

Exploration - My Profile

The purpose of the profile is to store relevant professional information. The Profile Picture that is also uploaded will be the image used as an avatar in the SAS Professional Learning Community.

1. Click MySAS in the upper-right hand corner of any page in SAS.
2. Choose Profile from the MySAS menu.
3. Once you are registered with SAS, you can update your profile at any time. The My Profile section will contain some information that was provided to SAS when you registered for an account.
4. Check to ensure the existing personal information is correct, especially the spelling of the First and Last Name and the Email Address.
5. Enter a Salutation and Middle Name (both are optional).
6. If you are a certified educator in Pennsylvania, enter your Professional Personnel ID (PPID), and enter your Birth Date.

NOTE: The Pennsylvania Department of Education (PDE) has generated and assigned a new 7-digit Professional Personnel ID for all certified educators in the Teachers Certification System (TCS) database. If you are unsure of your PPID, please visit <https://www.perms.ed.state.pa.us/Screens/wfProfessionalPersonnelID.aspx>

7. You should select Grade Levels, Subject Areas and/or Courses that best represent your current position.
8. A Position was already selected during the Account Verification process. You should ensure that it is accurate.
9. To upload a Profile Picture and change your password, click the green Edit button next to *Personal Information*.
10. After you've updated your personal information, click on Save and Close in the bottom right of the page.