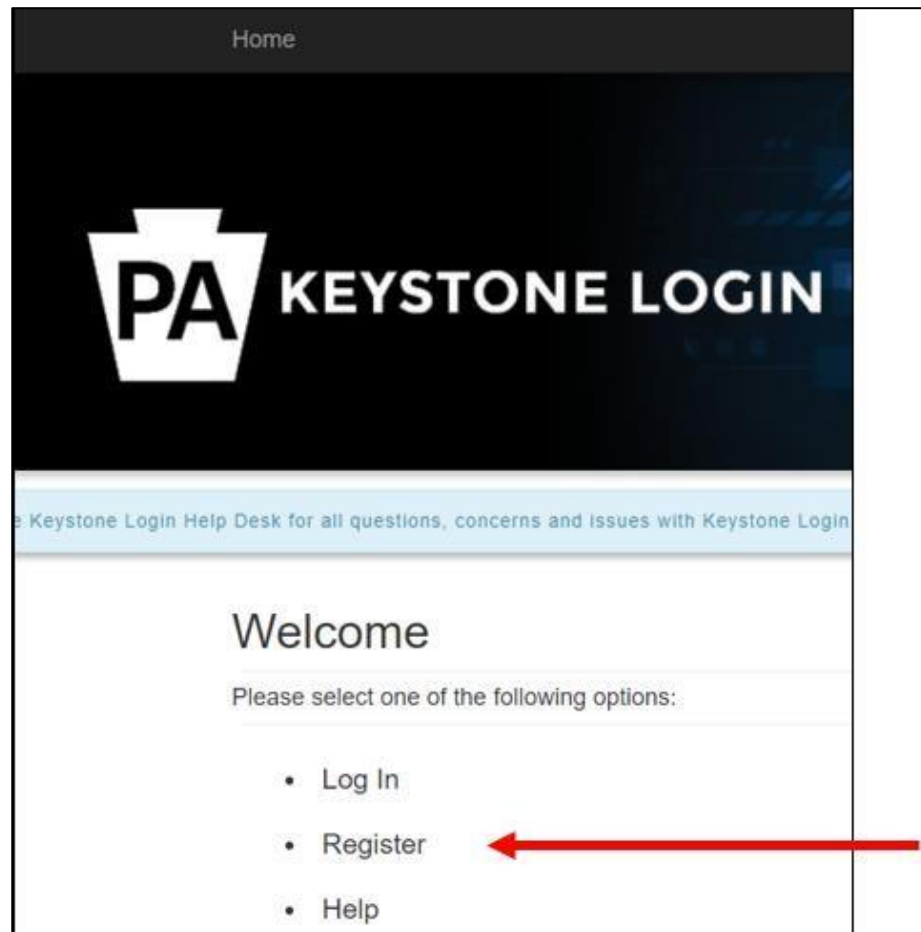


How to Request a Keystone ID

1. If user has a Keystone ID, please skip the instructions for requesting a Keystone ID and go directly to the [How to Access COPOS](#).
2. Use this URL: <https://keystonelogin.pa.gov/>
3. Select the **Register** link.



4. Enter information. Remember your Username and Password. It is suggested that the e-mail be added in Keystone to allow the Forgot Username, Forgot Password and One Time Passcode functions as needed. After entering all required information, denoted by a red asterisk (*), select the Register button.

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 *

Keystone Login does not require an email address in order to register. However, choosing to provide an email address will allow you to reset your password and update your account more easily. If you provide an email address, the email address will be validated. An email containing a One Time Passcode will be sent to the email address provided, and you will need to use that One Time Passcode to validate the email address. Email addresses are utilized for password resets and account updates using a One Time Passcode. If no email address is listed, the only available methods for password resets are answering security questions or contacting the Keystone Login Help Desk.

The username should between 6 and 64 characters and should not contain any spaces.

The password must pass these rules:

☐ Must be between 12 to 128 characters in length.

☐

Do not include any of your username, 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 *	<input type="text"/>
Security Question 2 *	Select a security question ▼
Security Answer 2 *	<input type="text"/>
Security Question 3 *	Select a security question ▼
Security Answer 3 *	<input type="text"/>



Note: Question and answer data is case insensitive. Be aware we will be automatically stripping leading and trailing spaces. Consider this when creating your answers to your security questions. Your answer should not be a word that is part of the security question.

How to Access COPOS

This document provides information on accessing COPOS for the first time.

Note: Current users who have not accessed COPOS since moving the COPOS system to DCED should use it, as well as users who are new to the COPOS System.

- 1) You will need your Keystone ID information. Note: If you do not have a Keystone ID, first follow the Keystone registration information below.
- 2) Use this link, <https://apps.dced.pa.gov/COPOS> to access the COPOS login page. *Suggestion:* Mark the COPOS website as a Favorite/Bookmark.



The image shows the COPOS (Community Organization Planning & Outcome System) login page. At the top, there is a header with the COPOS logo and the Pennsylvania Department of Community & Economic Development logo. Below the header, there is a login form with fields for Username and Password, a Log In button, and links for Forgot Username, Forgot Password, Register, and Having trouble registering?. A Keystone Login Help Desk section provides contact information for phone and email. A note mentions a new feature for unlocking accounts with a one-time passcode. At the bottom, there is a footer stating that COPOS is a Commonwealth of PA system for collecting and maintaining CSBG Information.

COPOS
Community Organization Planning & Outcome System

PA pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

* Enter your Keystone Login username and password.

* Username:

* Password:

[Forgot Username](#)

[Forgot Password](#)

[Log In](#)

Powered by
PA **KEYSTONE LOGIN**

[Learn more about Keystone Login](#)

Keystone Login Help Desk

Phone: 877-328-0955

Email: KeystoneLoginSupport@randstadusa.com

Now available: Unlock your Keystone Login account with a one-time passcode. Go to the [Keystone Login portal](#), log in, and select Edit Account to add an email address.

[Register](#)

[Having trouble registering?](#)

COPOS is a Commonwealth of PA system for collecting and maintaining CSBG Information

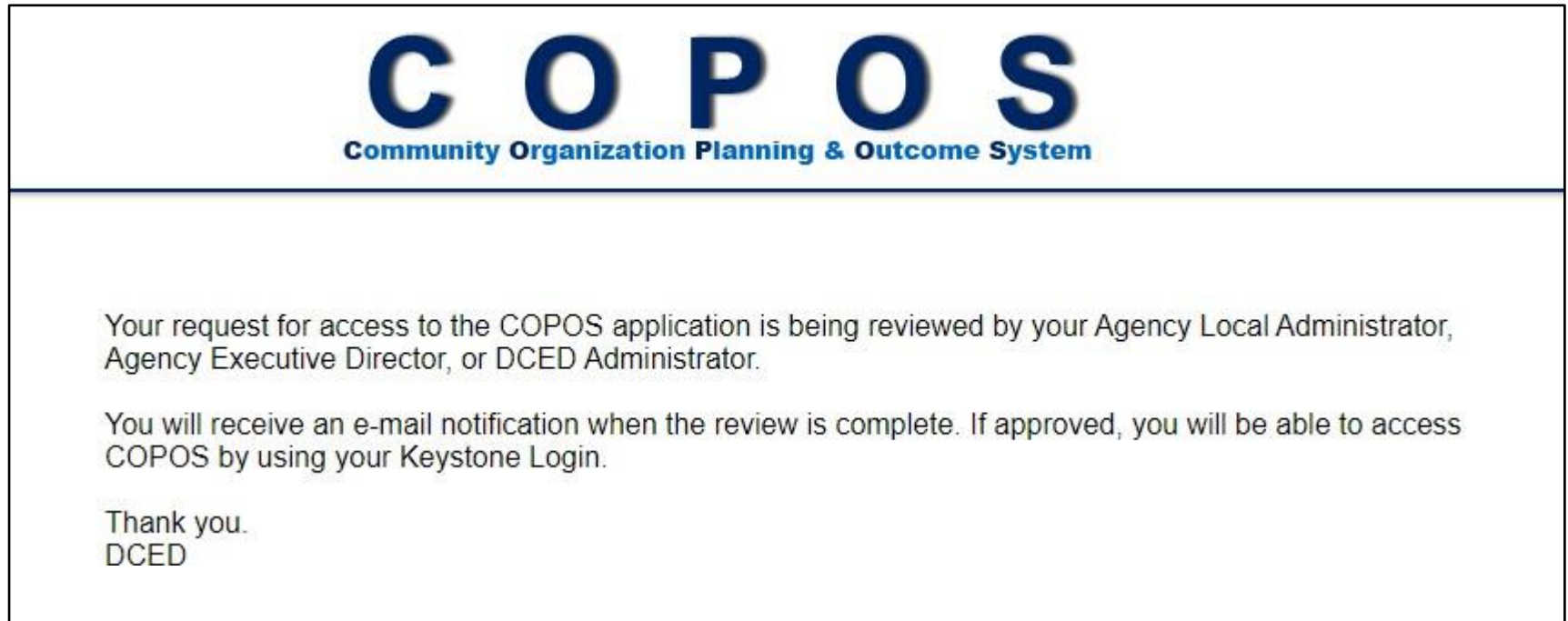
- 3) Enter your Keystone ID User Name and Password in the appropriate fields. (Note: If you have forgotten your User Name or Password, use the links on the COPOS login page to access the appropriate Keystone ID links).
- 4) Select the Login button.
- 5) When logging in for the first time, you will receive an access request screen to self-identify your Organization and enter an accurate Phone number and your agency e-mail address.

Please select the name of you Agency/Organization from the dropdown list and enter your telephone extension if you have one.
If your name, phone, or e-mail below is incorrect, please [login to your Keystone Account](#) and click Edit Account to correct it before proceeding.

User Details	
First Name	Shelly
Last Name	Tester
Organization	--Select-- *
Phone	717-777-9898
Extension	
Email	* Existing COPOS Users: Email Address should be the same as your COPOS email address.
Cancel	

- 6) First Name and Last Name are populated from the Keystone ID. The Phone number and Email are also populated from the Keystone ID if entered. The Keystone ID e-mail is used for password resets. If the information is not accurate, please select the Cancel link. This returns you to the COPOS Login page. Update your information on your Keystone ID prior to attempting to login again. (Note: The Keystone ID data may be updated by logging into your Keystone ID here: <https://keystonelogin.pa.gov/Account/Login>).
- 7) Select your "Organization" name from the dropdown list. Agency names appear in alphabetical order. Be sure to select the appropriate agency name, as this access request is routed to that agency for approval.
- 8) Verify the Email address or enter one if blank. The address must be a valid agency e-mail address. This e-mail address will receive notification when your request for access is approved. If the e-mail address is not accurate, please click the Cancel link. This will return you to the COPOS Login page. Then, please update your information on your Keystone ID prior to attempting to login again. (Note: The Keystone ID data may be updated by logging into your Keystone ID here: <https://keystonelogin.pa.gov/Account/Login>).
- 9) Enter your Phone number and enter your Extension if appropriate.
- 10) Once all fields are populated, select the Tab or Enter button so a Submit link displays beside the Cancel link. Double check your information and then select Submit link.

11) The first time you login to COPOS (and until your access is approved), a Pending Access screen is displayed.



12) Please wait for your access to be approved. (**Note:** Additional attempts to login will not expedite the process).

13) When access is granted by DCED, the agency Executive Director or agency COPOS Local Administrator, a notification e-mail is sent to you (shown below). If the Executive Director or Local Administrator denies your access (for example, if the e-mail address is not an agency e-mail address), you will also receive an e-mail notification advising you of the denial.

COPOS access request approved



system_notifications@pa-copos.dced.pa.gov

To · User Registration e-mail



Your request for access to COPOS has been approved. You may now log in to [COPOS](#).

COPOS is a Commonwealth of PA system for collecting and maintaining CSBG Information

- 14) Once the approval e-mail is received, you are able to login to COPOS with your Keystone ID using the same COPOS login page:
<https://pa-copos.dced.pa.gov>.