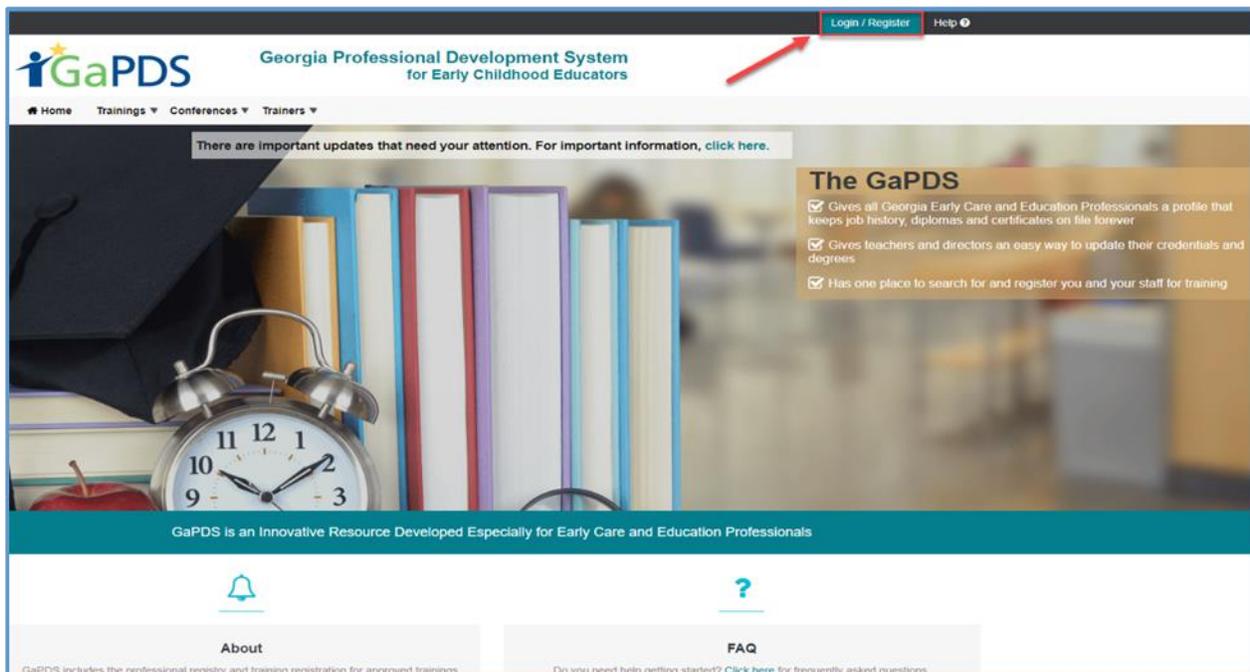


How to Create a GaPDS Account

Step 1: Visit <https://gapds.dec.state.ga.us/>.

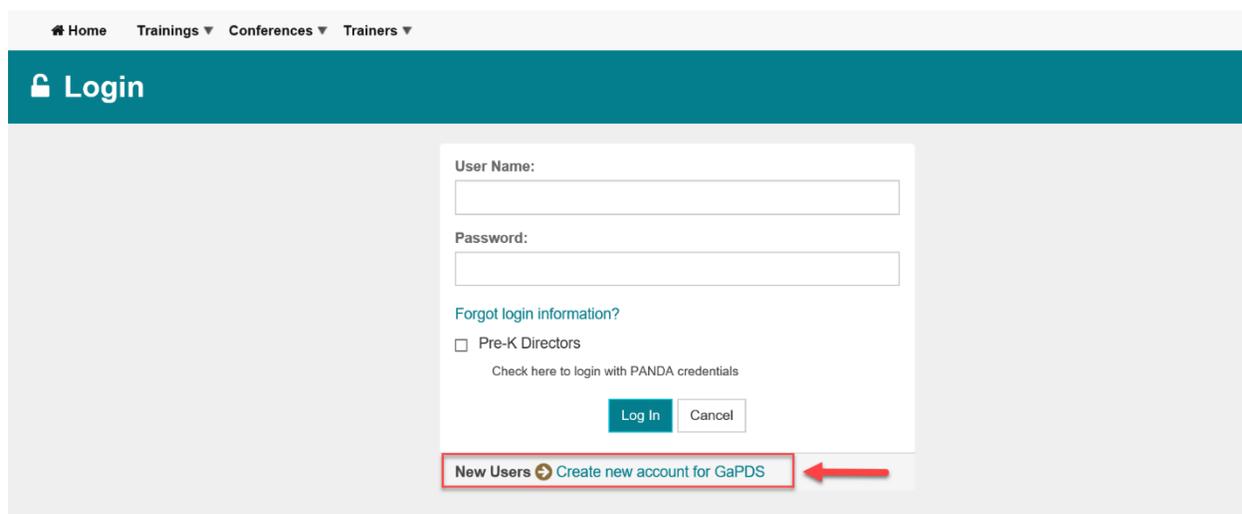
Step 2: The GaPDS home page displays.

A. Select Login/Register.



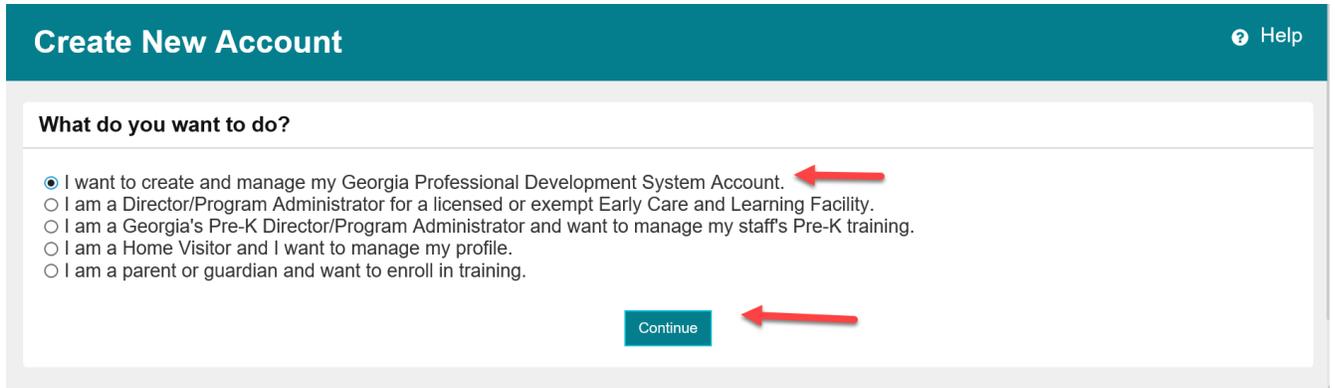
Step 3: The Log in screen displays.

A. Click “Create New Account for GaPDS.”



Step 4: The Create New Account page displays.

- A. Select the first option.
- B. Click “Continue.”



Create New Account Help

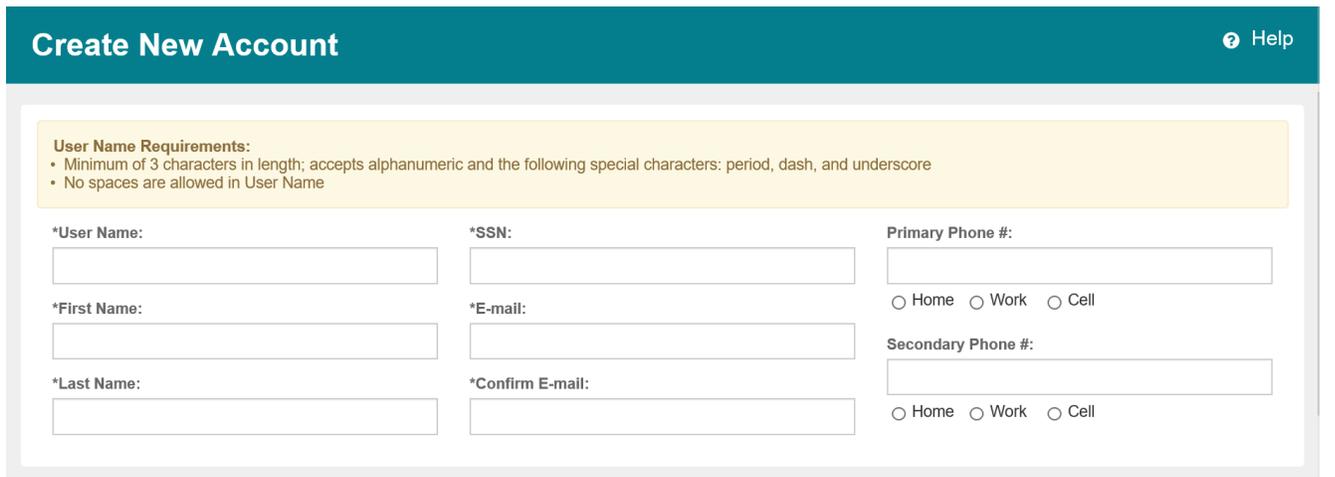
What do you want to do?

- 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 Home Visitor and I want to manage my profile.
- I am a parent or guardian and want to enroll in training.

[Continue](#)

Step 5: The Create New Account Page displays.

- A. Enter a Username.
- B. Enter First Name.
- C. Enter Last Name.
- D. Enter E-mail.
- E. Enter Confirm E-mail.



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 #:

Home Work Cell

*First Name:

*E-mail:

Secondary Phone #:

Home Work Cell

*Last Name:

*Confirm E-mail:

- F. Under Employment Status select “Employed by DECAL.”
- G. Select DECAL Department.
- H. Enter your DECAL Network ID.
- I. Click “Employment Information.”

Current Employer

*Employment Status: Employed by DECAL	*DECAL Department: Georgia's Pre-K & Instructional Supports	DECAL Network Id: MOAY
Employment Information	Create Account	Cancel

- J. Select Start Date.
- K. Click "Save."

Create New Account Help

Is this employer a BFTS licensed program, Georgia's Pre-K program, or program with an approved exemption? Yes No

***Employer Name:**
Bright From the Start:Department of Early Care and Learning

***Employer Address 1:**
2 Martin Luther King Jr. Drive SE

Employer Address 2:
Suite 754 East Tower

Phone:
(404) 656-5957

***City:** Atlanta ***State:** Georgia ***Zip:** 30334-

***Start Date:** mm/dd/yyyy  

Roles Performed in Current Position:

Direct Care Roles Assistant Teacher Family Child Care Provider Floater Lead Teacher Special Education Support	<input type="button" value="Add Role →"/> <input type="button" value="← Remove Role"/>	Direct Care Role(s) Performed <div style="border: 1px solid #ccc; height: 30px;"></div>
Indirect Services Roles Assistant Director Bus Driver Center Support Consultant	<input type="button" value="Add Role →"/> <input type="button" value="← Remove Role"/>	Indirect Services Role(s) Performed Bright from the Start - Administration/Staff

Primary Role:
Bright from the Start - Administration/Staff



Step 6: The Create New Account Page displays.

A. Click “Create Account.”

Current Employer

*Employment Status: *DECAL Department: DECAL Network Id:

Employment Information

Employer	Role(s) Performed	Age Groups Served
1. Bright From the Start:Department of Early Care and Learning 2 Martin Luther King Jr. Drive SE, Suite 754 East Tower Atlanta, - 30334- County: Fulton Phone: (404) 656-5957 Email: Start Date: 1/5/2021	Direct Care Roles: Indirect Services: • Bright from the Start - Administration/Staff Primary Role: Bright from the Start - Administration/Staff	



Step 7: Congratulations message appears on the screen.

Congratulations! Your account has been created.

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@dec.al.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.

If you have an issue with creating an account, please contact the help desk for further assistance at 404-267-2760 or gapds@dec.al.ga.gov.