Instructions for Accessing the PIA Sandbox (Practice Environment)

The link to the shared Sandbox site is <u>https://pa-assessment-uat-sso.eltss.org/</u> To log in, type **training** in the username box and use the password **Train12345!**

Log In		
Username or e	mail	
training		
Password		
F	orgot <u>username</u> or <u>password?</u>	
	Log In	

Click Log In. Do not edit any information under the User Settings- My Personal Information section or change the password.

User Settings		
My Personal Inform	nation	
User Name:	training	
Name:	Training Account	
Email:	catherine.vann@feisystems.com	Edit
Password:		
Multi-Factor Authentic	ation:	• •
TOTP Authenticatio	n	Setup

Click on PIA-UAT to continue.



	Menu
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Individualized	login
individualized	Login Name
Assessments - UAT	training
	User Name
nennsylvania	
DEPARTMENT OF HUMAN SERVICES	On Behalf Of Type to search
	Login

In the "On Behalf Of" box, start typing your AAA's name (example: type in Experience, Inc. for all fictitious staff for Warren/Forest to appear). Select a staff name in the dropdown. Then, click Login. Each AAA has fictitious staff with supervisor and assessor access in the sandbox for role-appropriate practice.

***Caution: The top bar of the Sandbox is **RED**. RED lets you know you are working in the practice site. Do not practice creating profiles or manipulating data if the top bar is BLUE. BLUE means you are in the Live PIA database.

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