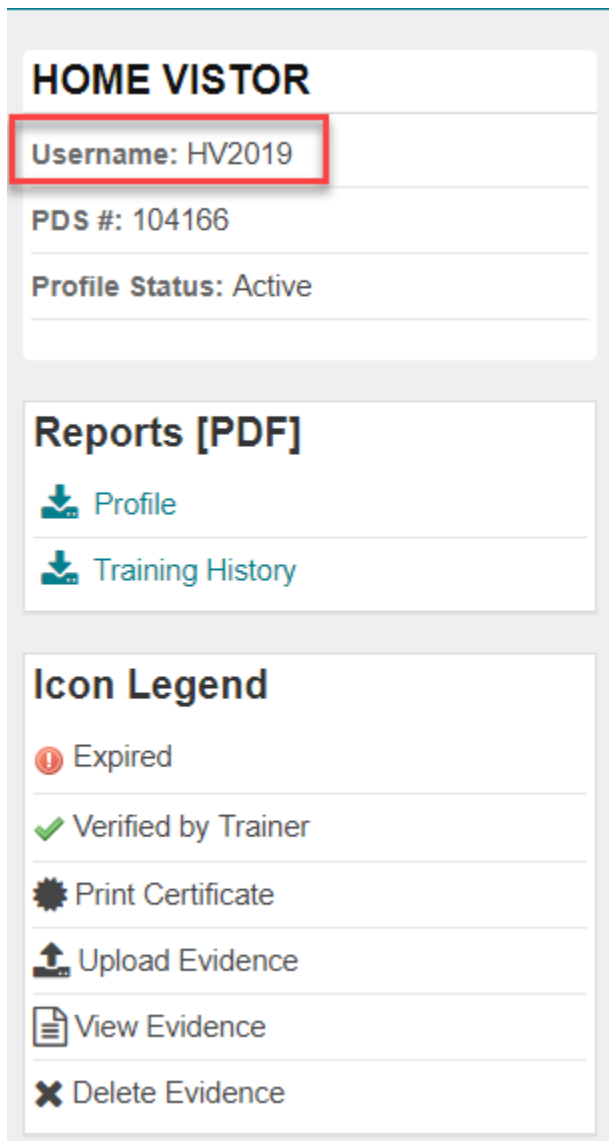


## System Navigation and Functions

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:**



The screenshot shows a user profile for a Home Visitor. The profile information is as follows:

- HOME VISTOR**
- Username:** HV2019 (highlighted with a red box)
- PDS #:** 104166
- Profile Status:** Active

Below the profile information, there are two sections:

- Reports [PDF]**
  - Profile
  - Training History
- Icon Legend**
  - Expired
  - Verified by Trainer
  - Print Certificate
  - Upload Evidence
  - View Evidence
  - Delete Evidence

- 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

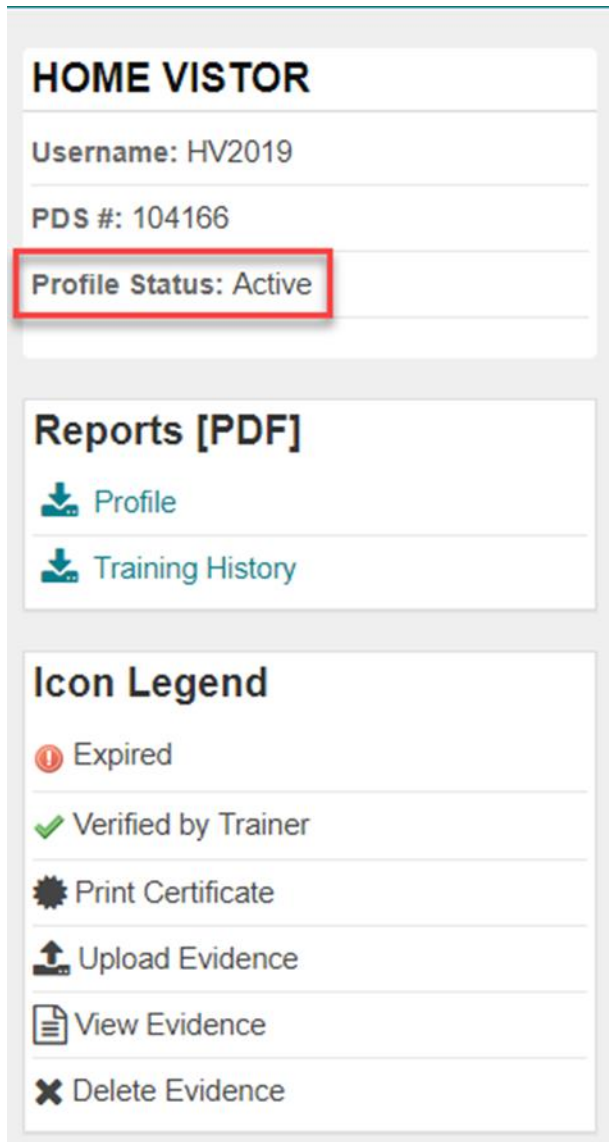
 Print Certificate

 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]**

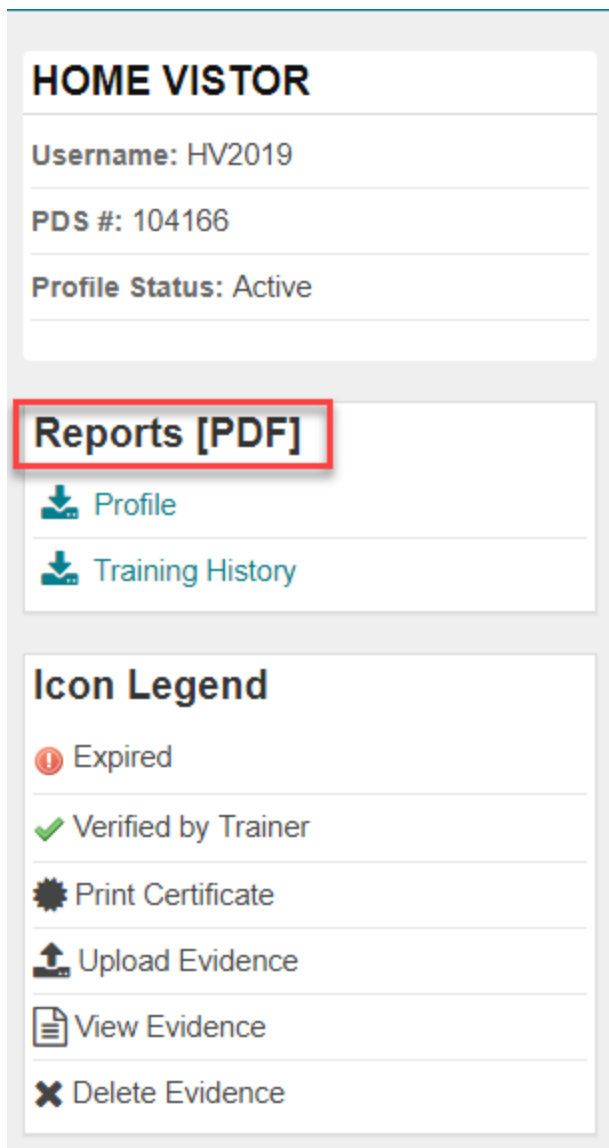
- Profile
- Training History

**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.



The screenshot shows a user profile for a Home Visitor. The profile information includes: Username: HV2019, PDS #: 104166, and Profile Status: Active. Below this information is a section titled "Reports [PDF]" which is highlighted with a red box. This section contains two links: "Profile" and "Training History", each with a download icon. Below the reports section is an "Icon Legend" section with the following items: "Expired" (with a red exclamation mark icon), "Verified by Trainer" (with a green checkmark icon), "Print Certificate" (with a gear icon), "Upload Evidence" (with an upward arrow icon), "View Evidence" (with a document icon), and "Delete Evidence" (with an X icon).

- 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