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

Participant Training History

1. Once logged into GaPDS, Click the “Trainings” navigation Tab.
   a. Select “Training History” tab.

2. The Participant Training History page displays.

   Under this section you have the ability to search for participants that have taken your trainings before. There is the ability to search by entering the following:

   1. First Name
   2. Last Name
   3. Confirmation #
   4. Cancellation #
   5. PDS#
   6. Provider Name
   7. Status
   8. Provider #
   9. Session Dates

   **Note:** You do not have to enter information into all 9 available fields in order to find a participant.
The Training History Results Grid will only display trainings associated with the specific trainer logged into the system. Trainers will not be able to view trainings a participant has taken with another Trainer.