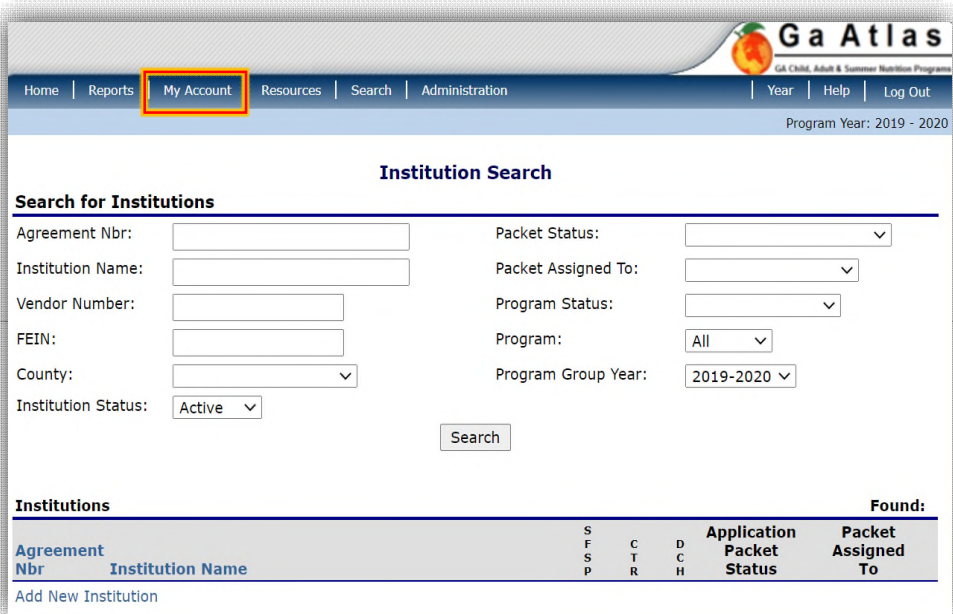


How to Register for Annual Renewal Training in GA ATLAS

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

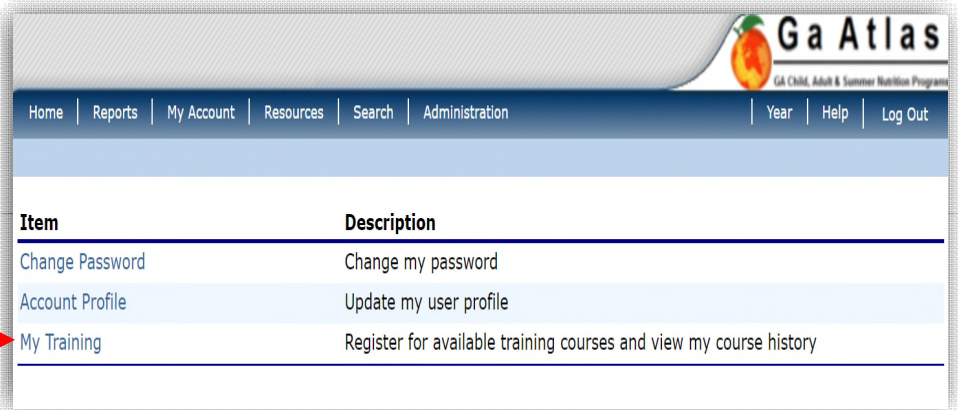


2. Select "My Account" from the blue menu bar.



How to Register for Annual Renewal Training in GA ATLAS

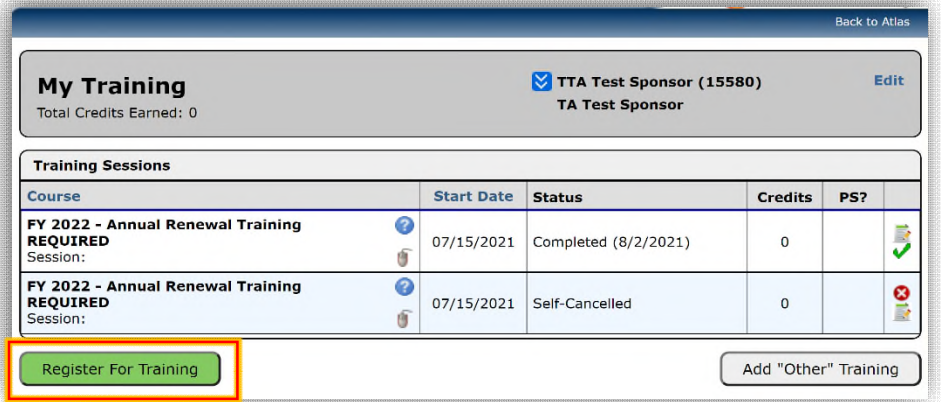
3. Select "My Training" from the blue highlighted link.



The screenshot shows the Ga Atlas website header with a navigation menu. The 'My Training' link is highlighted in blue. A red arrow points from the instruction box to this link.

Item	Description
Change Password	Change my password
Account Profile	Update my user profile
My Training	Register for available training courses and view my course history

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



The screenshot shows the 'My Training' page. At the top, it displays 'Total Credits Earned: 0' and 'TTA Test Sponsor (15580) TA Test Sponsor'. Below this is a table of training sessions. At the bottom, the 'Register For Training' button is highlighted with a green border.

Course	Start Date	Status	Credits	PS?
FY 2022 - Annual Renewal Training REQUIRED Session:	07/15/2021	Completed (8/2/2021)	0	
FY 2022 - Annual Renewal Training REQUIRED Session:	07/15/2021	Self-Cancelled	0	

How to Register for Annual Renewal Training in GA ATLAS

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

Course List

Program: All ▾ Course ID:

Area: All ▾ Course Name:

Training Method: Online Classroom Other

Program	Area	Course	Frequency	Methods
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 Procurement	CACFP_SFSP Web-based Procurement 101 Training	Ongoing	
CACFP	Annual Renewal Training	FY 2022 Annual Renewal Training REQUIRED	Annually	

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

My Training | Back to Atlas

Course Details

Annual Renewal Training REQUIRED
FY 2022 Annual Training Course for Renewal.

Session ID	Session Name	Start Date	Location	Enroll
FY 2022 ARTIND	Annual Training for Independent Centers	7/15/2021		<input type="button" value="Enroll"/>

7. From the *Session Details* screen, select the green radio button “Enroll.”

My Training | Back to Atlas

Session Details

CACFP

Target Audience: Annual Renewal Training
Course: **FY 2022 - Annual Renewal Training REQUIRED**
FY 2022 Annual Training Course for Renewal.
Number of Credits: 0
Course meets USDA Professional Standards Requirements? not specified

Session: FY 2022 ARTIND - Annual Training for Independent Centers
Dates: 7/15/2021-2/10/2022
Method: PowerPoint/Questions
Time: not specified
Fee: \$0.00
Session Credits: 0.00

How to Register for Annual Renewal Training in GA ATLAS

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

Enrollment successful! Confirmation code: 6d3a71cc

CACFP

Target Audience: Annual Renewal Training
Course: FY 2022 - Annual Renewal Training REQUIRED
 FY 2022 Annual Training Course for Renewal.
Number of Credits: 0
Course meets USDA Professional Standards Requirements? not specified

Session: FY 2022 ARTIND - Annual Training for Independent Centers
Method: PowerPoint/Questions
Fee: \$0.00
Session Credits: 0.00
Dates: 7/15/2021-2/10/2022
Time: not specified

General Information

Please review the annual training presentation and complete the annual training assessment questions.

Note: Access to the annual certification requirements and FY 2022 CACFP Application Packet will be granted August 1, 2021 to those institutions who have completed all required FY 2022 Annual Training.

Please review the annual training presentation and complete the annual training assessment questions.

Note: Access to the annual certification requirements and FY 2022 CACFP Application Packet will be granted August 1, 2021 to those institutions who have completed all required FY 2022 Annual Training.

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

Back to Atlas

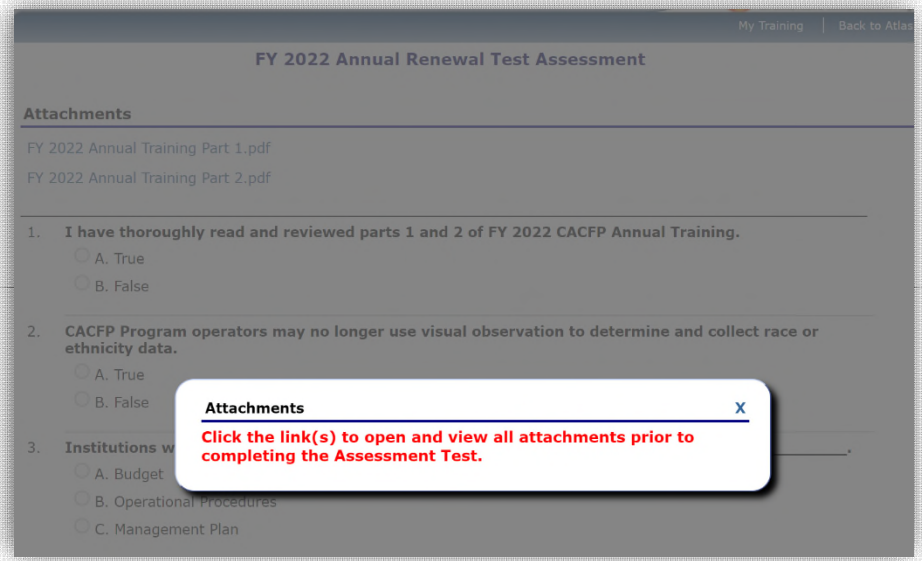
My Training TTA Test Sponsor (15580) [Edit](#)
 Total Credits Earned: 0 TA Test Sponsor

Training Sessions

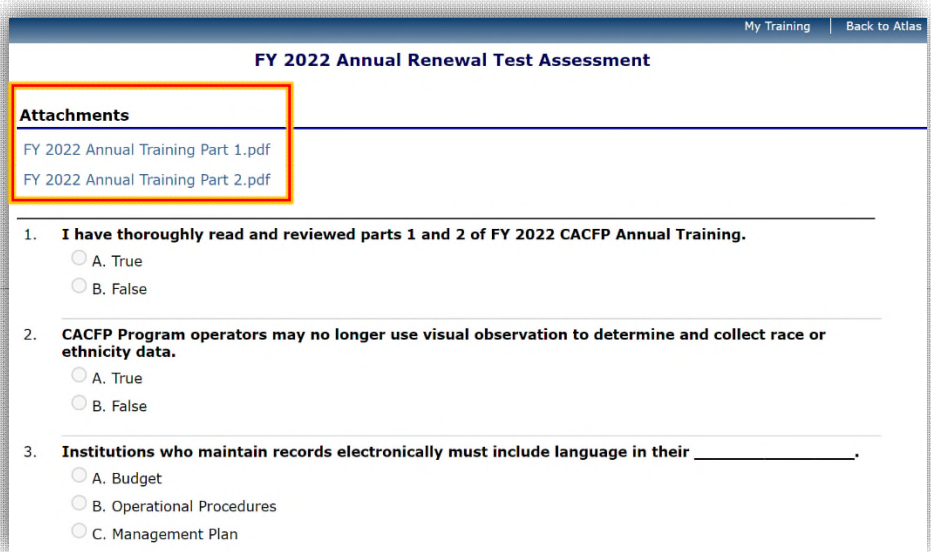
Course	Start Date	Status	Credits	PS?
FY 2022 - Annual Renewal Training REQUIRED Session:	07/15/2021	Completed (8/2/2021)		
FY 2022 - Annual Renewal Training REQUIRED Session:	07/15/2021	Not Started		

How to Register for Annual Renewal Training in GA ATLAS

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



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



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.