

## How to Upload a New Training to GaPDS

1. Log in to GaPDS
2. The **My Profile** page displays
  - a. Scroll to Training Information
  - b. Click 'Update'

**My Profile**

**HOME VISTOR**

Username: HV2019  
PDS #: 104166  
Profile Status: Active

**Reports [PDF]**

[Profile](#)  
[Training History](#)

**Icon Legend**

- ⓘ Expired
- ✔ Verified by Trainer
- 🖨 Print Certificate
- 📄 Upload Evidence
- 📄 View Evidence
- ✖ Delete Evidence

**Home Vistor**

SSN: XXX-XX-XX02      Primary Phone #: (404) 267-2760 (Work)      Email: alexis-breanna.jefferson@decal.ga.gov

[Update](#)

**Education Information**

Secondary Education: High School Diploma/GED: Yes      Evidence: ✖

Post-Secondary Education:

|   | Level           | Institution / City          | Major / Minor | Degree Date | Evidence                            |
|---|-----------------|-----------------------------|---------------|-------------|-------------------------------------|
| 1 | Bachelor Degree | Emory University<br>Atlanta | Social Work   | 06/02/2008  | <span style="color: blue;">📄</span> |

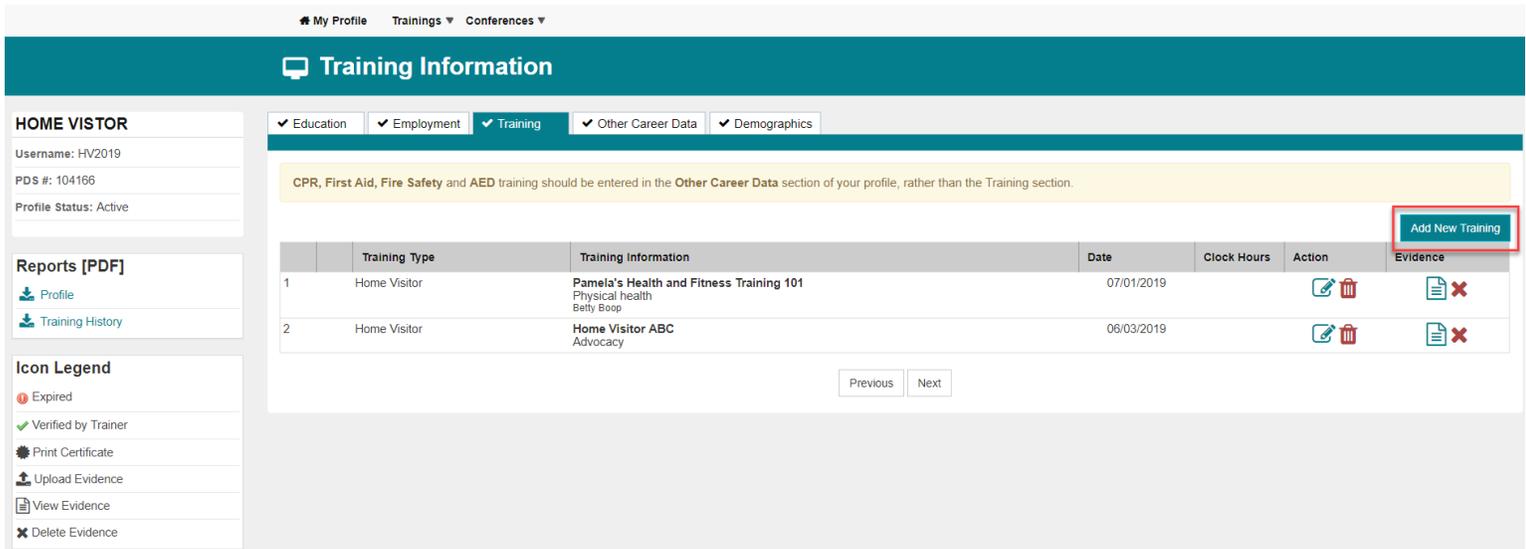
**Employment Information**

**Training Information**

|   | Training Type | Training Information                                                      | Date Completed | Clock Hours | Action | Evidence                                                               |
|---|---------------|---------------------------------------------------------------------------|----------------|-------------|--------|------------------------------------------------------------------------|
| 1 | Home Visitor  | Pamela's Health and Fitness Training 101<br>Physical health<br>Betty Boop | 07/01/2019     |             |        | <span style="color: blue;">📄</span> <span style="color: red;">✖</span> |
| 2 | Home Visitor  | Home Visitor ABC<br>Advocacy                                              | 06/03/2019     |             |        | <span style="color: blue;">📄</span> <span style="color: red;">✖</span> |

[Update](#) ➔

3. The **Training Information** page displays
  - a. Click 'Add New Training'



My Profile Trainings Conferences

## Training Information

Education
  Employment
  Training
  Other Career Data
  Demographics

CPR, First Aid, Fire Safety and AED training should be entered in the **Other Career Data** section of your profile, rather than the Training section.

|   | Training Type | Training Information                                                      | Date       | Clock Hours | Action | Evidence |
|---|---------------|---------------------------------------------------------------------------|------------|-------------|--------|----------|
| 1 | Home Visitor  | Pamela's Health and Fitness Training 101<br>Physical health<br>Betty Boop | 07/01/2019 |             |        |          |
| 2 | Home Visitor  | Home Visitor ABC<br>Advocacy                                              | 08/03/2019 |             |        |          |

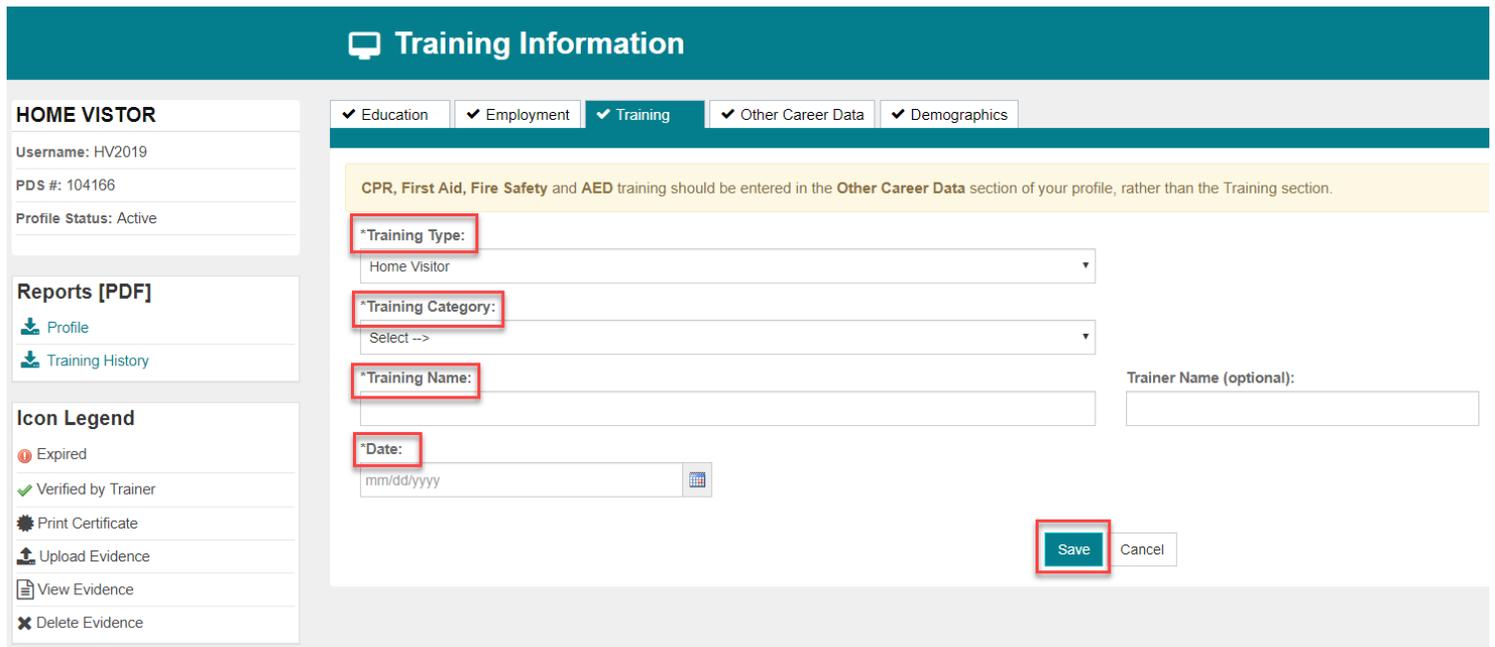
**Add New Training**

**HOME VISTOR**  
 Username: HV2019  
 PDS #: 104166  
 Profile Status: Active

**Reports [PDF]**  
 Profile  
 Training History

**Icon Legend**  
 Expired  
 Verified by Trainer  
 Print Certificate  
 Upload Evidence  
 View Evidence  
 Delete Evidence

4. The **Training Information** page still displays.
  - a. Enter the following training into the system:
    - i. Training Type
      1. This will default to *Home Visitors*. Click drop down arrow to change selection.
    - ii. Training Category
      1. Click drop down arrow to make the appropriate selection
    - iii. Training Name
      1. Type in the appropriate training name
    - iv. Date
      1. Use calendar to select the Training date
    - v. Trainer's Name (optional)
  - b. Click 'Save'



5. Training has been successfully saved.

My Profile Trainings Conferences

## Training Information

Education Employment Training Other Career Data Demographics

CPR, First Aid, Fire Safety and AED training should be entered in the Other Career Data section of your profile, rather than the Training section.

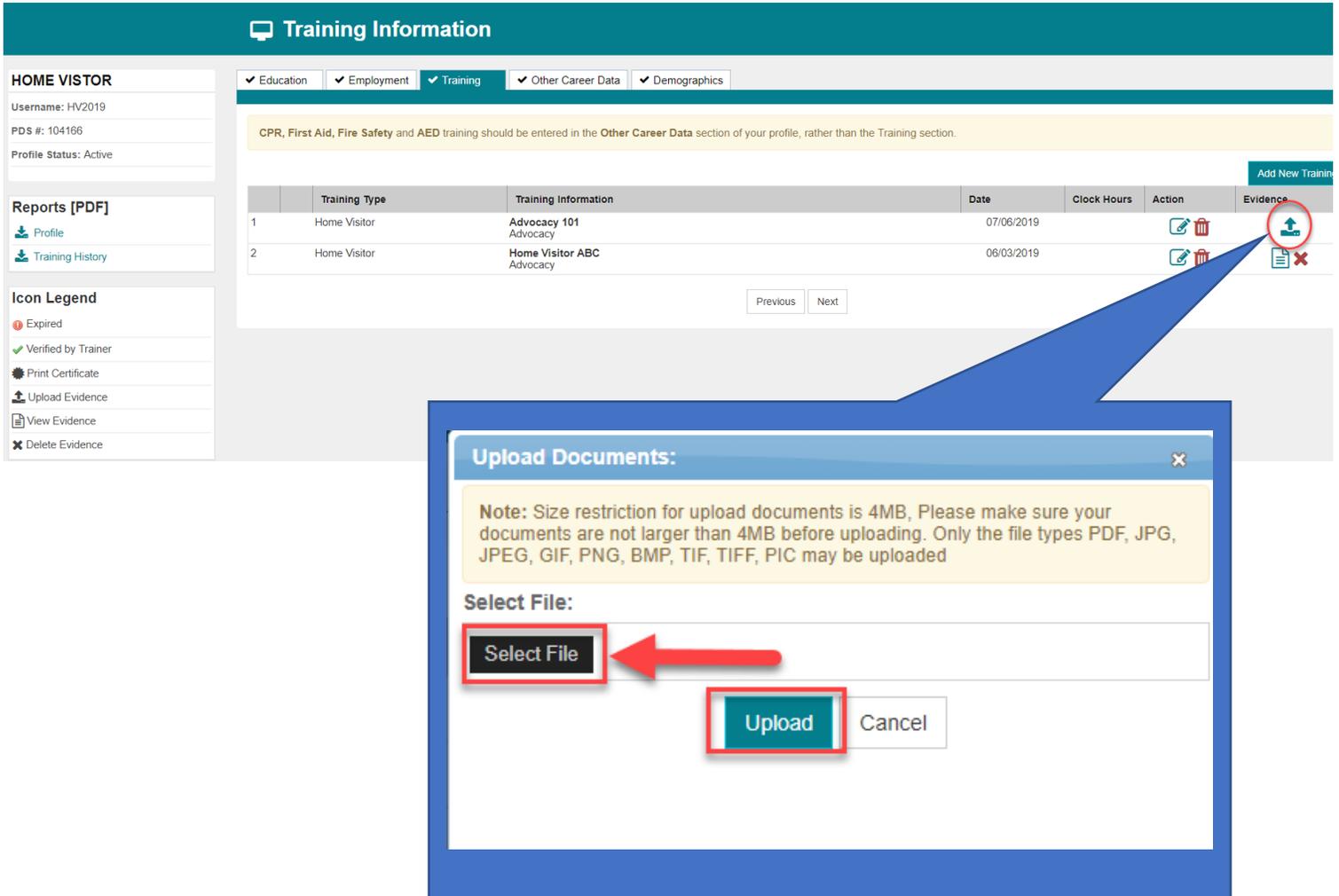
Add New Training

|   | Training Type | Training Information         | Date       | Clock Hours | Action                                                                                                                                                                  | Evidence                                                                                                                                                                |
|---|---------------|------------------------------|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Home Visitor  | Advocacy 101<br>Advocacy     | 07/08/2019 |             |   |                                                                                      |
| 2 | Home Visitor  | Home Visitor ABC<br>Advocacy | 06/03/2019 |             |   |   |

Save Complete

Previous Next

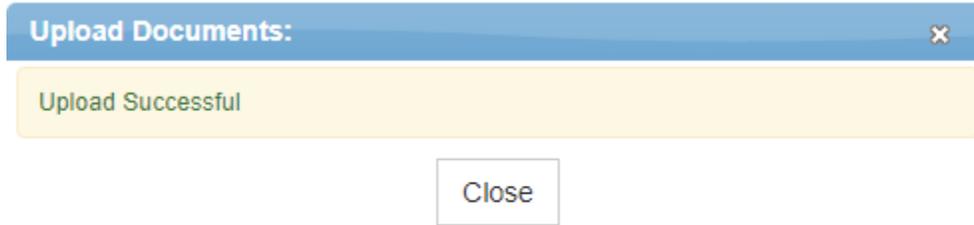
6. To upload the trainings' certificates.
  - a. Click the upload icon located under the "Evidence" column.
  - b. Select the appropriate file.
  - c. Click 'Upload'.



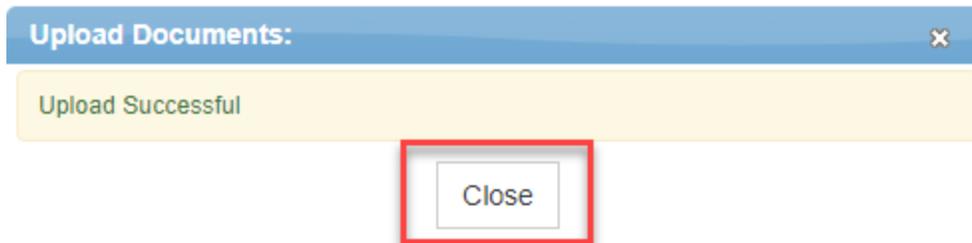
The screenshot displays the 'Training Information' page for a 'HOME VISTOR'. The page includes a sidebar with navigation options like 'Reports [PDF]', 'Profile', and 'Training History'. The main content area shows a table of training records with columns for Training Type, Training Information, Date, Clock Hours, Action, and Evidence. A red circle highlights the upload icon in the Evidence column of the first row. A blue callout box points to an 'Upload Documents' dialog box. The dialog box contains a note about file size restrictions (4MB) and supported file types (PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC). It features a 'Select File' button, an 'Upload' button, and a 'Cancel' button. A red arrow points to the 'Select File' button.

|   | Training Type | Training Information         | Date       | Clock Hours | Action                                                                                                                                                                  | Evidence                                                                                                                                                                |
|---|---------------|------------------------------|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Home Visitor  | Advocacy 101<br>Advocacy     | 07/06/2019 |             |   |   |
| 2 | Home Visitor  | Home Visitor ABC<br>Advocacy | 06/03/2019 |             |   |   |

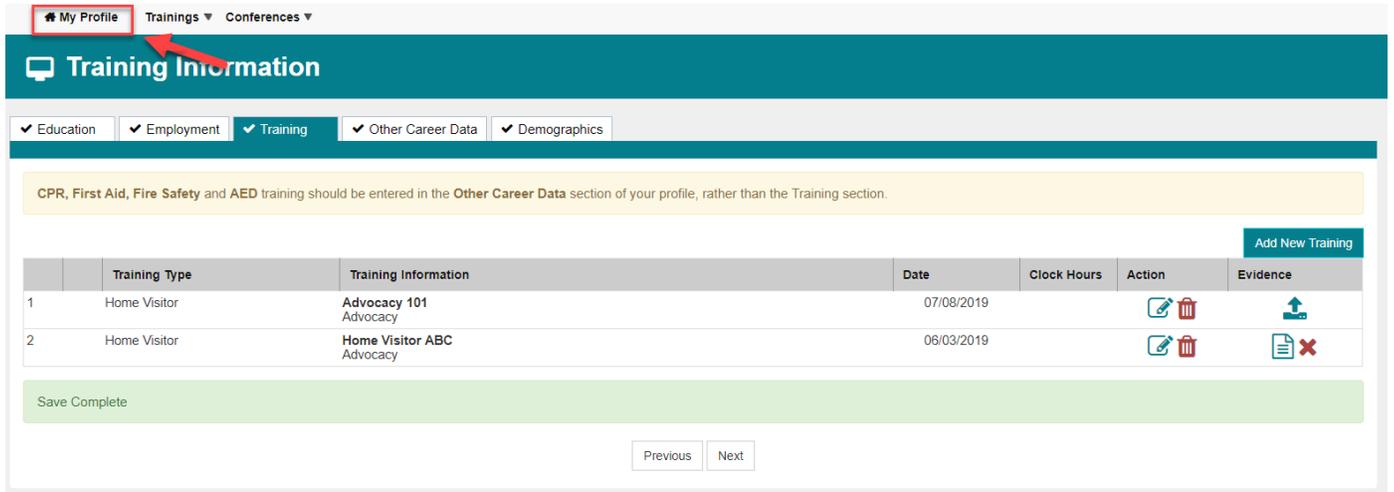
d. Once file has been uploaded, the user will receive the message:



7. The **Training Information** page display with the uploaded certificate attached.
  - a. Click 'Close' to return to the Training Information page.



b. Click the 'My Profile' icon to return to the profile page.



Navigation: My Profile (highlighted), Trainings, Conferences

### Training Information

Education | Employment | Training | Other Career Data | Demographics

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|   | Training Type | Training Information         | Date       | Clock Hours | Action | Evidence |
|---|---------------|------------------------------|------------|-------------|--------|----------|
| 1 | Home Visitor  | Advocacy 101<br>Advocacy     | 07/08/2019 |             |        |          |
| 2 | Home Visitor  | Home Visitor ABC<br>Advocacy | 06/03/2019 |             |        |          |

Save Complete

Previous Next