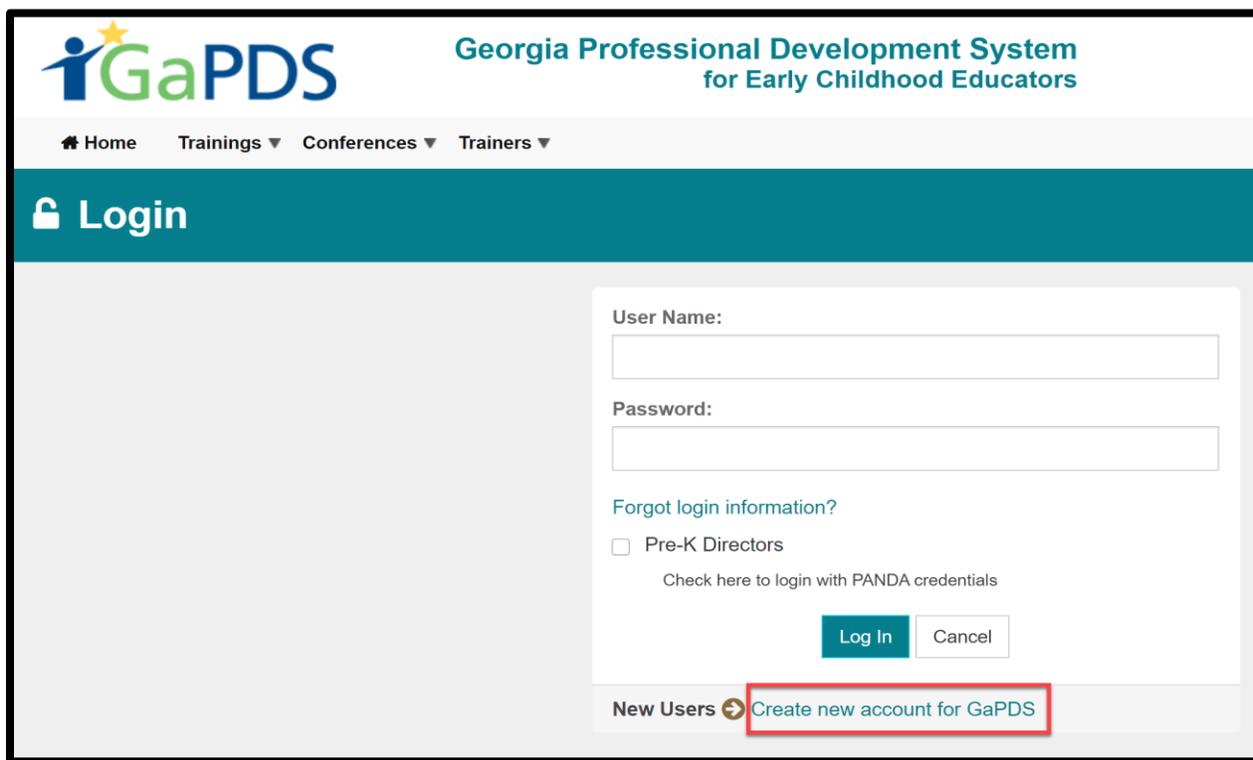


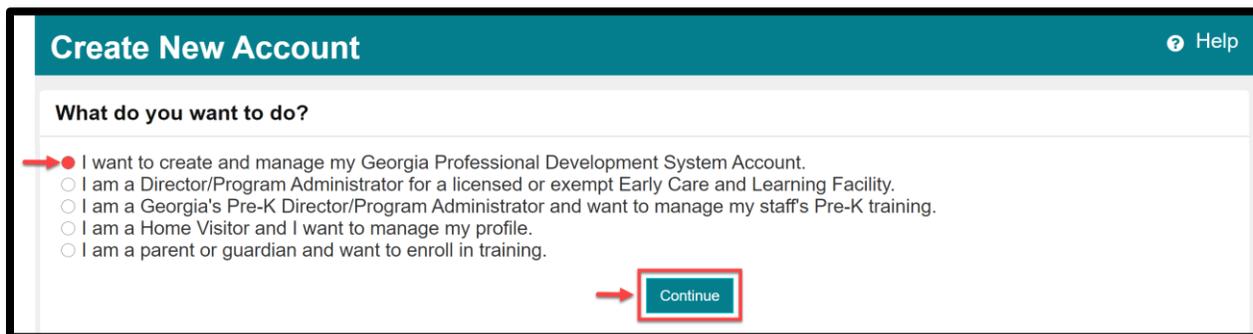
## How to Create a GaPDS Account - ASO

1. To create a GaPDS account, go to [www.gapds.dec.state.ga.us](http://www.gapds.dec.state.ga.us).
2. In the upper right corner, click on “**Login / Register**”.
3. Click on “**Create new account for GaPDS**”.



The screenshot shows the GaPDS website's login page. At the top left is the iGaPDS logo, and at the top right is the text "Georgia Professional Development System for Early Childhood Educators". Below this is a navigation bar with links for Home, Trainings, Conferences, and Trainers. The main heading is "Login". There are two input fields for "User Name:" and "Password:". Below these fields is a link for "Forgot login information?". There is a checkbox for "Pre-K Directors" with the text "Check here to login with PANDA credentials" below it. At the bottom of the form are "Log In" and "Cancel" buttons. Below the form, there is a "New Users" link with a right-pointing arrow, and a button labeled "Create new account for GaPDS" which is highlighted with a red box.

4. On the ‘Create New Account’ page, select “**I want to create and manage my Georgia Professional Development System Account**” and click “**Continue**”.

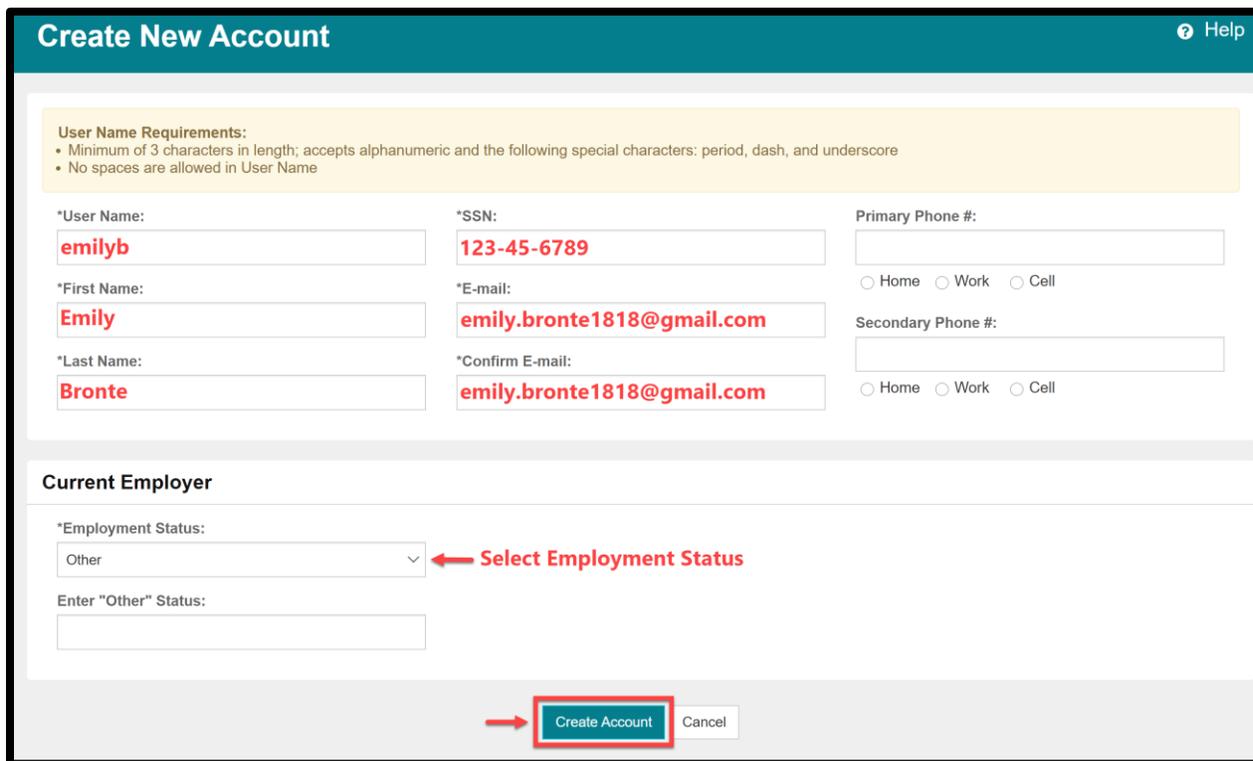


The screenshot shows the "Create New Account" page. At the top left is the heading "Create New Account" and at the top right is a "Help" link. Below the heading is the question "What do you want to do?". There are four radio button options:

- I want to create and manage my Georgia Professional Development System Account.
- I am a Director/Program Administrator for a licensed or exempt Early Care and Learning Facility.
- I am a Georgia's Pre-K Director/Program Administrator and want to manage my staff's Pre-K training.
- I am a Home Visitor and I want to manage my profile.
- I am a parent or guardian and want to enroll in training.

At the bottom of the form is a "Continue" button, which is highlighted with a red box and has a red arrow pointing to it.

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**”.



**Create New Account** Help

**User Name Requirements:**

- Minimum of 3 characters in length; accepts alphanumeric and the following special characters: period, dash, and underscore
- No spaces are allowed in User Name

*User Name: <input type="text" value="emilyb"/>	*SSN: <input type="text" value="123-45-6789"/>	Primary Phone #: <input type="text"/>
*First Name: <input type="text" value="Emily"/>	*E-mail: <input type="text" value="emily.bronte1818@gmail.com"/>	<input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Cell
*Last Name: <input type="text" value="Bronte"/>	*Confirm E-mail: <input type="text" value="emily.bronte1818@gmail.com"/>	Secondary Phone #: <input type="text"/>
		<input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Cell

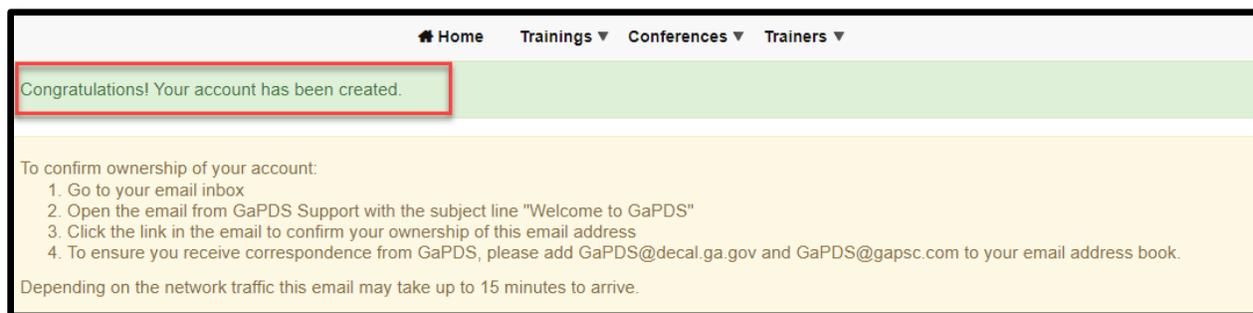
**Current Employer**

\*Employment Status:  
 ← Select Employment Status

Enter "Other" Status:

→

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



Home Trainings Conferences Trainers

**Congratulations! Your account has been created.**

To confirm ownership of your account:

1. Go to your email inbox
2. Open the email from GaPDS Support with the subject line "Welcome to GaPDS"
3. Click the link in the email to confirm your ownership of this email address
4. To ensure you receive correspondence from GaPDS, please add GaPDS@dec.al.gov and GaPDS@gapsc.com to your email address book.

Depending on the network traffic this email may take up to 15 minutes to arrive.

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:

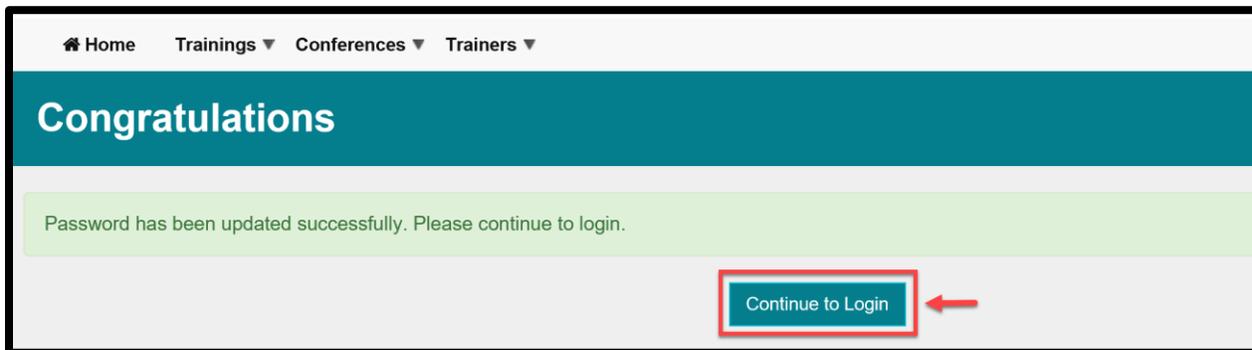
Confirm New Password:

←

**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 (\$, !, %, ^, ..., ...)

- d. Click “Continue to Login”.



- a. The GaPDS login page ([www.gapds.decal.ga.gov](http://www.gapds.decal.ga.gov)) displays.
- b. Enter your “User Name”, “Password”, and then click “Log In”.

