

OIE Professional Development Program Data Collection System Quick Reference Guide for Grantees

As a grant recipient of the U.S. Department of Education, Office of Indian Education (OIE) Professional Development Program (PDP), grantees must collect contact information, educational training, employment, and program exit data for each of the participants receiving grant funds. Grantees must enter the participant information in the PD Program Data Collection System (PDPDCS) website, <https://pdp.ed.gov/OIE>, and complete digitally or upload a signed Service Payback Agreement.

This Quick Reference Guide provides step-by-step instructions for logging into the system, adding a secondary user, creating a participant record, and updating participant records during their enrollment or when they complete or exit the program.

For questions about your grant or the PDPDCS website, contact the PDPDCS Help Desk. When contacting the Help Desk, be sure to provide your full name, university name and grant number. Please save this information for future reference:

Help Desk Information

Hours: Monday - Friday, 8AM-8PM ET

Email: paybackobligations@ed.gov

Phone: 1-888-884-7110

How do grantees create their account in the PDPDCS?

A grant profile has been entered for each grant based on information provided from OIE. The grant Project Director will receive an automated e-mail with the following instructions on how to log into the system and activate their account.

1. Click the secure link within the e-mail.
2. The secure link will direct you to a page in the PDPDCS where you will enter the "Authorization Key" provided in the e-mail.
3. On this page you will also create your password. Passwords must be between 8 and 20 characters in length and must contain at least one letter, one number, and one special symbol.
4. Verify your password by re-typing it, then click "Register."
5. You will then be directed to the login page. Enter your e-mail address and the newly created password.
6. You will then need to follow the steps to complete the [Multifactor Authentication process](#). More information and resources are available on the [PDPDCS Training Page](#).
7. At the initial login, you will see the "Rules of Behavior for U.S. Department of Education-Sponsored Website" page. Review the information thoroughly. You must agree to the terms by clicking on "I Agree to the Terms" at the bottom of the page before proceeding.

How does a grant Project Director provide a secondary user with access to the PDPDCS?

Project Directors may add one secondary personnel account per grant in the PDPDCS by following the instructions below. A secondary user is a person at the university or organization who has access to the participants' information and will be able to add and edit participant records in the PDPDCS. However, the Project Director remains responsible for the accuracy and completeness of all data entered and only Project Directors may sign digital agreements.

1. Log into the PDPDCS at <https://pdp.ed.gov/OIE/Logon/login>.
2. On the "Main Menu" page, locate the "Grant Personnel" section and select the link – "Add personnel."
3. Complete all the required fields including, Name, Last Name, and E-mail.
4. Select the "Save" button at the bottom of the page to add the personnel to the grant profile.
5. On the "Main Menu" page, locate the "Grant Profile Summary" section and select the hyperlinked "Grant Number" that you want the secondary user to access.
6. On the "General Info" Page for that grant, go to "Select the Secondary User for this Grant."
7. From the drop down menu, select the name of the personnel you want to assign as the secondary user for the grant.
8. After selecting the correct name, select the "Edit Grant" button at the bottom of the page. You have now successfully added a secondary user and will be directed back to the "Main Menu" page.

After the grant Project Director completes the steps above, the secondary user will receive an automated e-mail notification with instructions to create their PDPDCS account. Secondary users login using their e-mail address and the password they create.

Project Directors can also submit a request a secondary user profile to be created by contacting to the PDPDCS Help Desk at 1-888-884-7110 or via e-mail at paybackobligations@ed.gov.

How do grantees reset their password?

If you forget your password or your password has expired:

1. Click the "Forgot Password?" link located on the login screen (<https://pdp.ed.gov/OIE/logon/Login>).
2. You will be prompted to enter your email address, then click the "Reset Password" button.
3. You will receive an email with a link and "Authorization Key." If you do not receive the Password Reset email in your main inbox, be sure to check your spam/junk mail folders.
4. Click on the link and follow the prompts to enter the authorization key from your email and create a new password. Your password needs to be between 8 and 20 characters in length and must contain at least one letter, one number, and one special symbol.
5. Confirm your password, and click the "Register" button.

How do grantees create participant records in the PDPDCS?

Project Directors or assigned secondary users may add participant records in the PDPDCS. The participant record consists of contact, training and service obligation information. Once information is entered, participant records may remain in "Pending" status in the PDPDCS for up to 30 days, then must be submitted in the PDPDCS. To add a new participant record in the PDPDCS, please follow these instructions below:

1. Log into the PDPDCS at <https://pdp.ed.gov/OIE/Logon/login>.
2. On the "Main Menu" page, locate the "Participant Information" section and select the link – "Add New participant Record."
3. Enter the Social Security Number of the participant you want to create a record for, then click "Check If Participant Already Exists." If the participant is already in the system, the participant's demographic and contact information in sections A through C will automatically populate on the Participant Record Form.
4. Complete all required fields (those marked with asterisks) in the Participant Record Form. Pre-populated fields are editable.
5. Select "Save and Submit" or "Save for Later."

How do grantees update participant records in the PDPDCS?

Project Directors or assigned secondary users may update existing records for enrolled participants. Records for completed/exited participants cannot be edited by grantees. These records can only be edited by PDPDCS. To update an existing record for an enrolled participant in the PDPDCS please follow these instructions below:

1. Log into the PDPDCS at <https://pdp.ed.gov/OIE/Logon/login>.
2. On the "Main Menu" page, locate the "Participant Information" section and select the link – "View All Participant Records."
3. Click on the name of the participant you want to edit.
4. Update the participant's record. If the participant has graduated/completed or exited prior to completion of the program, enter this information into the PDPDCS.
5. Click "Save and Submit."



More Questions?

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