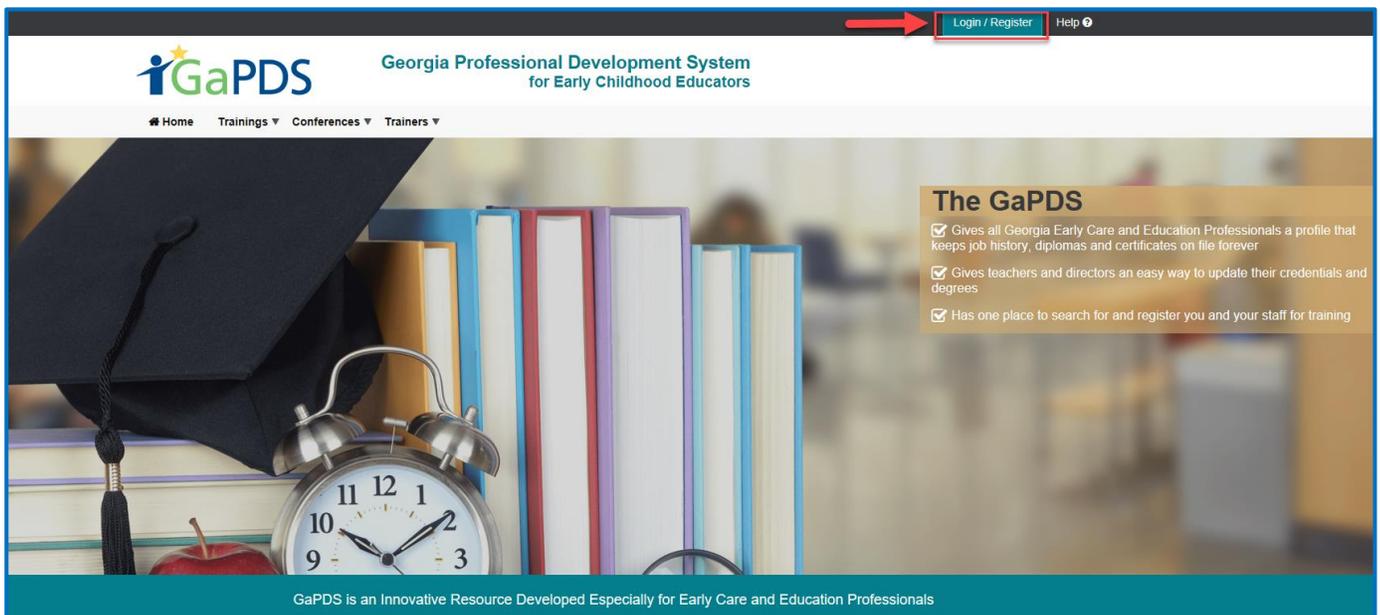


How to Create a GaPDS Account: Home Visitor

Step 1: To create a GaPDS account, go to www.gapds.dec.state.ga.us

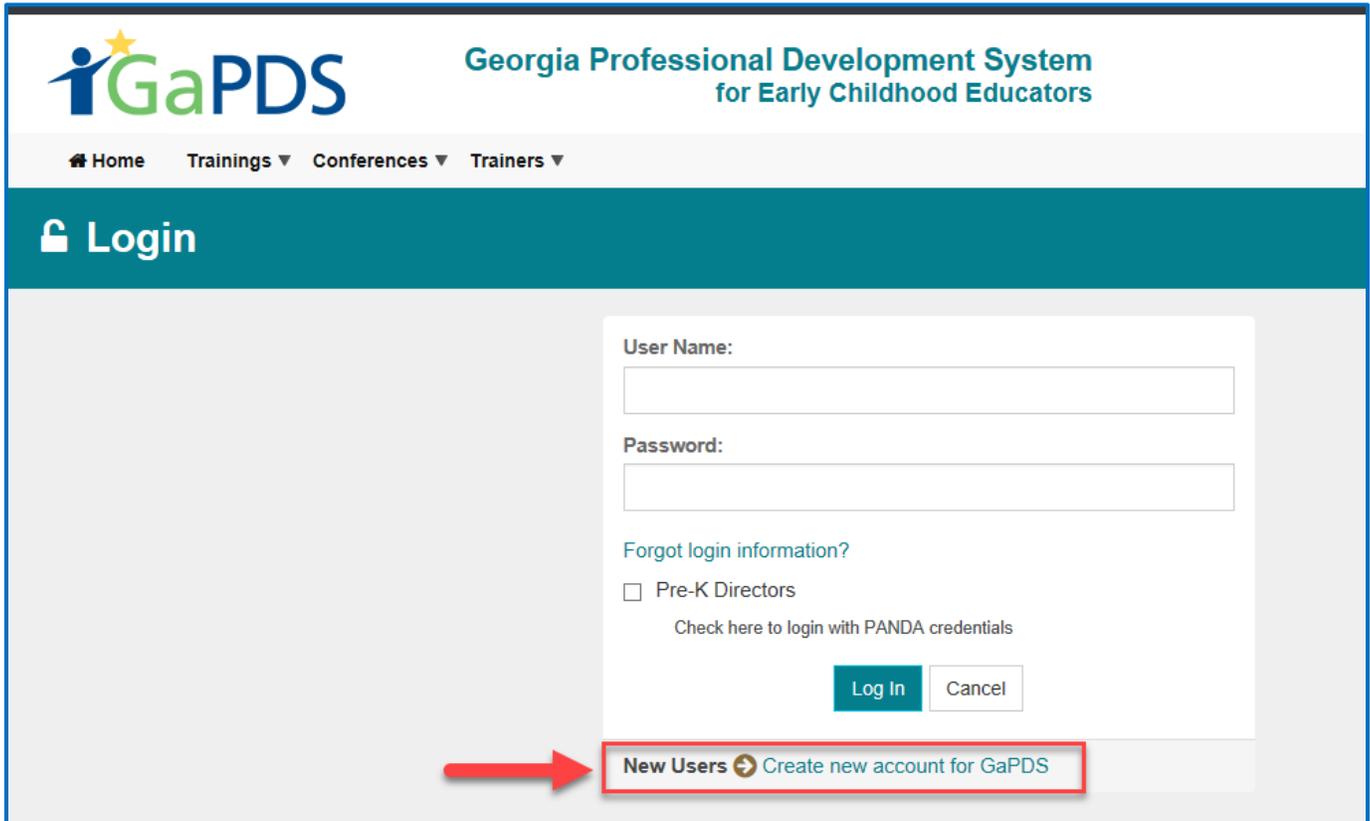
Step 2: The GaPDS Home Page displays:

A. Click **Login/ Register**



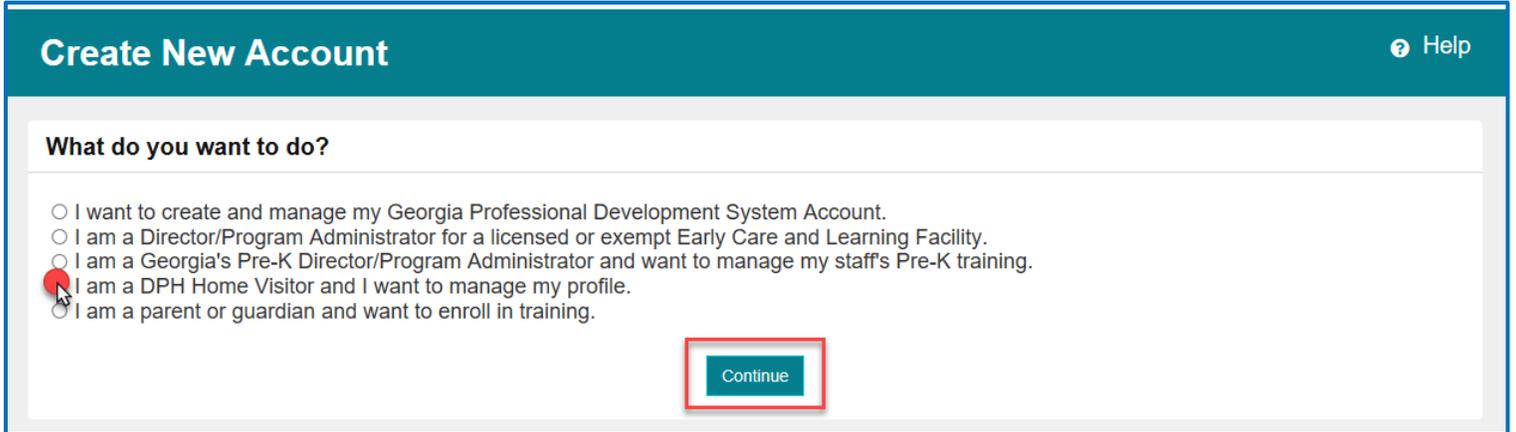
Step 3: The Login page displays:

A. Select [New User: Create new account for GaPDS](#)



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.

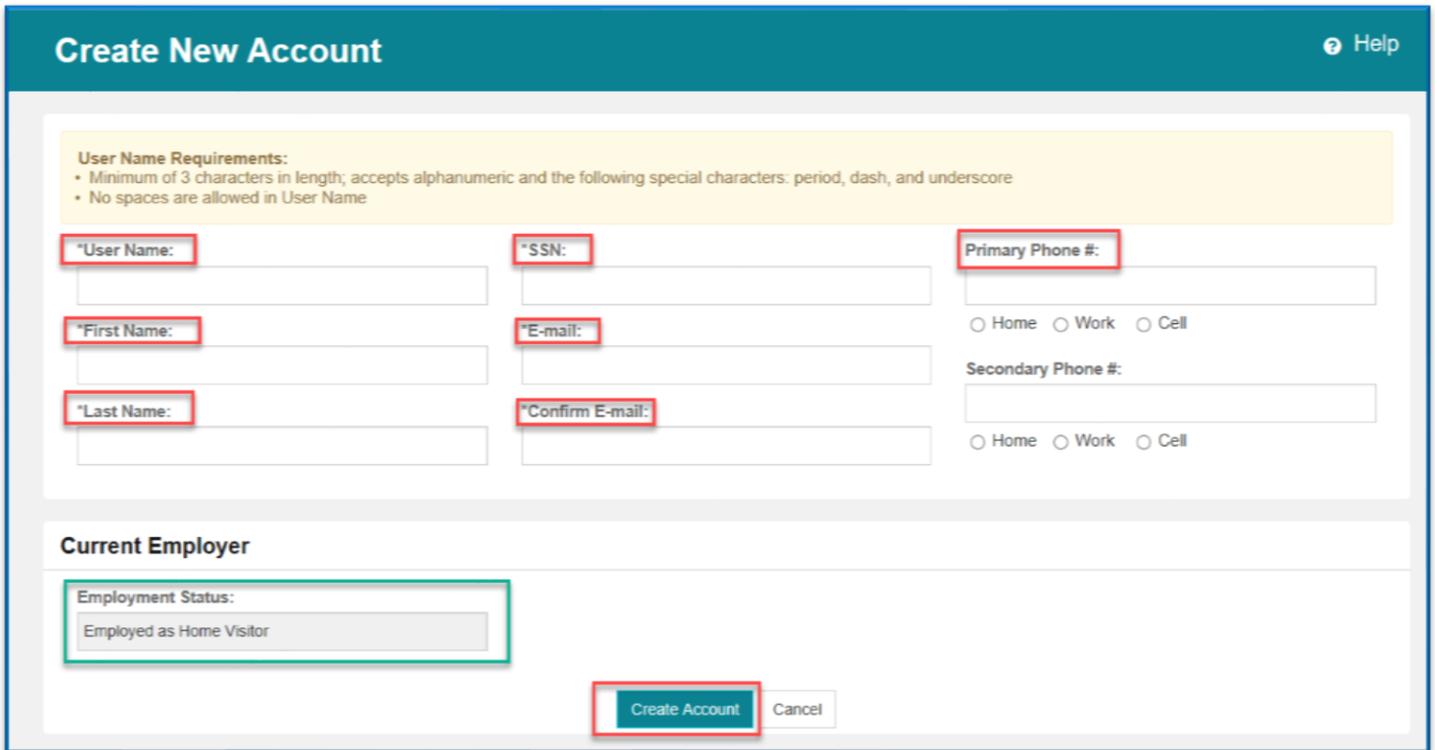
Continue

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 alphanumeric and the following special characters: period, dash, and underscore
- No spaces are allowed in User Name

*User Name: *SSN: Primary Phone #:

*First Name: *E-mail: Home Work Cell

*Last Name: *Confirm E-mail: Secondary Phone #:

Home Work Cell

Current Employer

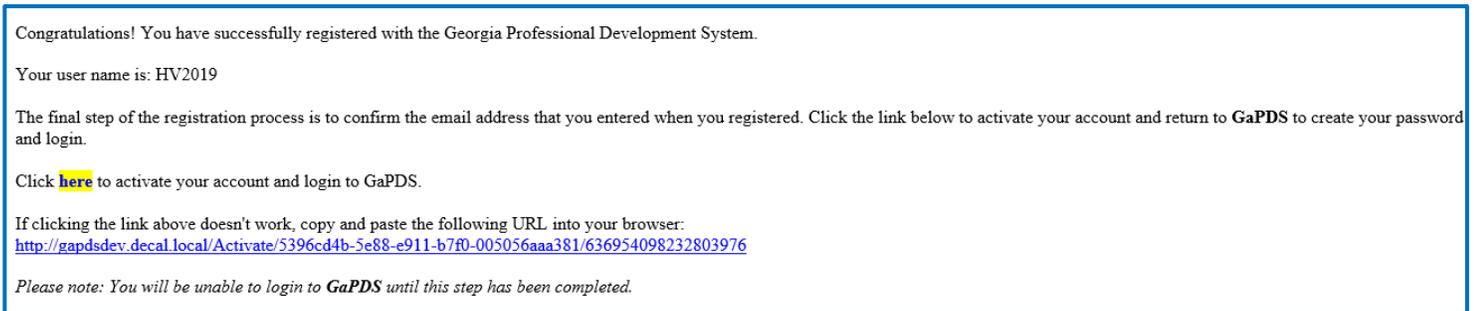
Employment Status:
Employed as Home Visitor

Step 6: The GaPDS account Congratulatory message appears:



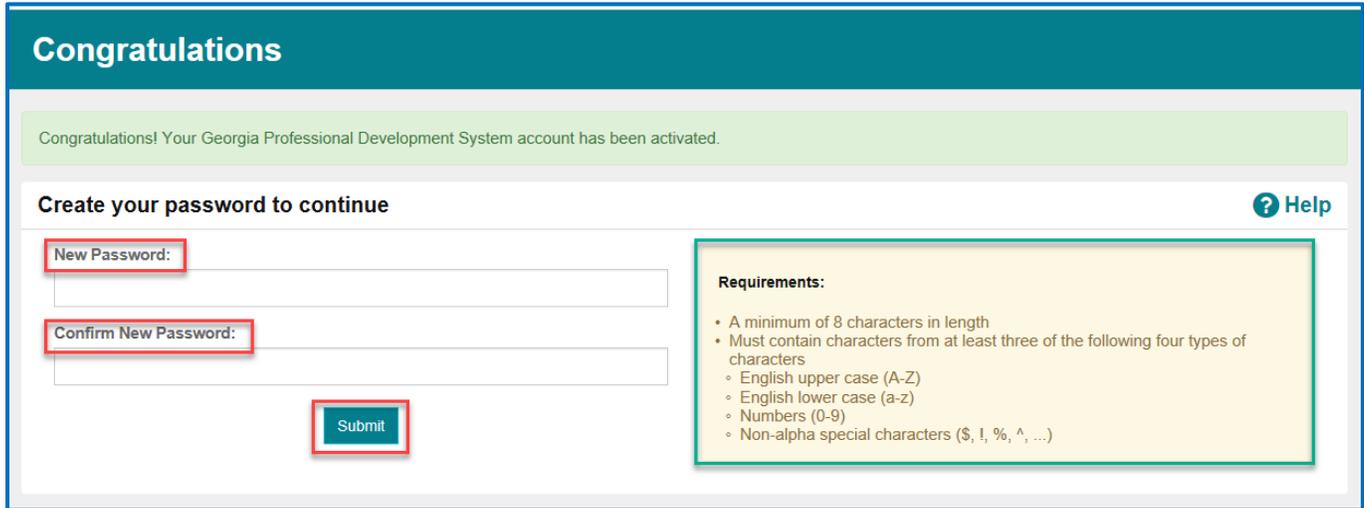
Step 7: Provided is an example of an e-mail received by a new user.

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



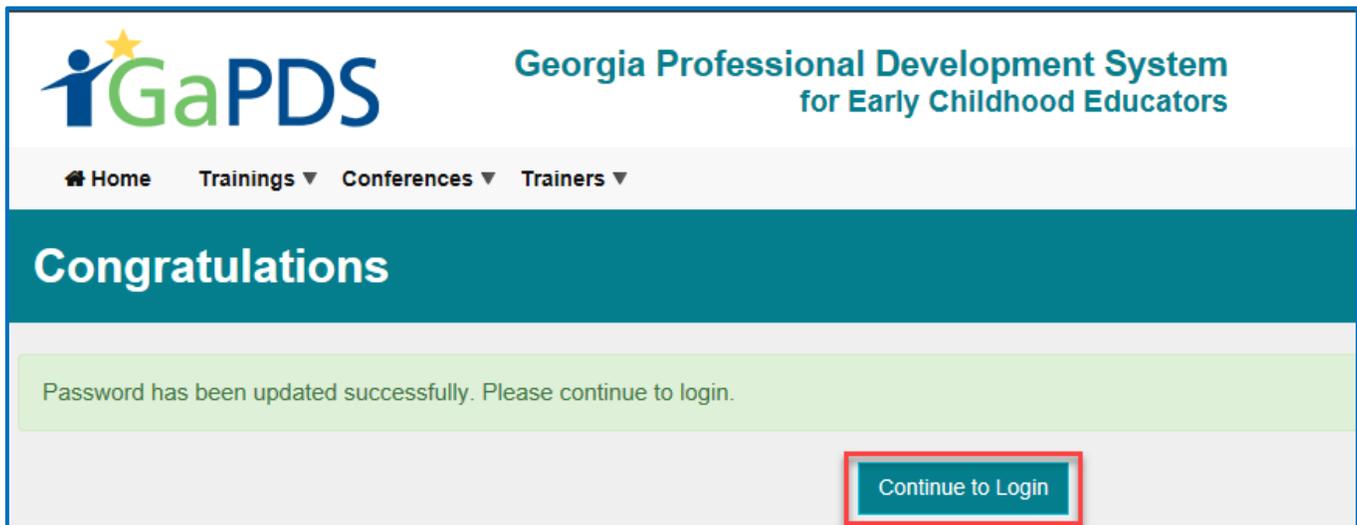
Step 8: The Create Password page displays:

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



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

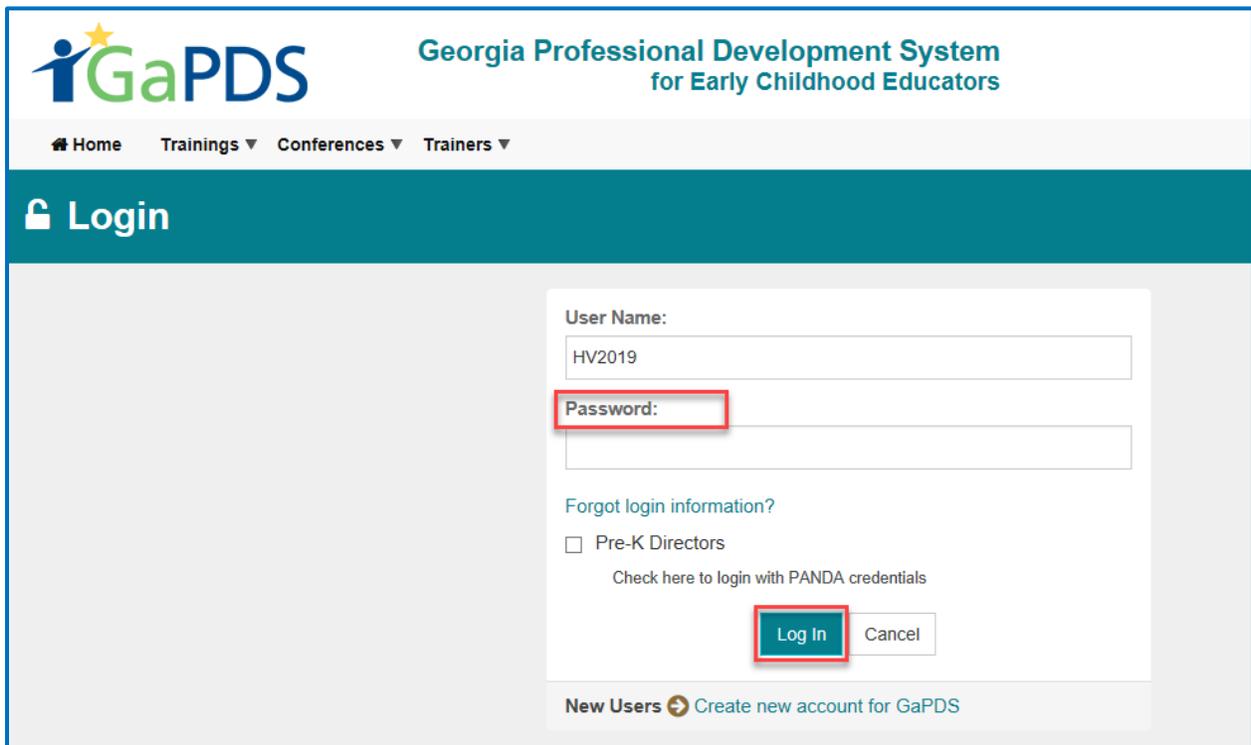
- a. Click the **Continue to Login** button



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**



The screenshot shows the GaPDS Login page. At the top left is the iGaPDS logo. To the right, the text reads "Georgia Professional Development System for Early Childhood Educators". Below this is a navigation bar with "Home", "Trainings", "Conferences", and "Trainers". The main heading is "Login". The login form contains a "User Name:" field with "HV2019" entered. The "Password:" field is empty and highlighted with a red box. Below the password field 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, with the "Log In" button highlighted in a red box. At the very bottom of the page, there is a link for "New Users" and a button to "Create new account for GaPDS".