

## How to Register as a Substitute Teacher

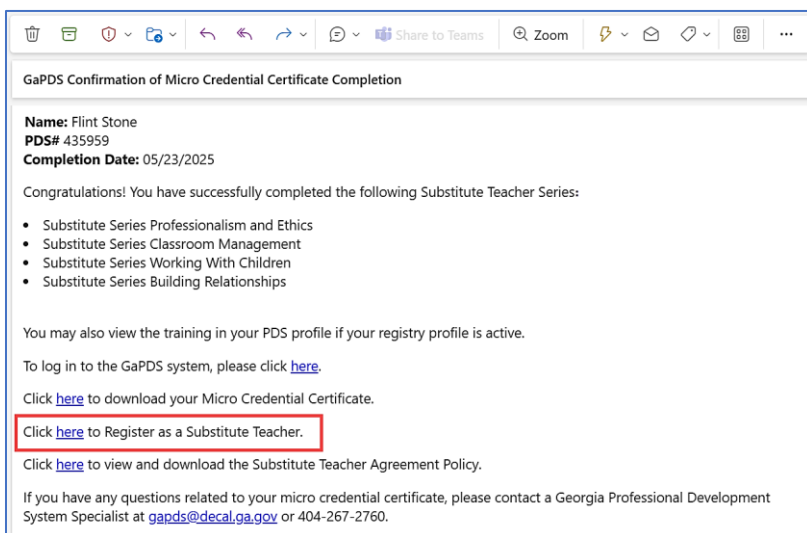
### Eligibility

To register as a Substitute Teacher, you must first complete the Substitute Teacher Micro Credential training series and earn your Micro Credential Certificate.

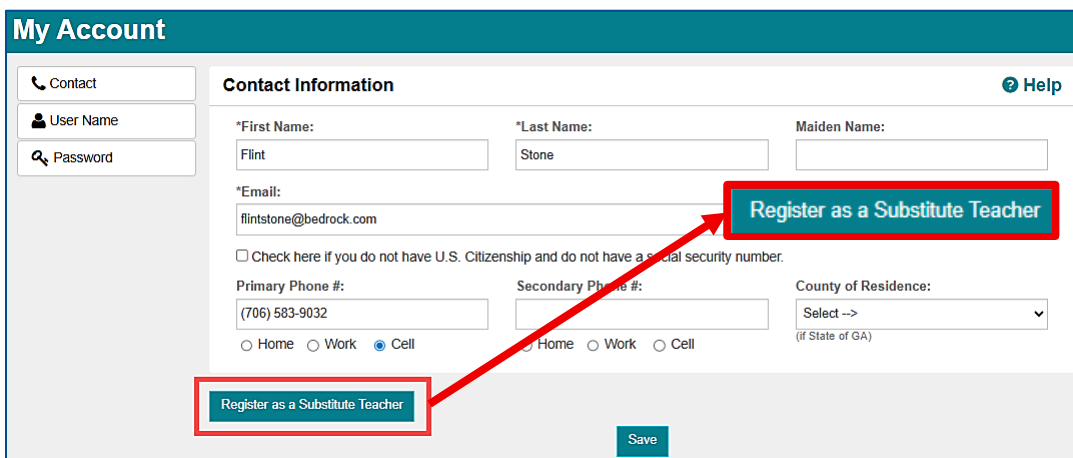
### Registration Options

You can register using one of the following two methods:

1. **Email Link** – Click the **Register as a Substitute Teacher** link in your GaPDS Confirmation of Micro Credential Certificate Completion email.



2. **GaPDS Portal** – Log into GaPDS, go to **My Account**, and click **Register as a Substitute Teacher**.

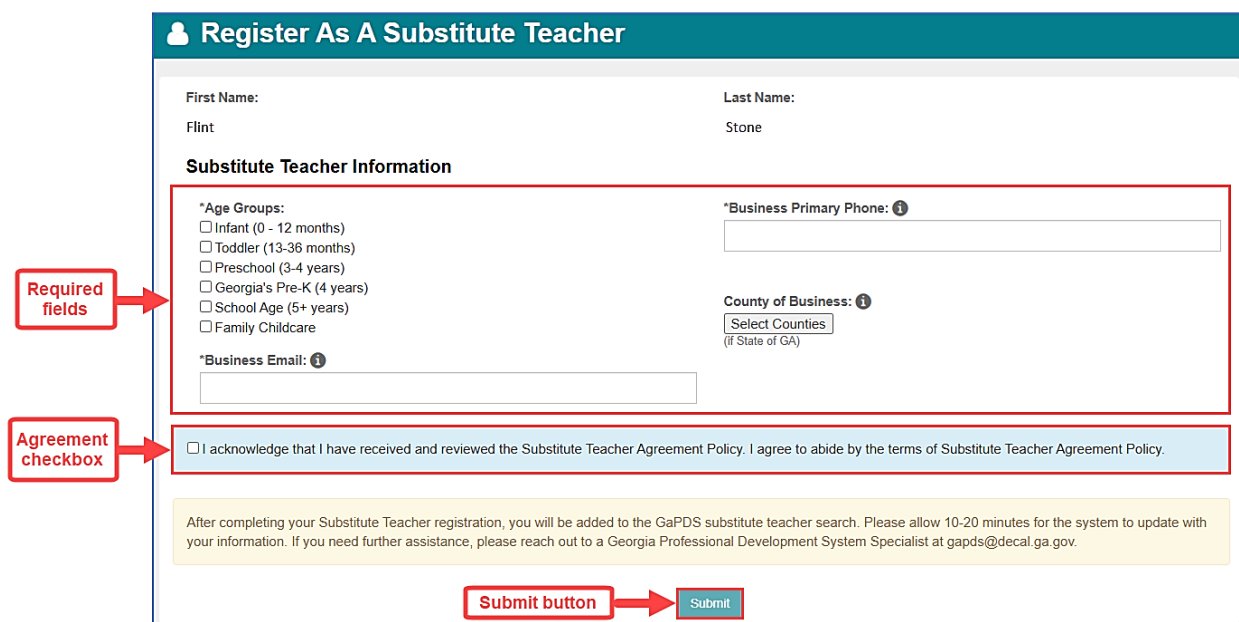


Both options will direct you to the Register as a Substitute Teacher page.

## Submit Registration Information

On the Register as a Substitute Teacher page, complete the following steps to finalize your registration and appear in the substitute teacher search:

1. Select one or more **Age Group(s)**.
2. Enter your **Business Email**.
3. Enter your **Primary Business Phone**.
4. Select your **County of Business** (up to five).
5. Review and accept the agreement.
6. Click **Submit**.



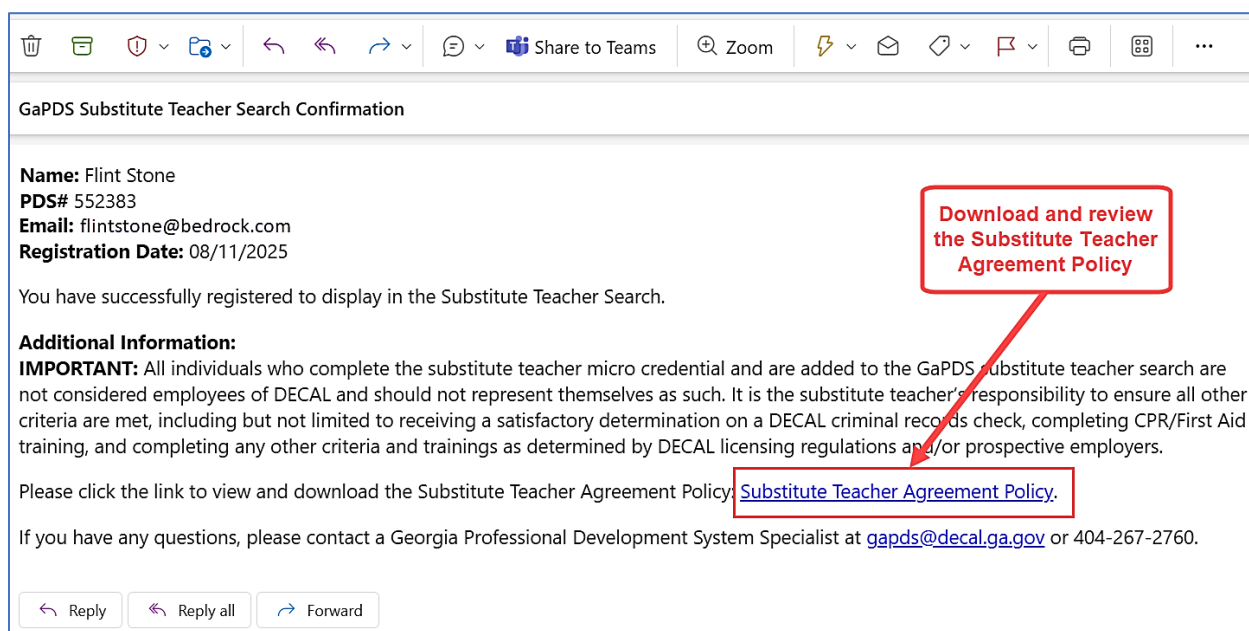
The screenshot shows the 'Register As A Substitute Teacher' form. It includes fields for First Name (Flint) and Last Name (Stone). The 'Substitute Teacher Information' section contains several required fields: Age Groups (with checkboxes for Infant, Toddler, Preschool, Georgia's Pre-K, School Age, and Family Childcare), Business Primary Phone, Business Email, and County of Business (with a 'Select Counties' button). A red box highlights the Age Groups, Business Primary Phone, and Business Email fields, with a red arrow pointing to it from a 'Required fields' label. Another red box highlights the agreement checkbox, with a red arrow pointing to it from an 'Agreement checkbox' label. At the bottom, there is a 'Submit button' label with a red arrow pointing to the 'Submit' button. A yellow box at the bottom contains a message about the registration process and contact information.

**Note:** Hover your mouse over the  to access additional information.

## Confirmation

After clicking on the Submit button:

- You will be added to the **Substitute Teacher Search Results** grid.
- A GaPDS Substitute Teacher Search Confirmation email will be sent to you where you can download and view the Substitute Teacher Agreement Policy.
- A copy of the confirmation email will also be sent to [gapds@decals.ga.gov](mailto:gapds@decals.ga.gov).



## Profile Update

Once your registration is complete, your substitute teacher information will be saved and accessible within the **My Account** section within GaPDS. You may update your details at any time by navigating to this area.

For instructions on modifying your information or opting out of the Substitute Teacher Search, please refer to the guide titled "How to Manage My Substitute Teacher Information".

This user guide was written with the assistance of Microsoft Copilot.