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**PA KEYSTONE LOGIN**

# Keystone Login User Guide

- The Commonwealth of Pennsylvania is changing the way that Users log into any Commonwealth website (Bureau of Unemployment Compensation, Department of Revenue, Department of Human Services, etc.). Currently when Users register for a Commonwealth website, they must register with PA Login, however, after December 20, 2019, Users must now register with Keystone Login. Even if you previously registered with PA Login, you must register again with Keystone Login. Please follow the screen shots provided in this document, which will walk you through this process. Once you have registered with Keystone Login this will enable you to log into CCETS and other Commonwealth websites by using the same Username and Password.
- All Users including county staff, school staff, constables and deputy constables must register with Keystone Login even if you currently have a PA Login account.
- If you have already registered with Keystone Login for another Commonwealth of Pennsylvania website you can use your existing Username and Password to log into CCETS.
- If you have a current CWOPA or MUSER account with the Commonwealth, you can use your existing Username and Password to log into CCETS. These User types do not need to register with Keystone Login.
- The User Guide for Keystone Login can be found at: https://www.pccd.pa.gov/training/Pages/Constables%27-Education-and-Training-Board.aspx
- It is the responsibility of each individual user to secure and protect their Username and Password for any computer systems utilized by the Program. Sharing of or providing the Username and Password is strongly discouraged. However, Users should remember and/or retain their Username, Password and security questions and answers in a secure area so that it is easily accessible if needed.
- The Keystone Login Help Desk (877-328-0995) is available to help you with forgotten passwords, changing your profile, duplicate accounts, or other log-in issues. Program Staff cannot help with Keystone Login Issues, users must call the Keystone Login Help Desk for assistance.

- The URL for CCETS has been changed to:  https://portal.pccd.pa.gov/PortalLogin/Login/CCETS. If you have the CCETS website bookmarked, you will be redirected to the new website, however, please make sure to update this bookmark so that you have no issues in the future.  The old URL for CCETS will eventually be taken offline and will no longer work.
- Or Users can go to the PCCD website at:  www.pccd.pa.gov, select the "Training" icon and then select the link for the "Constables' Education and Training Board" and then select the link for "Register/Login to CCETS".

**The Constables' Certification, Education and Training System (CCETS)**

Register/Login to CCETS

Constable Finder

CCETS Registration Instructions (PDF)

Existing CCETS Users should use the flow on the following pages to register with the "new" Keystone Login

**Step 1 – select the link for "Not Registered? Register as a new Keystone Login User"**

**System Announcements:**

Welcome to CCETS.

Enter your Keystone Login credentials to log in to Constables' Certification Education and Training System

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If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.
If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.
All other CCETS          users who do not have a Keystone Login account should click the Register link below.
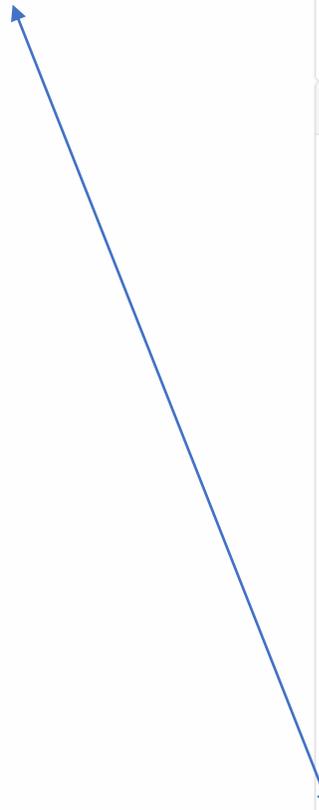
Keystone Login
UserName

Keystone Login
Password

Log in

Forgot Password?
Forgot UserName?
Not Registered? Register as a new Keystone Login user

Are you an existing CCETS_____ user ?

- Yes, I am already a user

- No, I am not yet a user

**Step 2: All existing CCETS Users should select the link for "Yes, I am already a user"**

**Step 3: Enter all of the requested information below and select the "Submit" button.**
**Users will receive a message "Please wait while we migrate your account."**
**Please be patient as this may take a few minutes to migrate.**

## Keystone Login Migration

Migrate a user from CCETS to Keystone Login

### CCETS Credentials

Username *

Password *

Note: Users can try to reuse their current Username but the current Username may be in use by another User. If so, Users will need to create a new Username.
**IMPORTANT NOTE: DO NOT USE THE # SIGN IN YOUR USERNAME!!!**

### New Keystone Login Account Details

New Keystone Login * Username

Date Of Birth *

New Password *

Confirm New * Password

The password must pass these rules:
☐ Must be between 12 to 128 characters in length.
☐ Do not include any of your user name, your first name, or your last name
The password must pass 3 out of 4 of these rules:
☐ One uppercase letter.
☐ One lowercase letter.
☐ One numeric number.
☐ One non-character (such as !,#,%,^, etc).
Password Strength: Invalid

**REMEMBER YOUR KEYSTONE LOGIN USERNAME, PASSWORD AND SECURITY QUESTIONS**

### Security Questions

Security Question 1 * Select a security question

Security Answer 1 *

Security Question 2 * Select a security question

Security Answer 2 *

Security Question 3 * Select a security question

Security Answer 3 *

Submit    Cancel

Note: The current Password can be used as long as it meets the new Password criteria listed above.

Note: Each Security Question must have a different answer entered. The answers cannot be the same for each question.

**Step 4:  Select the "Login" button to be directed to the CCETS Home Page**

## Account Migration Successful

Your CCETS          account has been successfully migrated to your Keystone Login account. Please proceed to    **Login**

**Step 5:  Enter the Keystone Login Username and Password.**

**System Announcements:**

Welcome to CCETS.

Enter your Keystone Login credentials to log in to Constables' Certification Education and Training System (User Acceptance Test)

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If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.
If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.
All other CCETS_UAT users who do not have a Keystone Login account should click the Register link below.

Keystone Login
UserName

Keystone Login
Password

Log in

Forgot Password?
Forgot UserName?
Not Registered? Register as a new Keystone Login user

New CCETS Users should use the flow on the following pages to register with the "new" Keystone Login

**Step 1 – select the link for "Not Registered? Register as a new Keystone Login User"**

**System Announcements:**

Welcome to CCETS.

Enter your Keystone Login credentials to log in to Constables' Certification Education and Training System (User Acceptance Test)

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PA **KEYSTONE LOGIN**

If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.
If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.
All other CCETS_UAT users who do not have a Keystone Login account should click the Register link below.
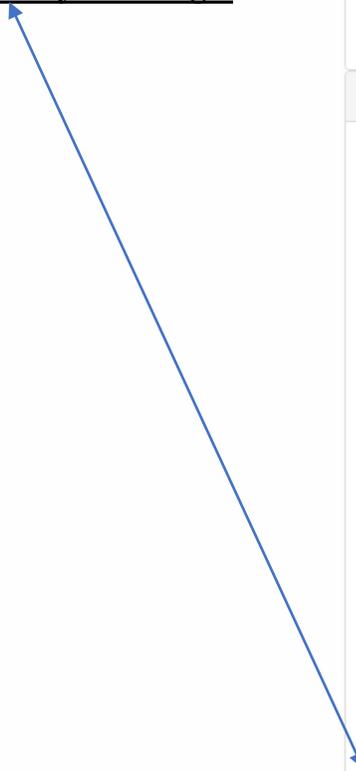
Keystone Login
UserName

Keystone Login
Password

Log in

Forgot Password?
Forgot UserName?
Not Registered? Register as a new Keystone Login user

Are you an existing CCETS_____ user ?

• Yes, I am already a user

• No, I am not yet a user

**Step 2:  All new CCETS Users should select the link for "No, I am not yet a user"**

# Register

## Personal Information

| | |
|---|---|
| **First Name** * | |
| **Last Name** * | |
| **Date Of Birth** * | mm/dd/yyyy |

## Contact Information

| | |
|---|---|
| **Email** | |
| **Mobile Phone Number** | ###-###-#### |

## Login Information

| | |
|---|---|
| **Username** * | |
| **Password** * | |
| **Confirm Password** * | |

**Step 3:  Enter all of the requested information below and select the "Register" button.**

**Users will receive a message "Please wait while we migrate your account."  Please be patient as this may take a few minutes to migrate.**

**IMPORTANT NOTE:  DO NOT USE THE # SIGN IN YOUR USERNAME!!!**

**REMEMBER YOUR KEYSTONE LOGIN USERNAME, PASSWORD AND SECURITY QUESTIONS**

The password must pass these rules:
☐ Must be between 12 to 128 characters in length.
☐ Do not include any of your user name, your first name, or your last name
The password must pass 3 out of 4 of these rules:
☐ One uppercase letter.
☐ One lowercase letter.
☐ One numeric number.
☐ One non-character (such as !,#,%,^, etc).
Password Strength: Invalid

## Security Questions

| | |
|---|---|
| **Security Question 1** * | Select a security question |
| **Security Answer 1** * | |
| **Security Question 2** * | Select a security question |
| **Security Answer 2** * | |
| **Security Question 3** * | Select a security question |
| **Security Answer 3** * | |

Note:  Each Security Question must have a different answer entered.  The answers cannot be the same for each question.

☐ I'm not a robot    reCAPTCHA
Privacy - Terms

Note:  Users must select the checkbox for "I'm not a robot" and then perform the verification, see example on next slide.  If the verification is not done correctly, you will be prompted to do it again until it is correct.

Register    Cancel

**Step 4: Follow the instructions on the screen by selecting the images with the requested object. If you fail to verify the images, the User may need to go through this several times until the images are verified correctly.**



Select all images with a
**bus**

VERIFY
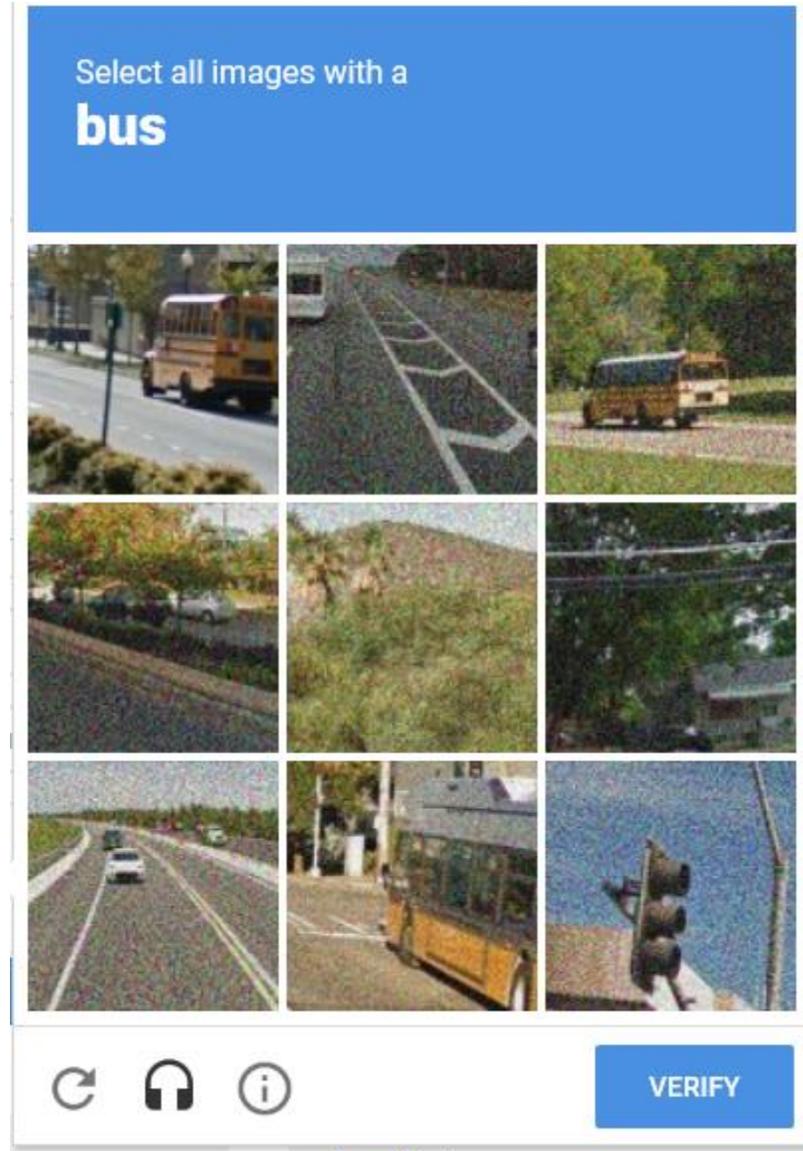
# Step 5: The User will be guided through a series of questions to determine the type of User.



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Constables' Certification Education and Training System      Pennsylvania Commission on Crime and Delinquency

Do not use your browsers back button during registration. Use the provided buttons to navigate to the next or previous page.

| Step 1: Registration Information | Step 2: Personal Information | Step 3: Terms Of Use Signoff |
|---|---|---|

[ Next >> ] [ Cancel ]

Please answer the following questions:

Are you registering as a current Constable or Deputy Constable? *     ⦿ Yes ○ No
- Select Yes if you are currently an elected or appointed Constable or Deputy Constable.
- Select No if you are not currently an elected or appointed Constable or Deputy Constable.

Do you have a valid term of office as a Constable or Deputy Constable?    ⦿ Yes ○ No
- Select Yes if you have a valid term of office through and election or appointment by the Courts. A valid term of office would include a term that begins in January of the following year.
- Select No if you do not have a valid term of office through and election or appointment by the Courts.

Do you have an assigned Certification Number? *    ○ Yes ⦿ No
- Select Yes if you currently have a Certification Number issued by the program. The Certification Number is a seven digit number that begins with a 'B' or 'W'.
- Select No if you have a previously issued Temporary Access Number. These numbers are no longer identifiable by the program. Contact Program Staff at (717) 705-3693.

Are you interested in attending the Constables' Program's 80-hour Basic Training course? *    ⦿ Yes ○ No
- Select Yes if you are interested in attending the 80-hour Basic Training Course
- Select No if you are not interested in attending the 80-hour Basic Training Course

## Constable/Deputy Constable Information

Home County: * [ ▼ ]      Date Of Birth: * [        ] !

Gender: * ○ Male ○ Female      SSN: * [        ]

Preferred Correspondence Method: * [ ▼ ]      Certification Number: [        ]

[ Next >> ] [ Cancel ]

**Step 6:** New Users must complete the mandatory information and select the "Next" button to proceed to the next step.

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Do not use your browsers back button during registration. Use the provided buttons to navigate to the next or previous page.

| Step 1: Registration Information | Step 2: Personal Information | Step 3: Terms Of Use Signoff |
|---|---|---|

[ << Previous ]  [ Next >> ]  [ Cancel ]

## Personal Information

Title: [ ▼ ]

First Name: * [                    ] !

Middle Name: [                    ]

Last Name: * [                    ]

Suffix: [ ▼ ]

## Mailing Address

Address Line 1: * [                    ]

Address Line 2: [                    ]

City: * [                    ]

State: * [ Pennsylvania ▼ ]

Zipcode: * [        ]

## Business Address

Address Line 1: [                    ]

Address Line 2: [                    ]

City: [                    ]

State: [ Pennsylvania ▼ ]

Zipcode: [        ]

## Contact Information

**Primary Phone Number** *

Phone Type: [ Work ▼ ]

Phone Number [                    ]

Extension [        ]

**Primary Email Address**

Email Type: [ Work ▼ ]

Email Address: [                    ]

Remove

Add a Phone Number

Add an Email Address

[ << Previous ]  [ Next >> ]  [ Cancel ]

**Step 7:** All Users must then agree to the Terms of Use Policy in order to complete registration. Select the checkbox next to "I have read and agree with the terms of use policy provided above." and select the "Submit Registration" button.



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Constables' Certification Education and Training System      Pennsylvania Commission on Crime and Delinquency

Do not use your browsers back button during registration. Use the provided buttons to navigate to the next or previous page.

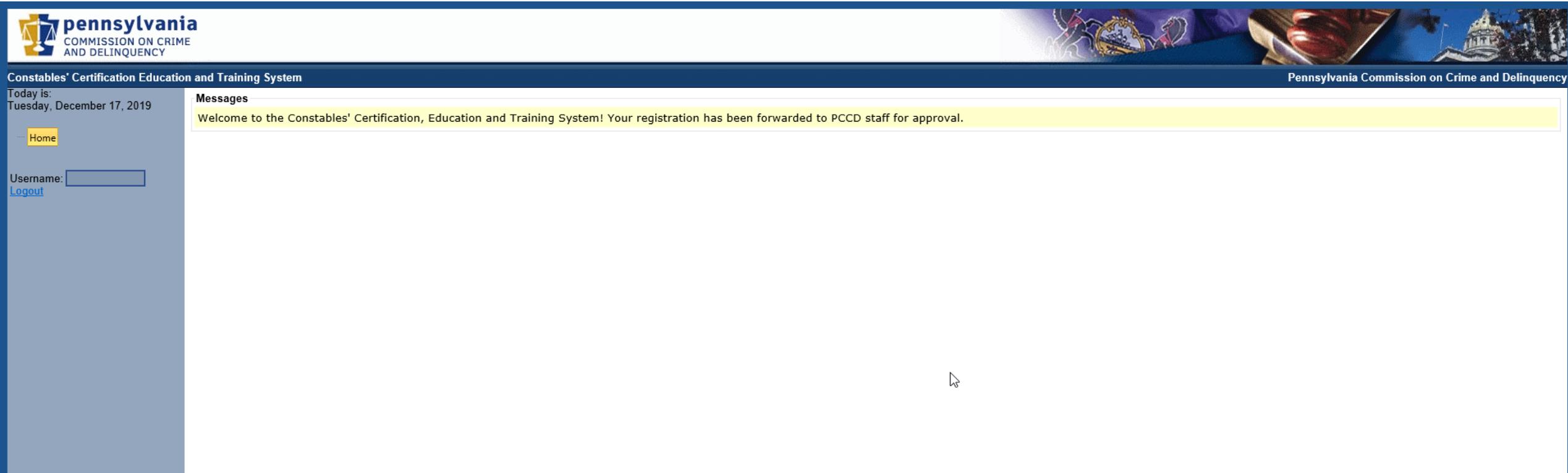| Step 1: Registration Information | Step 2: Personal Information | Step 3: Terms Of Use Signoff |
|---|---|---|

[ << Previous ] [ Submit Registration ] [ Cancel ]

Terms of Use:

Through your User ID and password you will be granted access to certain constable and deputy constables' certification, education and training information. The User ID and password are only for your use. You should not disclose your User ID and/or password to anyone. The Pennsylvania Commission on Crime and Delinquency (PCCD) or any Commonwealth agency will never ask you for your User ID and password in an unsolicited phone call or email. Sharing of User IDs and passwords is NOT permitted. Each individual who wishes to use the site must properly register and obtain a unique User ID and password. It is the responsibility of each individual user to secure and protect their User ID and password.

PCCD requires individual User IDs and passwords in order to provide appropriate communications to users and for information security purposes. Only individuals who have obtained a unique User ID and password may continue. If you have not obtained a unique User ID and password, you are prohibited from accessing this site. If you choose to continue, you are confirming that you will be the authorized user of the

☐ I have read and agree with the terms of use policy provided above.

[ << Previous ] [ Submit Registration ] [ Cancel ]

Step 8:  Once a User has successfully completed the CCETS registration, you will see the page below.  The User will receive an email stating the CCETS registration was completed.  Once PCCD staff approves the registration, the User will receive a second email stating the registration was approved.  Please ensure that the CCETS Resource Account email address, [RA-CD-CCETS@pa.gov](mailto:RA-CD-CCETS@pa.gov), is removed from the User's "spam" account.  This will ensure that the system generated emails will reach the User and not get lost in the User's "spam" account.



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AND DELINQUENCY

**Constables' Certification Education and Training System**                    **Pennsylvania Commission on Crime and Delinquency**

Today is:
Tuesday, December 17, 2019

Home

Username: [        ]
Logout

**Messages**

Welcome to the Constables' Certification, Education and Training System! Your registration has been forwarded to PCCD staff for approval.

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**PA KEYSTONE LOGIN**

# Keystone Login Help Desk

Contact the Keystone Login Help Desk for all questions, concerns and issues with Keystone Login. The help desk can be reached at the following phone number:

877-328-0995

You can also visit https://keystonelogin.pa.gov/Home/Help for answers to Keystone Login Frequently Asked Questions