



GAPREK

Reset Password

Quick Reference Guide (QRG)

August 6, 2024

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PURPOSE

The Reset Password Quick Reference Guide (QRG) is designed to assist the Pre-K Providers with step-by-step instructions for resetting their password in the GAPREK Portal.

USER ROLES

User Roles	Responsibilities
Primary Authorized User/ Project Director/ Site Director/ Financial Management User/ Data Management User	<ul style="list-style-type: none"> Resetting the Password

INTRODUCTION

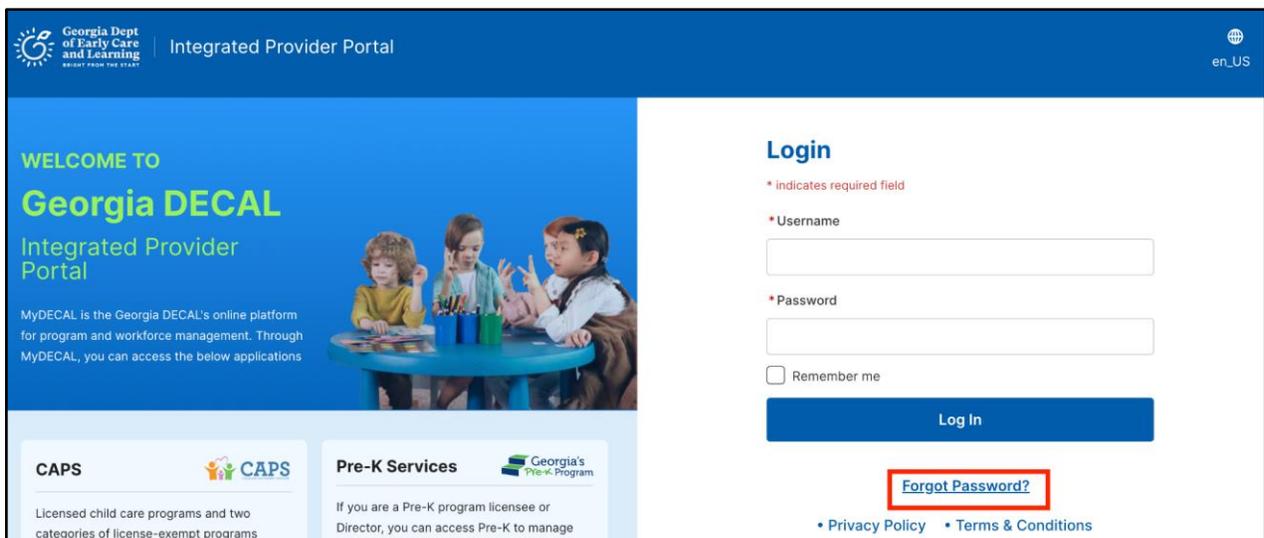
The Forgot Password feature in the GAPREK Portal allows you to quickly and securely reset your account password if you have forgotten your password or suspect a security issue.

RESETTING YOUR PASSWORD

To reset your password, perform the following steps:

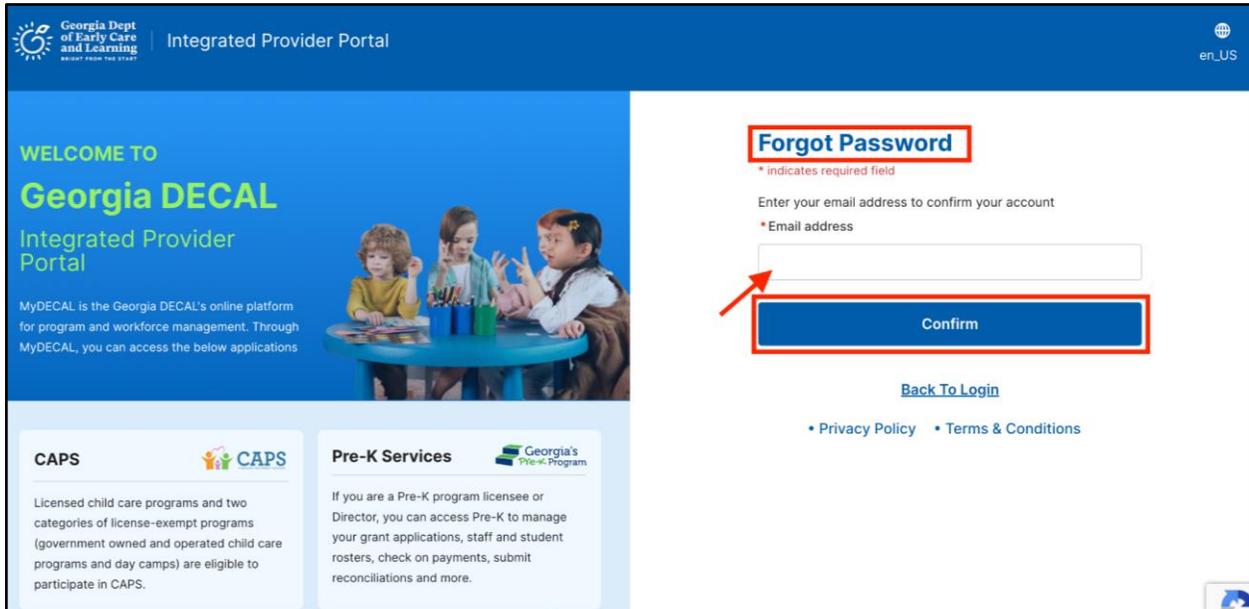
- On the Login page, click the **Forgot Password** button.

Note: Please use Edge (chromium), Chrome, Firefox, or Safari browsers only. We recommend using Chrome. Safari is the only supported browser on mobile.



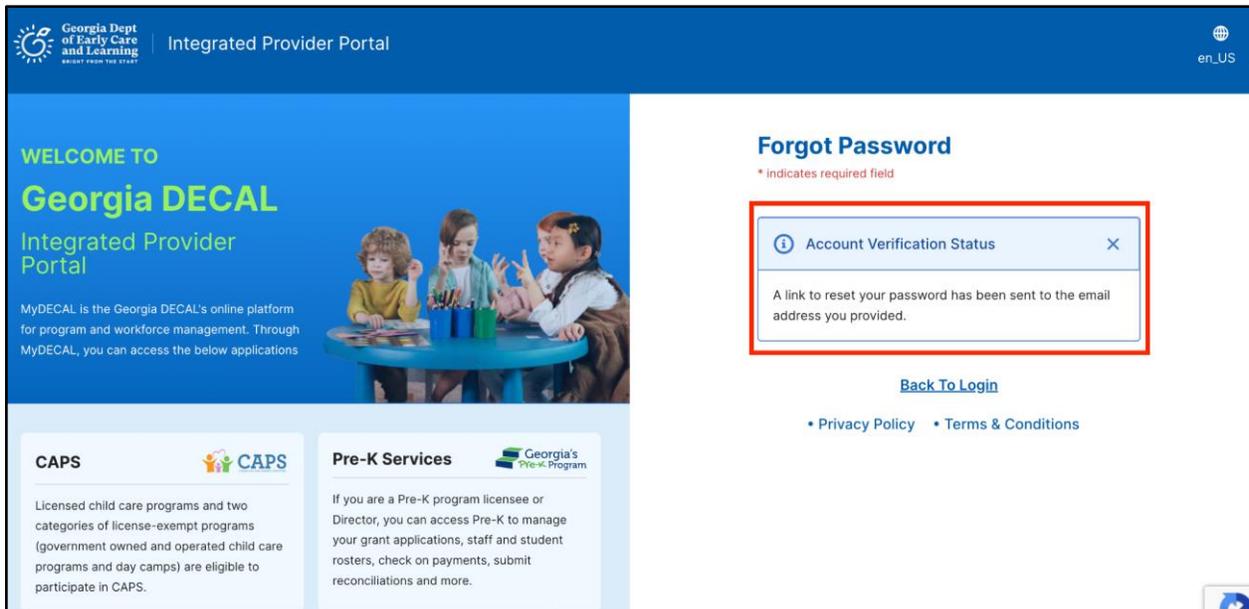
The **Forgot Password** page will be displayed.

2. Enter your registered **Email Address** in the designated textbox, then click the **Confirm** button.

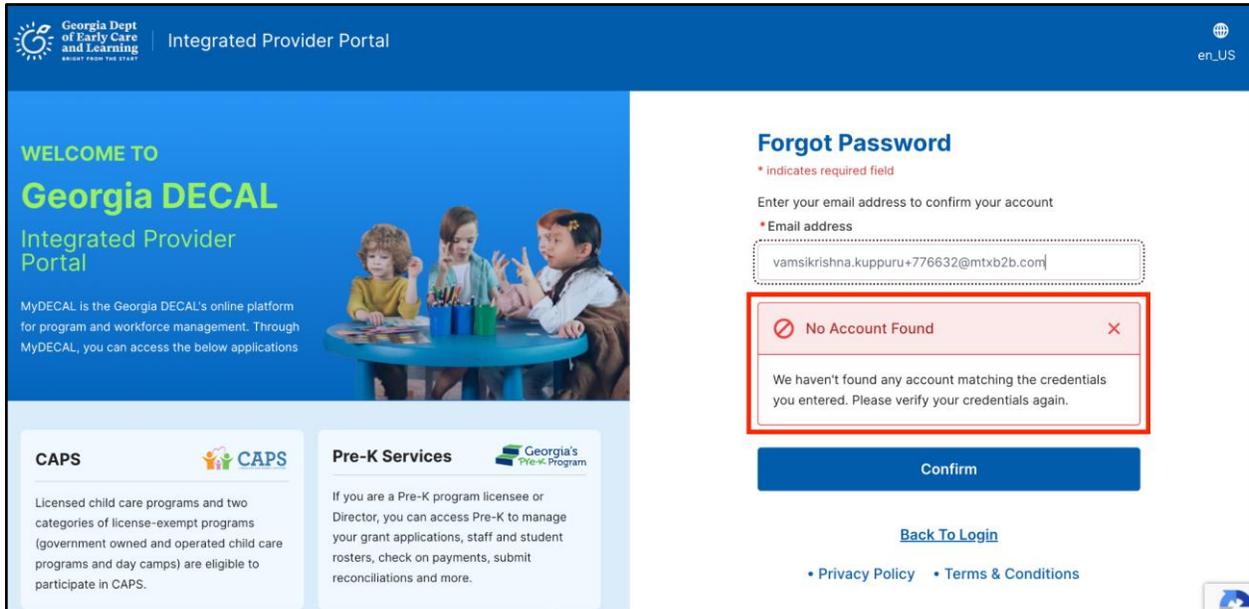


**A link to reset your password will be sent to your email address.*

Additionally, you will also see a confirmation message with the same information in the **Account Verification Status** section of the Forgot Password page to ensure you are aware of the next steps.



Note: If the entered Email Address does not match the registered email, you will see an error message as shown in the screenshot below.



3. To reset the password, open the email and click the **link** in the Email body.

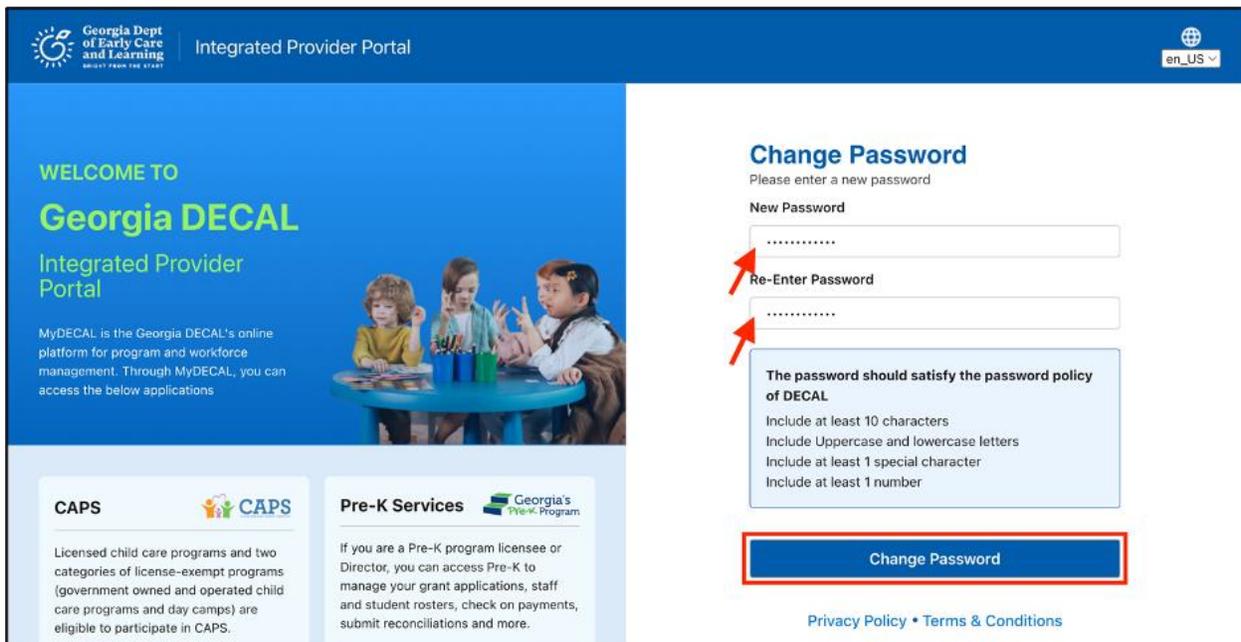


The Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.

Note: Please do not revisit the recover password link in the email to access the portal after updating your password, as it will require you to reset your password every time. Use the URL: providers.dec.al.ga.gov for logging in.

4. Enter your password in the **New Password** and **Re-Enter Password** text boxes.
5. Click the **Change Password** button.

Note: You will need to use this updated Password, along with your Username, every time you log in to the portal in the future.



Georgia Dept of Early Care and Learning
BRIDGING FROM THE START

Integrated Provider Portal

en_US

WELCOME TO
Georgia DECAL
Integrated Provider Portal

MyDECAL is the Georgia DECAL's online platform for program and workforce management. Through MyDECAL, you can access the below applications

CAPS
Licensed child care programs and two categories of license-exempt programs (government owned and operated child care programs and day camps) are eligible to participate in CAPS.

Pre-K Services
If you are a Pre-K program licensee or Director, you can access Pre-K to manage your grant applications, staff and student rosters, check on payments, submit reconciliations and more.

Change Password
Please enter a new password

New Password
.....

Re-Enter Password
.....

The password should satisfy the password policy of DECAL
Include at least 10 characters
Include Uppercase and lowercase letters
Include at least 1 special character
Include at least 1 number

Change Password

[Privacy Policy](#) • [Terms & Conditions](#)

You are now logged into the Integrated Provider Portal. On the Welcome page, the programs you have enrolled in (in this case, Pre-K) will be displayed as tiles under the Program List.

This concludes the GAPREK Resetting your Password Quick Reference Guide.