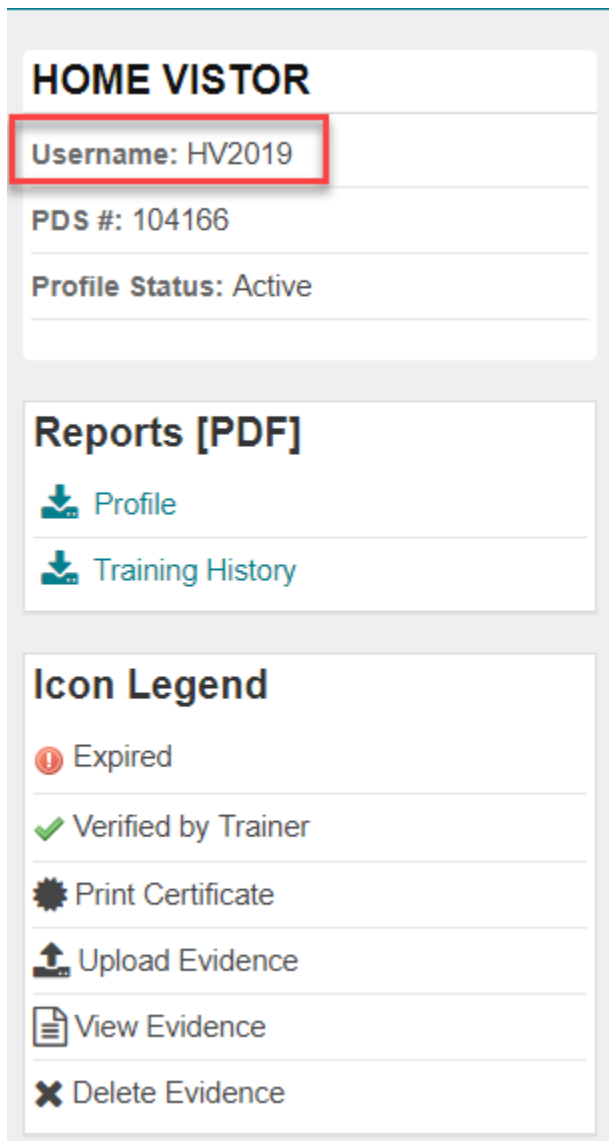# System Navigation and Functions

1. Log in to GaPDS
2. The **My Profile** page displays:

**Note: In the left hand corner of your GaPDS profile, information unique to yourself displays.

    a. Username:

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

Bright from the Start: Georgia Department of Early Care and Learning

b. GaPDS number: Your PDS number is your identification number. This will be fundamental in:

1. Registering for training(s).
2. Assisting the Support Desk in providing you with excellent customer service.

HOME VISTOR

Username: HV2019

PDS #: 104166

Profile Status: Active

Reports [PDF]

📥 Profile

📥 Training History

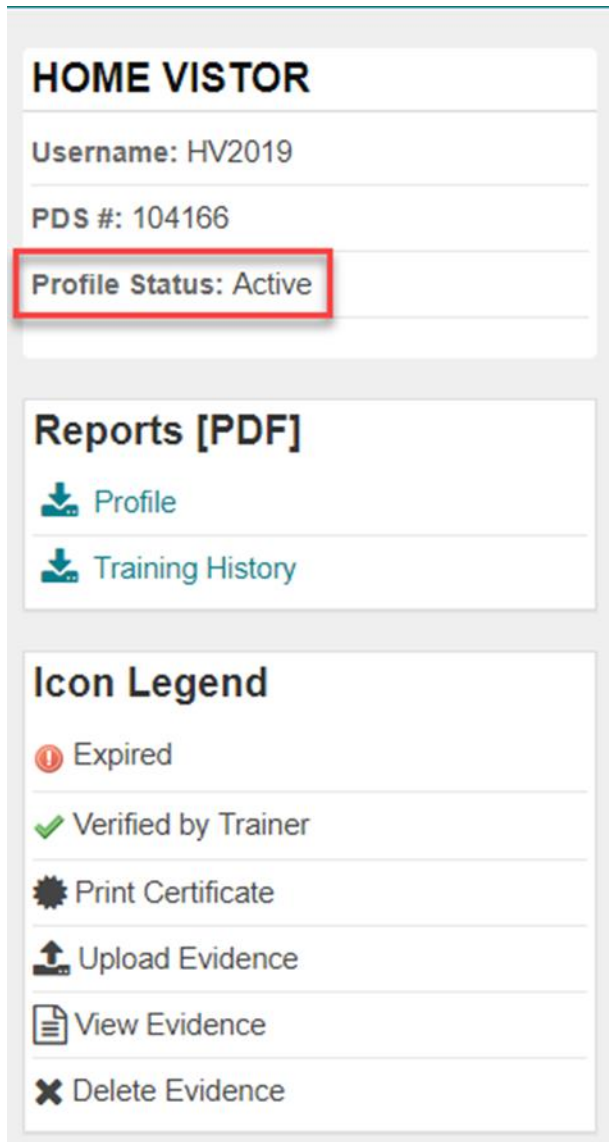**Icon Legend**

🔴 Expired

✅ Verified by Trainer

✳️ Print Certificate

⬆️ Upload Evidence

📄 View Evidence

❌ Delete Evidence

c. Profile Status: Your profile status will read "Incomplete" upon initially logging in. Profile status is required to be set to "active" for DHP-Home Visitors. To obtain an Active Status, you must complete your profile. See your user documentation on "How to Complete a Home Visitor profile"

HOME VISTOR

Username: HV2019
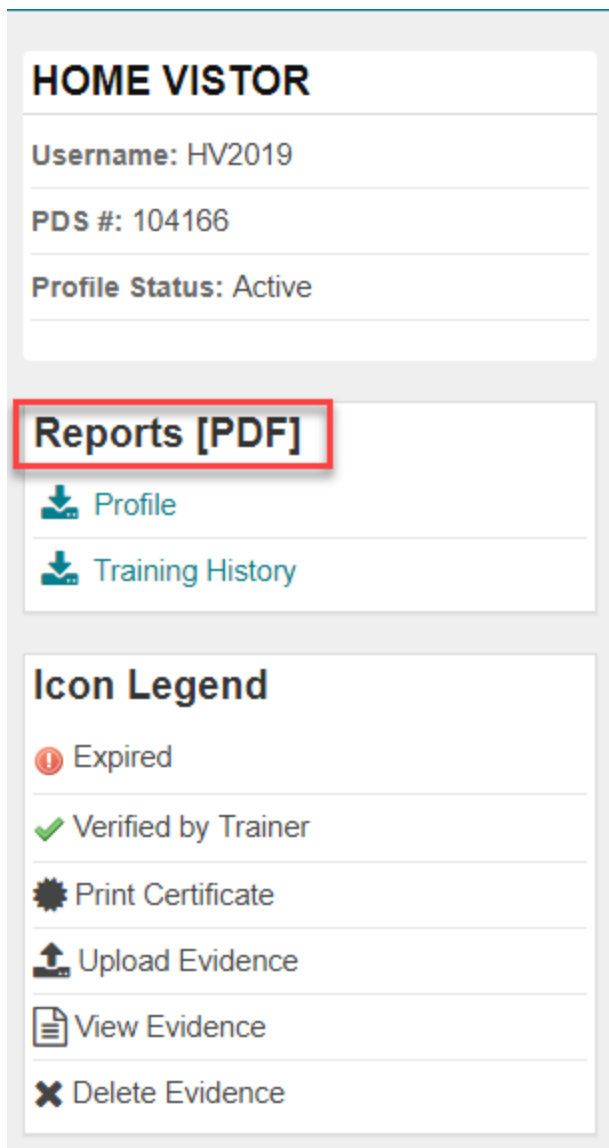
PDS #: 104166

Profile Status: Active

Reports [PDF]

⬇ Profile

⬇ Training History

Icon Legend

🔴 Expired

✔ Verified by Trainer

✳ Print Certificate

⬆ Upload Evidence

📄 View Evidence

✖ Delete Evidence

**Note: Once the user has completed and saved the required information on the two mandatory tabs: Education and Employment, the account will automatically be set to 'Active' status

d. Reports [PDF]:

    i. The Profile Report is a fundamental report used for printing your profile as it provides all the data entered regarding your employment information, training information, education information, career data and demographics.

    ii. Training History is a fundamental report used to display your training history.

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

e. Icon Legend: the icon legend describes commonly used icons within the system.
   i.   Expired
   ii. Verified by Trainer
   iii. Print Certificate
   iv. Upload Evidence
   v.   View Evidence
   vi. Delete Evidence

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

Bright from the Start: Georgia Department of Early Care and Learning