

Steps for school authorization to use the MPOTRS Internet Website (www.mpoetc.state.pa.us)

Steps to be done by any user who wants to be authorized to perform updates and inquiries using the MPO TRS Internet Website for the requesting ACT 120 school.

1. Request Approval from MPOETC.
 - a. Print and fill out the School Authority Registration form (found on the MPOTRS website).
 - b. Sign the School Authority Registration form and have an authorizing party sign the form.
 - c. Send the completed School Authority Registration form to MPOETC using the address at the bottom of the form.
 - d. When your MPOTRS account is set-up, you will receive approval notification containing your user id and password. This notification will automatically be sent to the email account provided on the form.

2. Within 24 hours you should be able to access the MPOTRS website
 - a. Start using the MPOTRS website to perform updates and inquiries.
 - i. Select the Login button on the MPOTRS site.
 - ii. Login using user id and password from the approval notification.
 - iii. Select Online Services link.
 - iv. Select the Schools link.
 - v. Select any available option.

NOTE: The schools you are authorized for will be found in the School drop down box on certain screens. If more than one school is displayed, be careful to properly select the correct school each time that you are performing the update.

Please Note: If the MPOTRS website cannot be accessed after waiting 24 hours, contact Beverly Young at MPOETC.