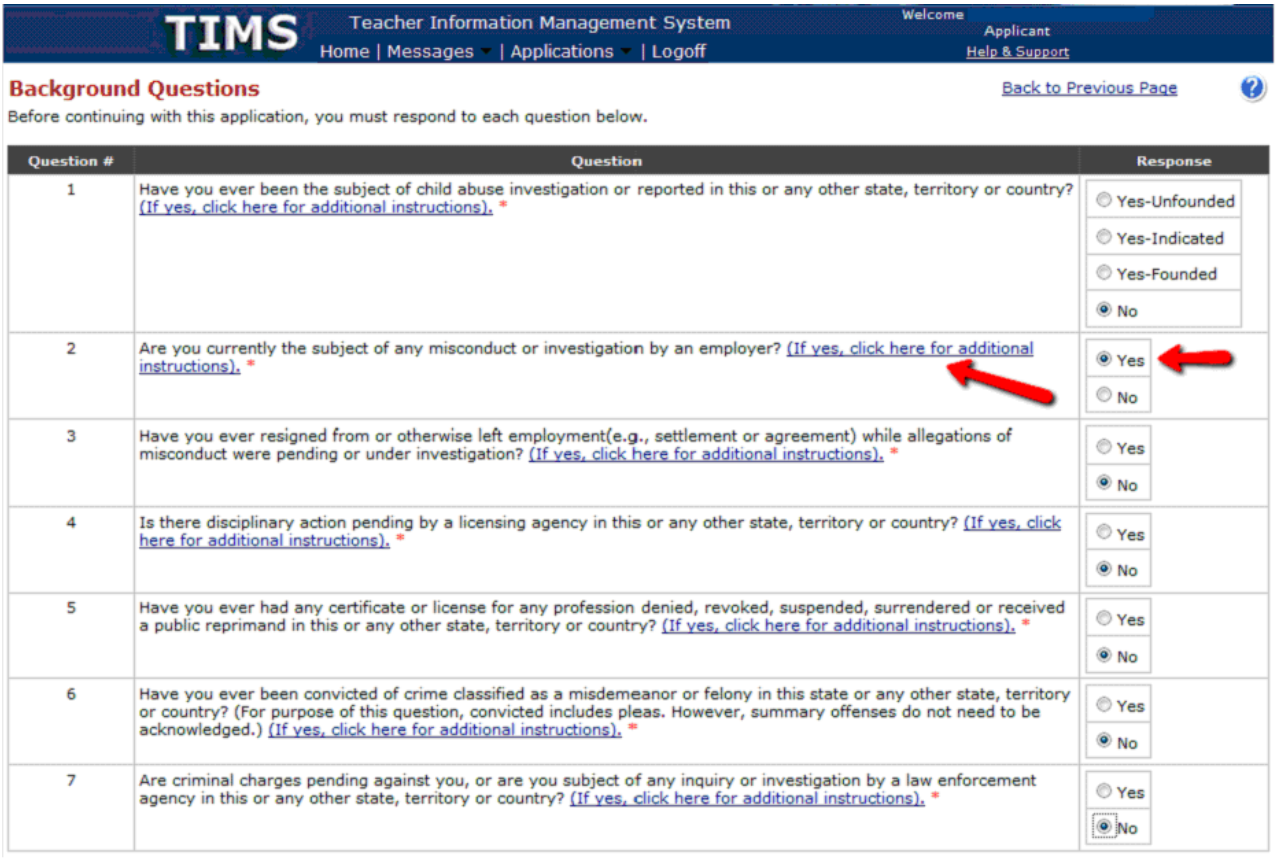
When you have finished, click “Continue”.



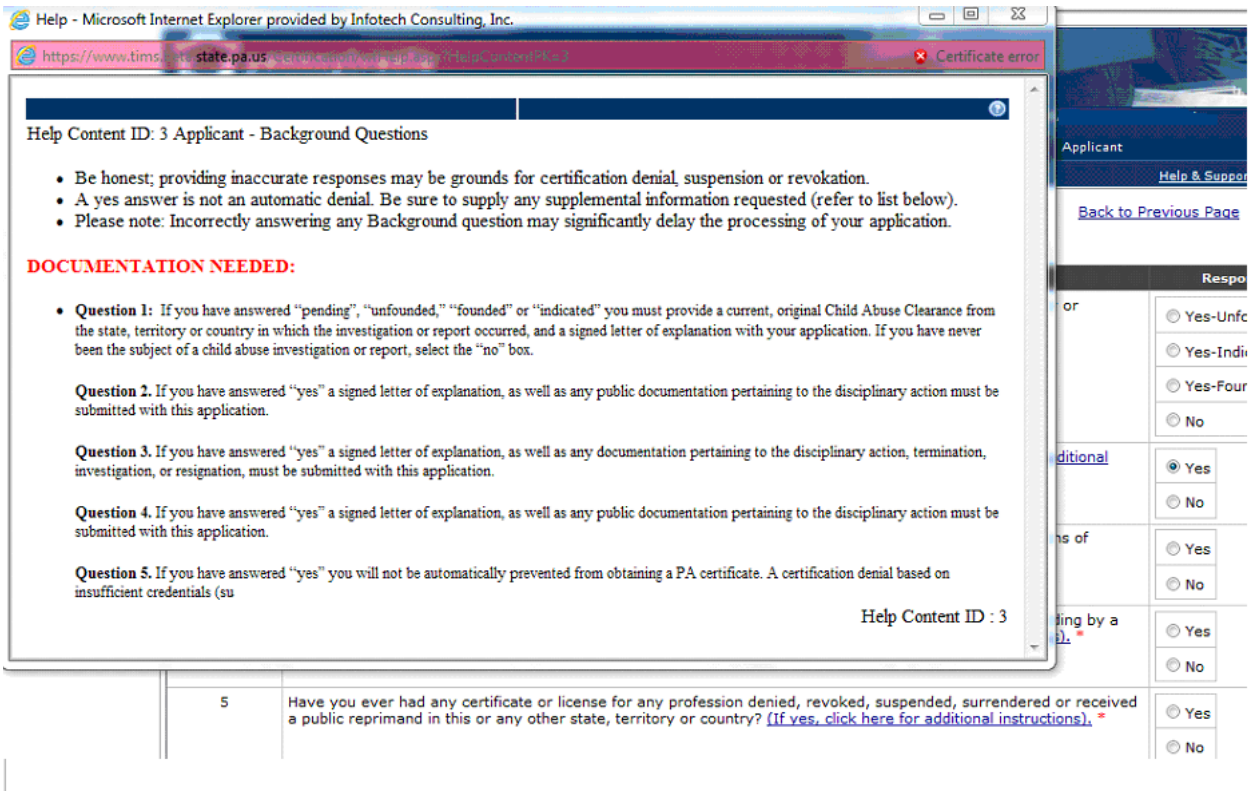
You will be directed to the "Background Questions" screen where you will be required to respond to each question. To repond, click the applicable radio button next to each question.



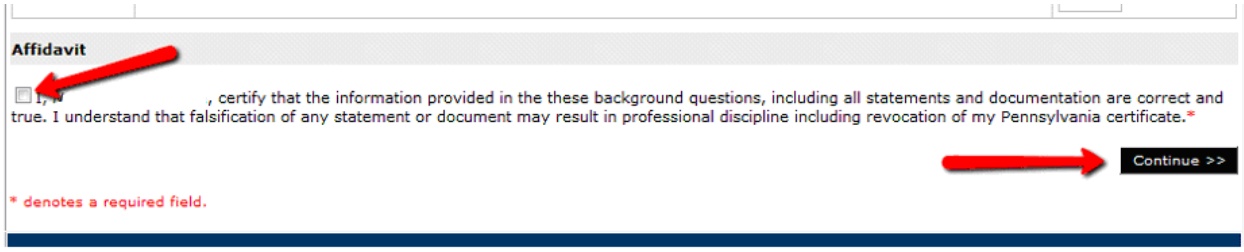
If you respond "Yes" to any question, click on the hyperlink, "(If yes, click here for additional instructions)."



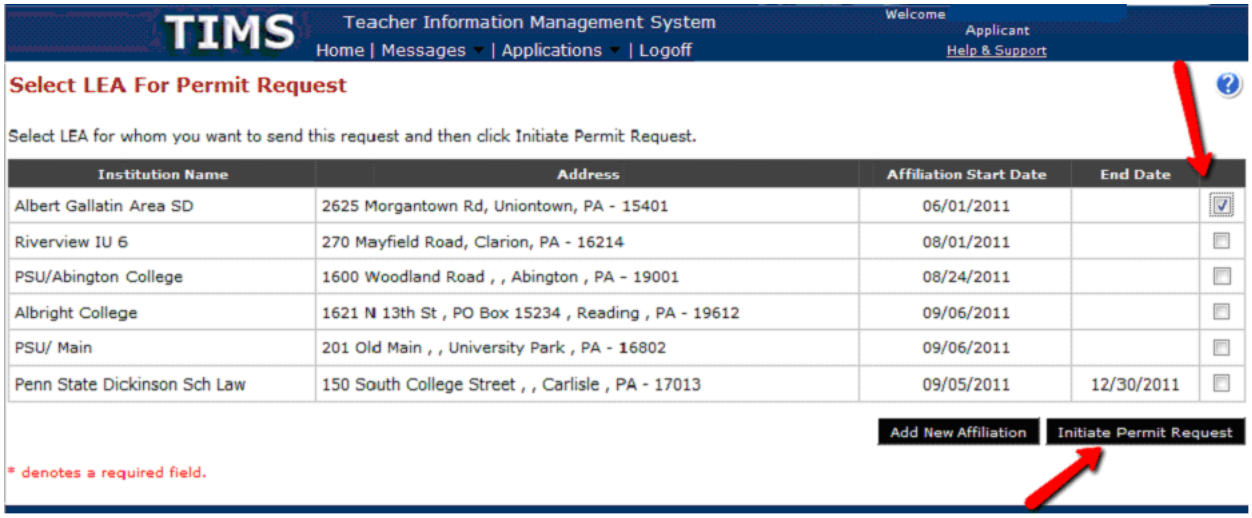
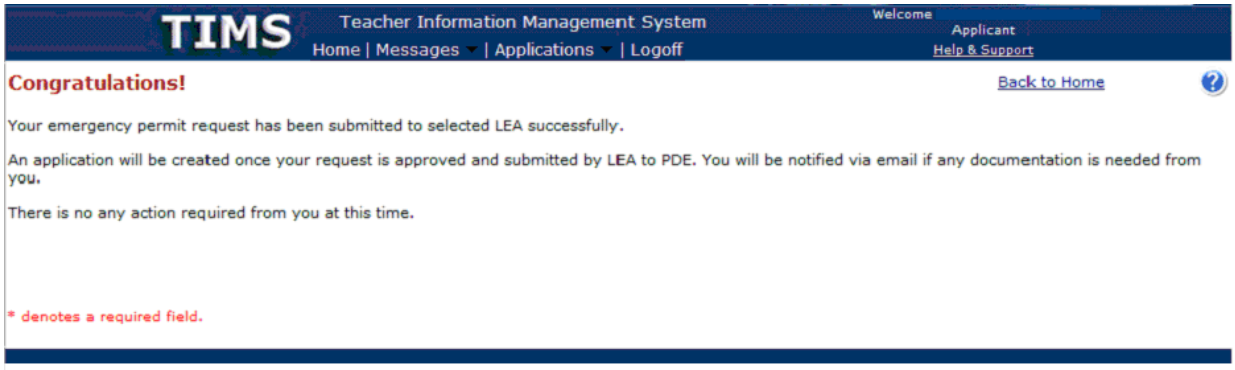
If you click “Yes” you will see a popup that will provide additional instructions.



After responding to each question, scroll to the bottom of the page. Read the affidavit, review the response to your questions, click the box stating you have read and agree to the statement, and click “Continue”.



On the next screen, you may select a PK-12 EDUCATIONAL ENTITY to initiate a permit request. Click on the box next to the desired PK-12 EDUCATIONAL ENTITY and then click “Initiate Permit Request”.



You will then see a confirmation that your request has been submitted.