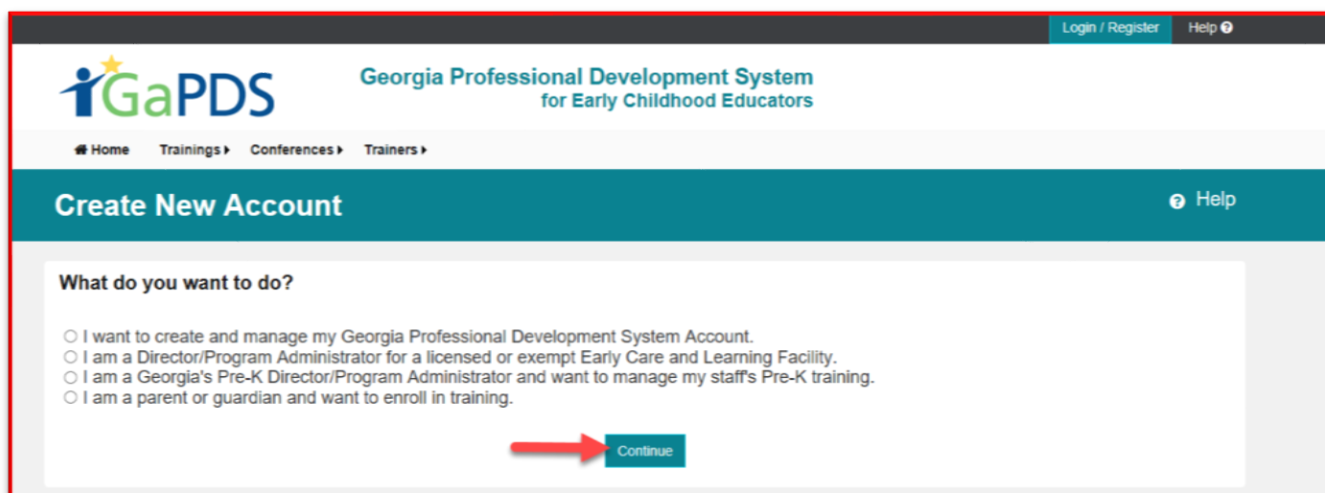


## How to Create a GaPDS account

**Step 1:** To create a GaPDS account, go to [www.gapds.decal.ga.gov](http://www.gapds.decal.ga.gov)

**Step 2:** The login page displays:

- A. Select the appropriate option for profile creation.
- B. Select 'Continue'



Georgia Professional Development System for Early Childhood Educators

Home Trainings Conferences Trainers

### Create New Account

Help

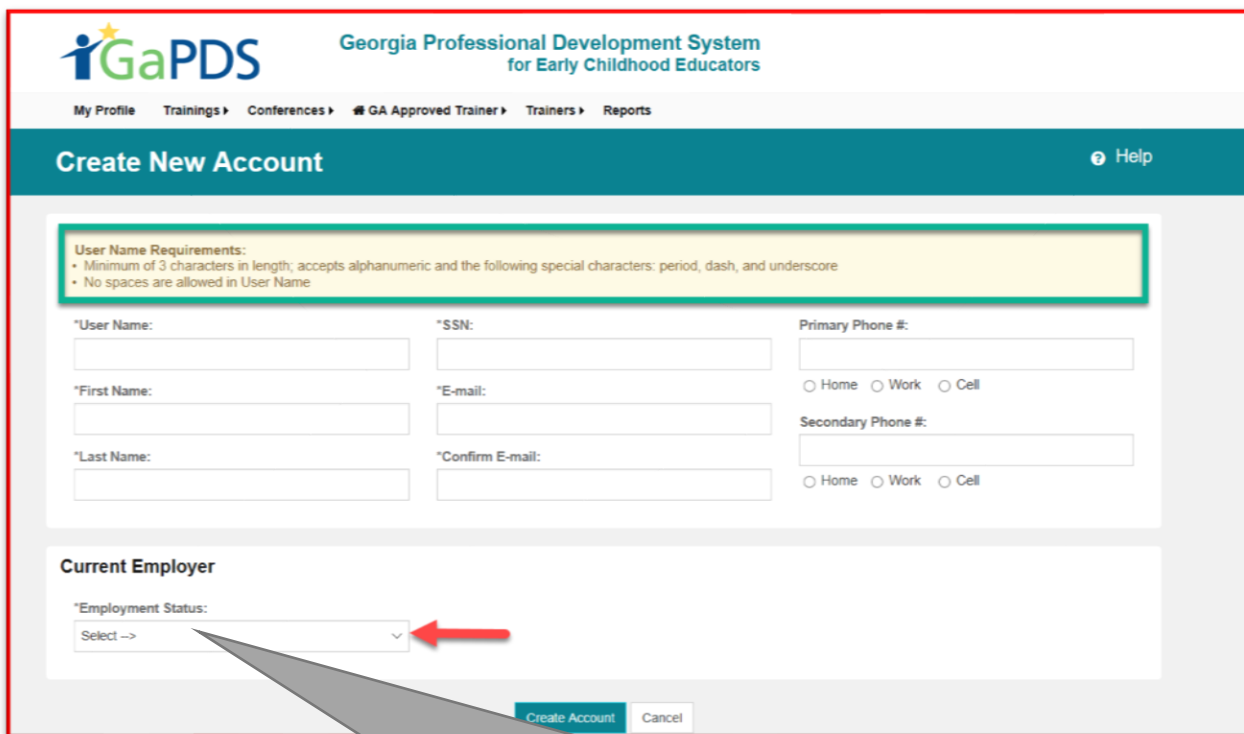
What do you want to do?

- I want to create and manage my Georgia Professional Development System Account.
- I am a Director/Program Administrator for a licensed or exempt Early Care and Learning Facility.
- I am a Georgia's Pre-K Director/Program Administrator and want to manage my staff's Pre-K training.
- I am a parent or guardian and want to enroll in training.

Continue

**Step 3:** The **Create New Account** displays

- A. Enter in the required information
- B. Select Employment Status



**Create New Account** Help

**User Name Requirements:**

- Minimum of 3 characters in length; accepts alphanumeric and the following special characters: period, dash, and underscore
- No spaces are allowed in User Name


\*User Name:  \*SSN:  Primary Phone #:

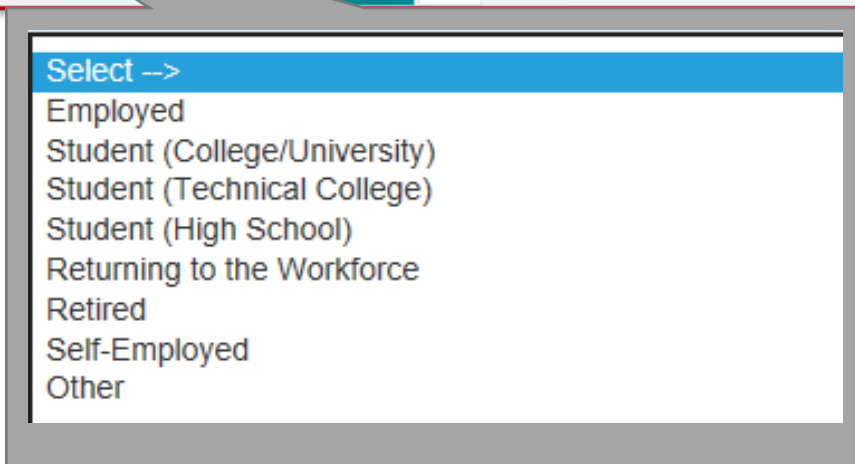
\*First Name:  \*E-mail:   Home  Work  Cell

\*Last Name:  \*Confirm E-mail:  Secondary Phone #:

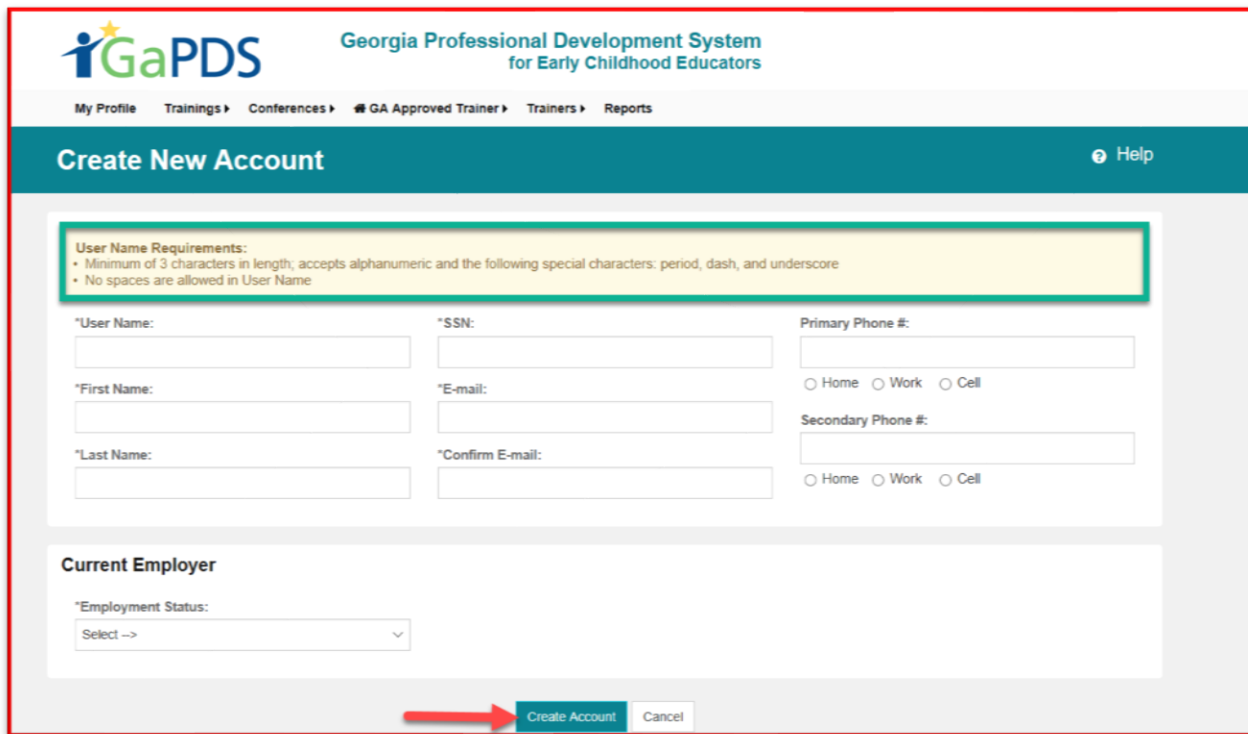
Home  Work  Cell

**Current Employer**

\*Employment Status:  

- 
- Select -->
  - Employed
  - Student (College/University)
  - Student (Technical College)
  - Student (High School)
  - Returning to the Workforce
  - Retired
  - Self-Employed
  - Other

C. Select **'Create Account'**



**User Name Requirements:**

- Minimum of 3 characters in length; accepts alphanumeric and the following special characters: period, dash, and underscore
- No spaces are allowed in User Name

\*User Name:  \*SSN:  Primary Phone #:

\*First Name:  \*E-mail:   Home  Work  Cell

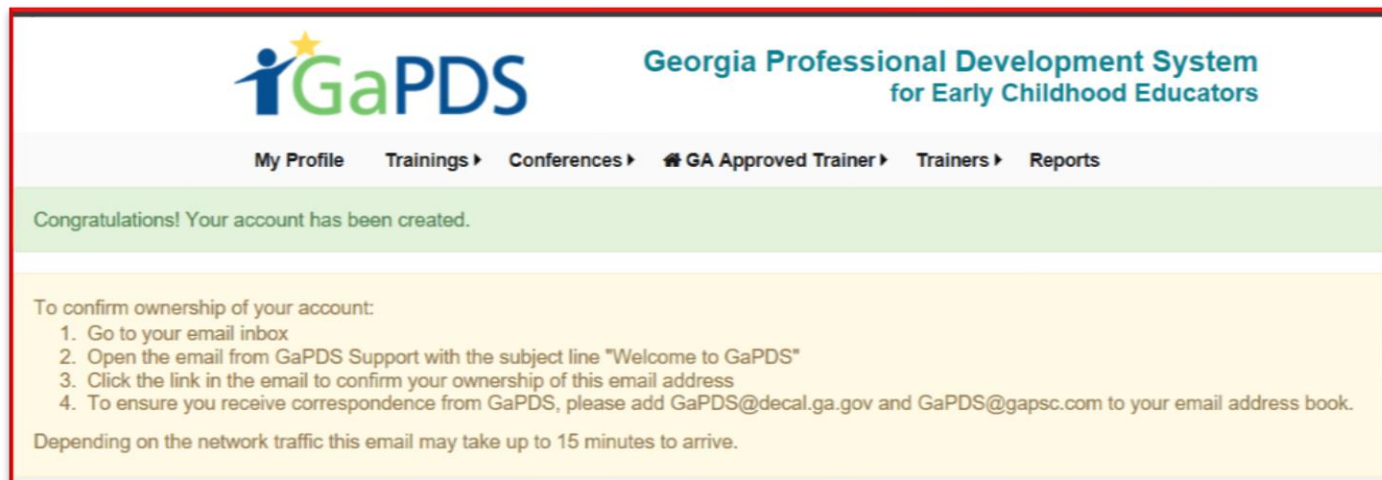
\*Last Name:  \*Confirm E-mail:  Secondary Phone #:

Home  Work  Cell

**Current Employer**

\*Employment Status:

**Step 4:** Once the account has been created, an email confirmation will be sent to the e-mail provided. This e-mail will provide a link to create your GaPDS password.



The screenshot shows the GaPDS website header with the logo and navigation menu. Below the header, a green banner reads "Congratulations! Your account has been created." Below this, a yellow box contains instructions for confirming ownership of the account:

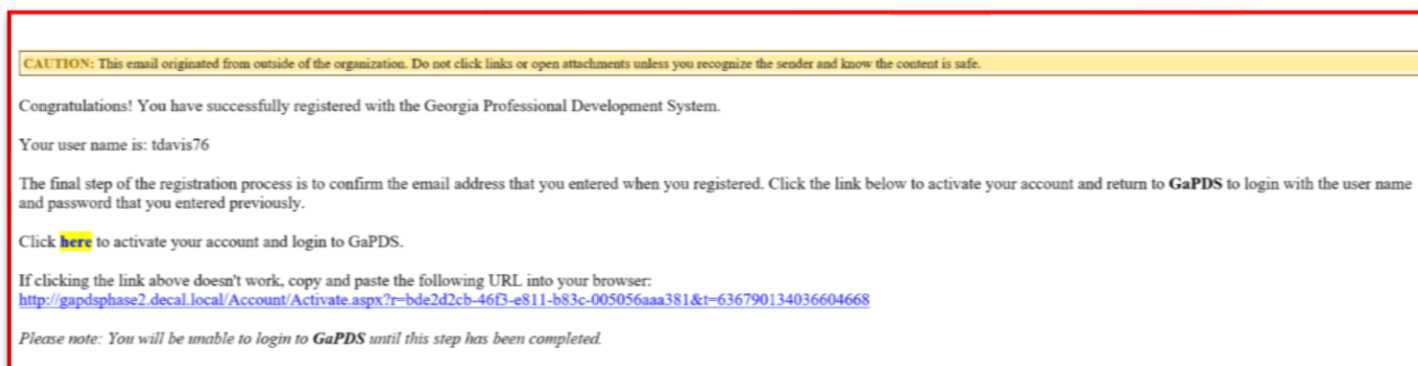
To confirm ownership of your account:

1. Go to your email inbox
2. Open the email from GaPDS Support with the subject line "Welcome to GaPDS"
3. Click the link in the email to confirm your ownership of this email address
4. To ensure you receive correspondence from GaPDS, please add GaPDS@decal.ga.gov and GaPDS@gapsc.com to your email address book.

Depending on the network traffic this email may take up to 15 minutes to arrive.

**Step 5:** Provided is an example of an e-mail received by a new user.

- A. Click the highlighted text (or copy and paste the URL into your browser) to create a GaPDS password.



The screenshot shows an email confirmation message with a yellow caution bar at the top: "CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe." The main text reads: "Congratulations! You have successfully registered with the Georgia Professional Development System. Your user name is: tdavis76. The final step of the registration process is to confirm the email address that you entered when you registered. Click the link below to activate your account and return to GaPDS to login with the user name and password that you entered previously. Click **here** to activate your account and login to GaPDS." Below this, it provides a URL: "http://gapdsphase2.decal.local/Account/Activate.aspx?r=bde2d2cb-46f3-e811-b83c-005056aaa381&t=636790134036604668". A note at the bottom states: "Please note: You will be unable to login to GaPDS until this step has been completed."

**Step 5:** Once the password is created, GaPDS will default to the GaPDS login page ([www.gapds.decal.ga.gov](http://www.gapds.decal.ga.gov))

**\*\*Notice:** The username field will be populated; the user must re-enter the previously created password.

- A. Check the username's accuracy
- B. Enter password

