1. Login into GA ATLAS using your login credentials (user ID and password).

and the second	Welcome to the ATLAS Production site!
Returning Users: Log On	Please login to the system using the username and initial password provided to you. Upon a successful login you will be asked to change your password. See our password policy below. If you have forgotten/lost your user ID or password please contact DECAL.
Password:	Password Policy
Log On	<ul> <li>Security policies require a password ten (10) to twelve (12) characters in length. Please note that the password must be at least ten (10) characters in length. The password must contain at least a) one number, b) one letter, and c) one special character (e.g., I, 7, 7). Passwords are case sensitive.</li> </ul>
Log on	ATLAS Training Videos
	<ul> <li>The following videos are designed to provide a general understanding of how to use the system in an effective and efficient manner. (To View videos, Please open in Google Chrome)</li> </ul>
	Application Training

2. Select "My Account" from the blue menu bar.

								1111	GA Chil	I, Adult & Sum	mer Nutrition Progra
Home Reports	My Account	Resources	Search	Administra	ation				Year	Help	Log Out
									Pro	gram Yea	: 2019 - 202
Search for Instit	utions		In	stitution	Search						
Agreement Nbr:				]	Packet St	atus:					×
Institution Name:				Ĩ	Packet As	signed	To:			~	
Vendor Number:			]	-	Program	Status				$\mathbf{v}$	
FEIN:			]		Program:				All 🗸		
County:			~		Program	Group	Year:		2019-2020 🗸		
Institution Status:	Active	/									
				Sear	ch						
Institutions											Found:
Agreement Nbr Institu	ution Name					S F S P	C T R	D C H	Application Packet Status	Ass	cket igned Fo
Add New Institution											

🍊 Ga Atlas

3. Select "My Training" from the blue highlighted link.

Home Reports My Account	Resources Search Administration	Year   Help   Log Ou
Item	Description	
Change Password	Change my password	
Account Profile	Update my user profile	
My Training	Register for available training courses and v	view my course history

4. Select the green radio button "Register for Training."

My Training Total Credits Earned: 0			TTA Test Sponsor (15 TA Test Sponsor	580)		Edit
Training Sessions						
Course		Start Date	Status	Credits	PS?	
FY 2022 - Annual Renewal Training REQUIRED Session:	<b>3</b>	07/15/2021	Completed (8/2/2021)	0		
FY 2022 - Annual Renewal Training REQUIRED Session:	8 1	07/15/2021	Self-Cancelled	0		8

GaAtlas

5. From the *Course List*, screen, select the desired training session.

Course	List				
Program: Area: Training M	All 🗸	Course ID: Course Name			
Program	Area	Course		Clear S	Search Criteria
CACFP - Centers, Other, SFSP, CACFP	Child Care - New Sponsors, Child Care - Continuing Center Sponsors, Child Care - Independent Centers, Other - General, Adult Care Only, SFSP Program Training, Child Care - Continuing ADMIN Sponsors, Web Based Procurement , Web Based	CACFP_SFSP Web-based Procurement 101 Training	0	Ongoing	
CACEP	Annual Renewal Training	FY 2022 Annual Renewal Training REQUIRED	0	Annually	

6. From the *Course Details* screen, select the "Enroll" icon next to the applicable training session.

Course	Details			My Training	Back to Atlas
	newal Training REQUIRED nual Training Course for Renewal.				_
Session ID	Session Name	Start Date	Location		Enroll
FY 2022 ARTIND	Annual Training for Independent Centers	7/15/2021			Ű
< Back					

7. From the Session Details screen, select the green radio button "Enroll."

Session Details		
CACFP		
Target Audience: Annual Renewal Training		
Course: FY 2022 - Annual Renewal Training		
FY 2022 Annual Training Course for Rer	newal.	
Number of Credits: 0		
Course meets USDA Professional Standards Requireme	ints? not specified	
Session: FY 2022 ARTIND - Annual Training for Independent Centers	Dates: 7/15/2021-2/10/2022 Time: not specified	
Session: FY 2022 ARTIND - Annual Training for Independent Centers Method: PowerPoint/Questions	Dates: 7/15/2021-2/10/2022 Time: not specified	
Independent Centers		
Independent Centers Method:  PowerPoint/Questions Fee: \$0.00 Session 0.00		
Independent Centers Method:  PowerPoint/Questions Fee: \$0.00		
Independent Centers Method: <sup>®</sup> PowerPoint/Questions Fee: \$0.00 Session 0.00		
Independent Centers Method: <sup>®</sup> PowerPoint/Questions Fee: \$0.00 Session 0.00		

8. Select the "Back" radio button to either continue with training or return later.

CACFP	
Target Audience: Annual Renewal Training Course: FY 2022 - Annual Renewal Training FY 2022 Annual Training Course for Ren Number of Credits: 0 Course meets USDA Professional Standards Requirement	ewal.
Session: FY 2022 ARTIND - Annual Training for Independent Centers	Dates: 7/15/2021-2/10/2022 Time: not specified
Method:  FowerPoint/Questions	
Fee: \$0.00 Session 0.00 Credits:	
General Information	
Please review the annual training presentation and questions.	complete the annual training assessment
Note: Access to the annual certification requiremen granted August 1, 2021 to those institutions who ha Training.	
Please review the annual training presentation and questions.	complete the annual training assessment
Note: Access to the annual certification requiremen granted August 1, 2021 to those institutions who ha Training.	

9. To continue with training, select the "paper/pencil test" icon to the far right.

<b>My Training</b> Total Credits Earned: 0			TTA Test Sponsor (15580) TA Test Sponsor	Edit
Training Sessions				
Course		Start Date	Status	dits PS?
FY 2022 - Annual Renewal Training REQUIRED Session:	() ()	07/15/2021	Completed (8/2/202	
FY 2022 - Annual Renewal Training REQUIRED Session:	<b>(</b> )	07/15/2021	Not Started	

10. Read the pop-up message; then select the "X" in the top right to close the popup message.

	FY 2022 Annual Renewal Test Assessment
Atta	achments
	I have thoroughly read and reviewed parts 1 and 2 of FY 2022 CACFP Annual Training. A. True B. False
2.	CACFP Program operators may no longer use visual observation to determine and collect race or ethnicity data. O A. True O B. False Attachments X
	Institutions w       Click the link(s) to open and view all attachments prior to completing the Assessment Test.         O A. Budget       Click the link(s) to open and view all attachments prior to completing the Assessment Test.
	O B. Operational Procedures
	O C. Management Plan

11. Select all links under "Attachments" prior to completing the test assessment.

	FY 2022 Annual Renewal Test Assessment		
Att	tachments		
	2022 Annual Training Part 1.pdf 2022 Annual Training Part 2.pdf		
1.	I have thoroughly read and reviewed parts 1 and 2 of FY 2022 CACFP Annual Training.		
	A. True		
	O B. False		
2.	CACFP Program operators may no longer use visual observation to determine and colle ethnicity data.	ect race or	
	O A. True		
	O B. False		
3.	Institutions who maintain records electronically must include language in their		
	A. Budget		
	O B. Operational Procedures		
	C. Management Plan		

Please note: You must click on all the attachments links and leave them open before the option to select an answer on the Test Assessment will populate.

Also, if all the attachments are selected and then you sign out and return/sign back into GA ATLAS to take the Test Assessment, you will need to click on all the attachments again. They do not have to be viewed again; but, to populate the answer selections on the Test Assessment, the attachment links must be selected again.