How to Create a GaPDS Account - ASO

1. To create a GaPDS account, go to www.gapds.decal.ga.gov.

2. In the upper right corner, click on "**Login / Register**".

3. Click on "**Create new account for GaPDS**".

4. On the 'Create New Account' page, select "**I want to create and manage my Georgia Professional Development System Account**" and click "**Continue**".
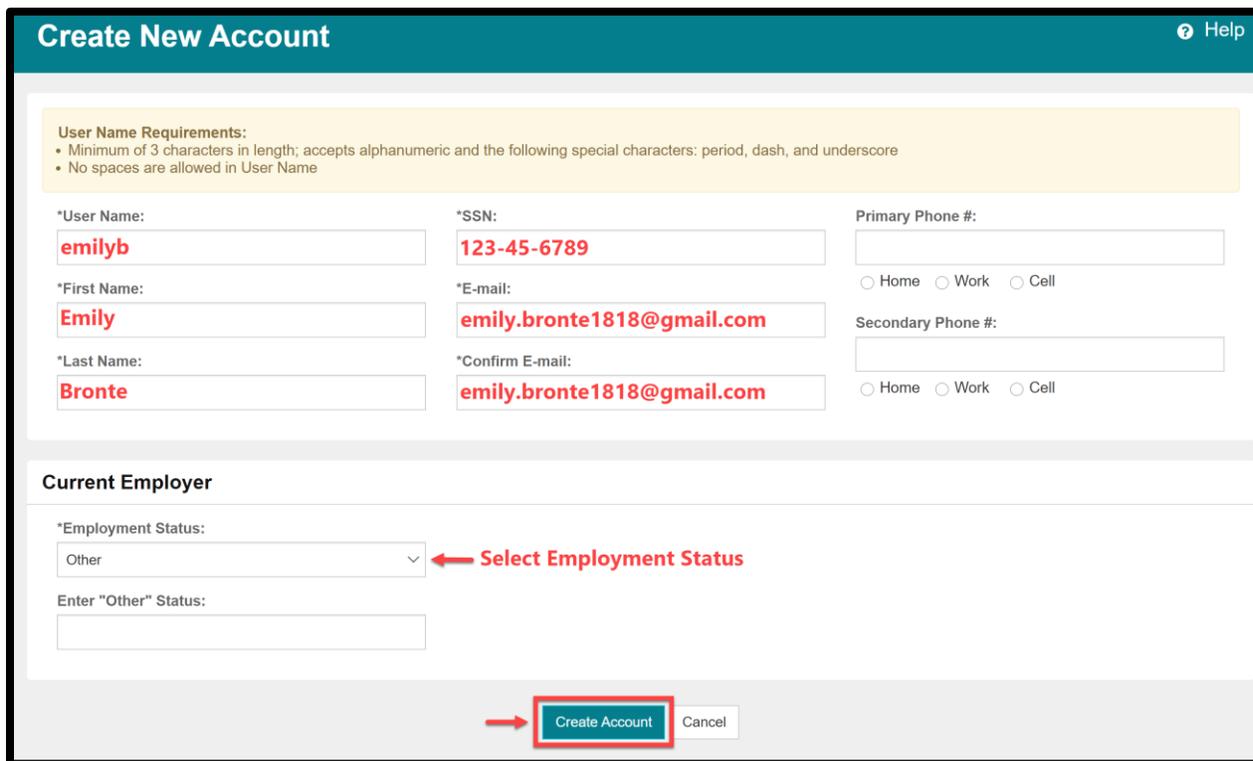
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5. Complete the following required fields: **User Name, First Name, Last Name, SSN, E-mail, and Confirm E-Mail.**

6. Click on the "**Employment Status**" drop down and select your status. For example, select "**Other**" and then enter the Organization Name in the field populated.

7. Click "**Create Account**".

8. A message displays that the account was successfully created.

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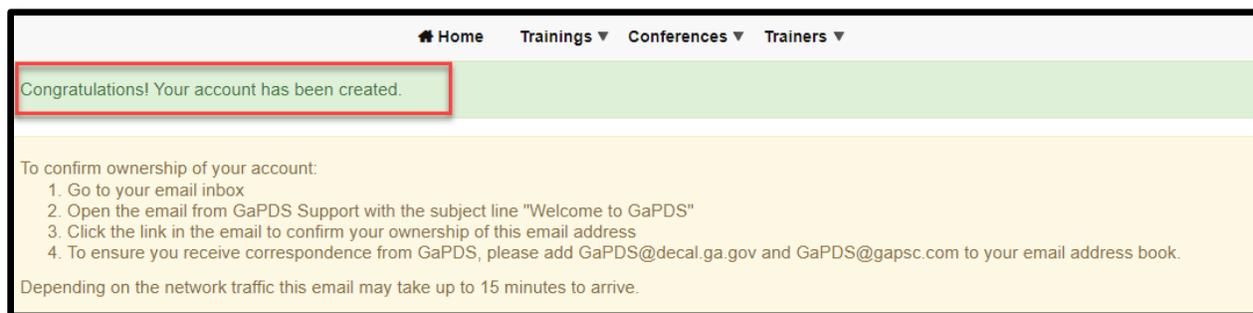
9. Once the account has been created, an email confirmation will be sent to the e-mail provided. This e-mail will provide a link to create your GaPDS password. Below is an example of the email sent to a new user.

    a. Click the highlighted text (or copy and paste the URL into your browser) to create a GaPDS password.

> **CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
> Congratulations! You have successfully registered with the Georgia Professional Development System.
>
> Your user name is: BrownSugar
>
> The final step of the registration process is to confirm the email address that you entered when you registered. Click the link below to activate your account and return to **GaPDS** to create your password and login.
>
> Click **here** to activate your account and login to GaPDS.
>
> If clicking the link above doesn't work, copy and paste the following URL into your browser:
> http://gapdsphase2.decal.local/Activate/bf432217-a886-eb11-9517-000d3a0f4243/637515166079361709
>
> *Please note: You will be unable to login to **GaPDS** until this step has been completed.*

    b. On the 'Congratulations' page, enter a password. You must enter the password the same in both the New Password and Confirm New Password fields.

    c. Click "**Submit**".

Congratulations

Congratulations! Your Georgia Professional Development System account has been activated.

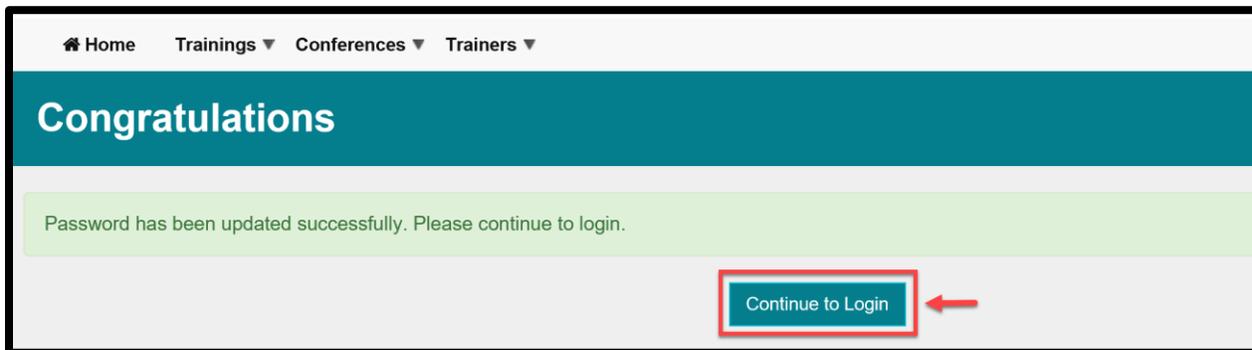**Create your password to continue**   ? Help

New Password:

········

Confirm New Password:

········

Submit ←

Requirements:

- A minimum of 8 characters in length
- Must contain characters from at least three of the following four types of characters
  - English upper case (A-Z)
  - English lower case (a-z)
  - Numbers (0-9)
  - Non-alpha special characters ($, !, %, ^, ...)

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d. Click "**Continue to Login**".

a. The GaPDS login page (www.gapds.decal.ga.gov) displays.

b. Enter your "**User Name**", "**Password**", and then click "**Log In**".

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