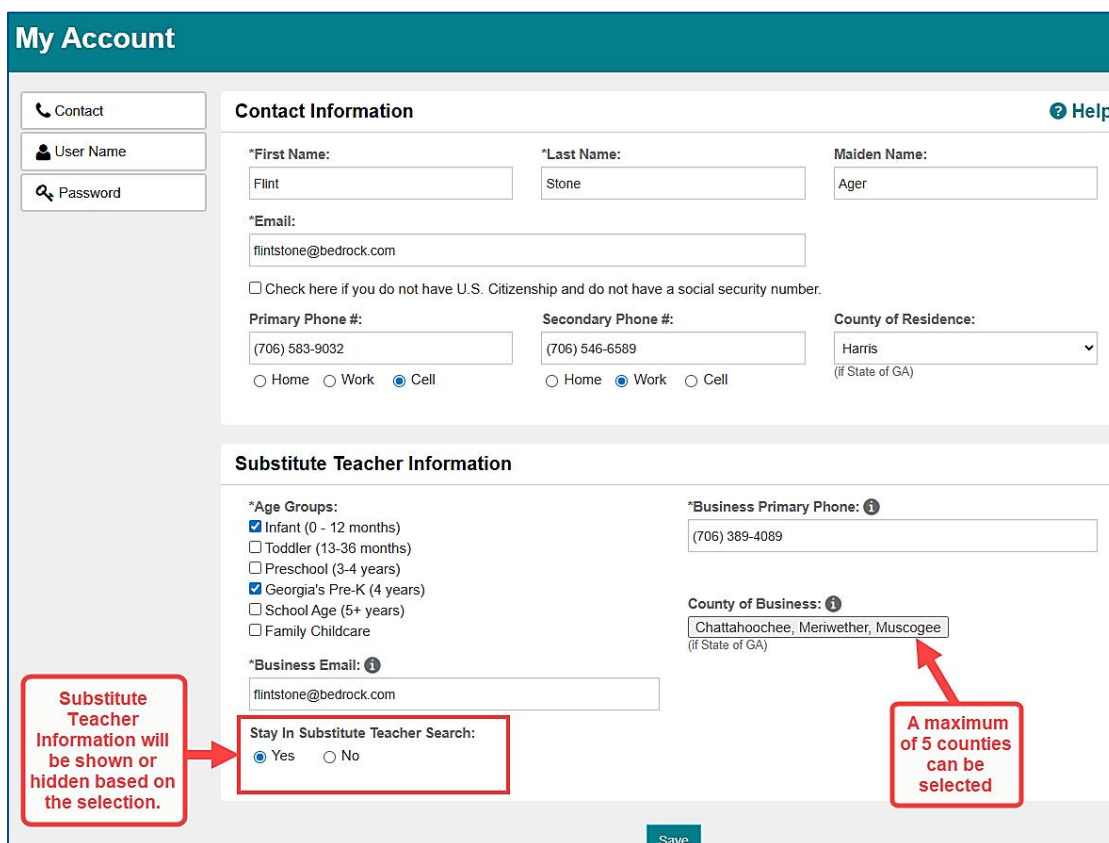


How to Manage My Substitute Teacher Information

1. Log into GaPDS and click on **My Account**.
2. Scroll to the “**Substitute Teacher Information**” section and update any of the following fields:
 - a. Add or Remove **Age Groups**.
 - b. Edit **Business Email**.
 - c. Edit **Business Primary Phone**.
 - d. Add or Remove **County of Business**.
 - e. Choose Yes or No to **Stay in Substitute Teacher Search**.



My Account

Contact Information

*First Name: Flint *Last Name: Stone Maiden Name: Ager

*Email: flintstone@bedrock.com

☐ Check here if you do not have U.S. Citizenship and do not have a social security number.

Primary Phone #: (706) 583-9032 Secondary Phone #: (706) 546-6589 County of Residence: Harris (if State of GA)

☐ Home ☐ Work ☒ Cell ☐ Home ☒ Work ☐ Cell

Substitute Teacher Information

*Age Groups:
☒ Infant (0 - 12 months)
☐ Toddler (13-36 months)
☐ Preschool (3-4 years)
☒ Georgia's Pre-K (4 years)
☐ School Age (5+ years)
☐ Family Childcare

*Business Primary Phone: (706) 389-4089

*Business Email: flintstone@bedrock.com

County of Business: Chattahoochee, Meriwether, Muscogee (if State of GA)

Stay In Substitute Teacher Search:
☒ Yes ☐ No

Substitute Teacher Information will be shown or hidden based on the selection.

A maximum of 5 counties can be selected

Save

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

3. Click **Save**. A message will appear to confirm your updates.

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