

How to Create a GaPDS Account: Home Visitor

Step 1: To create a GaPDS account, go to <u>www.gapds.decal.ga.gov</u>

Step 2: The GaPDS Home Page displays:

A. Click Login/ Register





Step 3: The Login page displays:

A. Select New User: Create new account for GaPDS

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	User Name: Password: Procode login information? Pre-K Directors Check here to login with PANDA credentials Log In Cancel New Users Create new account for GaPDS



Step 4. The Create New Account page displays:

- A. Select "I am a DPH Home Visitor and I want to manage my profile."
- B. Click Continue

Create New Account	Help
What do you want to do?	
 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 DPH Home Visitor and I want to manage my profile. I am a parent or guardian and want to enroll in training. 	
Continue	



Step 5: The Create New Account page displays:

- A. Enter the required information
- **Note: Employment Status is auto-filled.
- Click Create Account

Create New Account		🕤 Help
User Name Requirements: • Minimum of 3 characters in length; accepts alphanume • No spaces are allowed in User Name	ric and the following special characters: period, dash, and u	inderscore
"User Name:	*SSN:	Primary Phone #:
*First Name:	"E-mail:	 ⊖ Home ○ Work ○ Cell Secondary Phone #:
*Last Name:	*Confirm E-mail:	⊖ Home ⊖ Work ⊖ Cell
Current Employer		
Employment Status: Employed as Home Visitor]	
	Create Account Cancel	



Step 6: The GaPDS account Congratulatory message appears:

GaPDS	Georgia Professional Development System for Early Childhood Educators		
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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@decal.ga.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.			

Step 7: Provided is an example of an e-mail received by a new user.

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

Congratulations! You have successfully registered with the Georgia Professional Development System.

Your user name is: HV2019

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://gapdsdev.decal.local/Activate/5396cd4b-5e88-e911-b7f0-005056aaa381/636954098232803976

Please note: You will be unable to login to GaPDS until this step has been completed.



Step 8: The Create Password page displays:

- A. Enter in a New Password that meets the GaPDS requirements
- B. Confirm the New Password

Congratulations		
Congratulations! Your Georgia Professional Development System account has been active	ated.	
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 (\$, I, %, ^,)	

Step 9: The congratulatory page displays upon successful password set up.

a. Click the **Continue to Login** button

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Congratulations	
Password has been updated successfully. Please continue to login.	
	Continue to Login



Step 10: The Login page displays:

******Notice: The username field will be populated; the user must re-enter the newly created password.

- A. Confirm username is accurate.
- B. Enter password
- C. Click Login

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# Home Trainings ▼ Conferences ▼	Trainers ▼
🔓 Login	
	User Name: HV2019 Password: Forgot login information? Pre-K Directors Check here to login with PANDA credentials Log In Cancel New Users Create new account for GaPDS