



Access to GAPREK Portal

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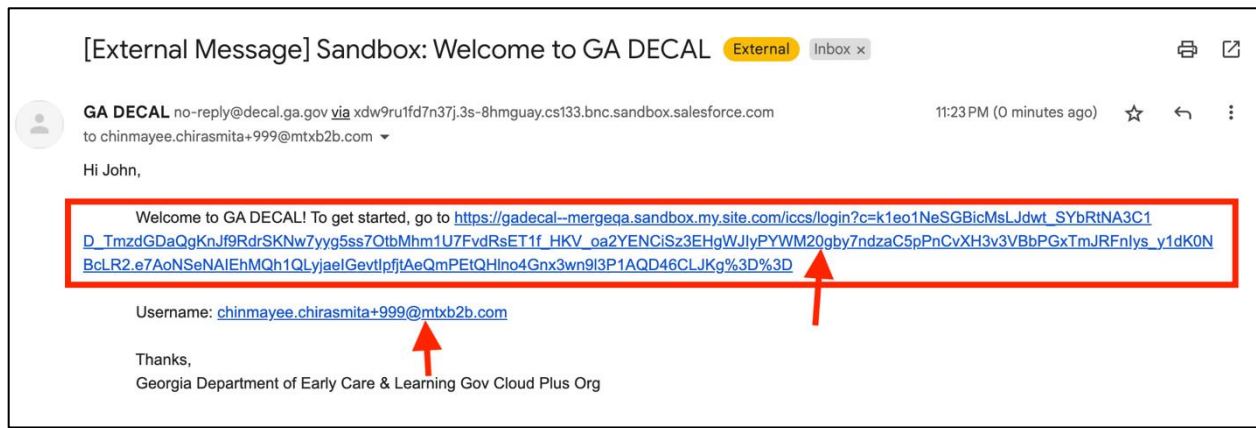
If you are not enrolled as a Pre-K Provider with DECAL, you must activate your account first. You will receive a welcome email to the email associated with your Pre-K provider account.

Activating the GAPREK User Account

To activate your GAPREK provider account, perform the following steps:

1. Go to your email inbox and search for a welcome email from GA DECAL.
2. Open the email and click the **link** you see in the email body.

Note: Your Username will be provided in this email. Please note this Username for future logins.



After you click on the link in the email, the Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.

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

Note: You will need to use this password, along with your username, every time you log in to the portal in the future. Save it somewhere that you will remember.

The screenshot shows the 'Integrated Provider Portal' header with the Georgia Dept of Early Care and Learning logo. The main content area is split into two columns. The left column has a blue background with the text 'WELCOME TO Georgia DECAL Integrated Provider Portal' and an image of three children at a table. Below this are two tiles: 'CAPS' (Licensed child care programs) and '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.). The right column has a white background with the heading 'Change Password' and the instruction 'Please enter a new password'. It contains two input fields: 'New Password' and 'Re-Enter Password', both with red arrows pointing to them. Below the fields is a blue box with the text 'The password should satisfy the password policy of DECAL' and a list of requirements: 'Include at least 10 characters', 'Include Uppercase and lowercase letters', 'Include at least 1 special character', and 'Include at least 1 number'. At the bottom of the right column is a blue button labeled 'Change Password' with a red border, and a link for 'Privacy Policy • Terms & Conditions'.

Georgia Dept of Early Care and Learning
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.

5. On the Pre-K Portal tile, click the **Go to Providers List** button.

The screenshot shows the 'Integrated Provider Portal' header with the Georgia Dept of Early Care and Learning logo. The main content area has a light blue background. At the top is the text 'Welcome, PAU CE'. Below this is the heading 'Program List'. There is a single tile for 'Georgia's Pre-K Program' with the sub-heading 'Pre-K Portal'. The tile contains the text 'Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.' and a button labeled 'Go to Providers List →' with a red border.

Georgia Dept of Early Care and Learning
Integrated Provider Portal

Welcome, PAU CE

Program List

Georgia's Pre-K Program

Pre-K Portal

Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.

Go to Providers List →

Logging in to the GAPREK Provider Portal

If you already have an account, you will need to Log in.

To login to the Provider Portal, perform the following steps:

1. Click [here](#) to access the Integrated Provider Portal Login page.

2. Enter the **Username** mentioned in the welcome email and the **Password** you created during account activation, then click the **Log In** button.

The screenshot shows the login page of the Georgia DECAL Integrated Provider Portal. The header includes the Georgia Department of Early Care and Learning logo and the text 'Integrated Provider Portal'. The main content area is split into two sections. The left section, titled 'WELCOME TO Georgia DECAL Integrated Provider Portal', features a blue background with a photo of three children at a table and text explaining that MyDECAL is the online platform for program and workforce management. The right section, titled 'Login', contains a form with fields for 'Username' and 'Password', both marked with an asterisk to indicate they are required. The username field is pre-filled with 'chinmayee.chirasmita+999@mtxb2b.com'. Below the password field is a 'Remember me' checkbox. A red box highlights the 'Log In' button at the bottom right of the login section. Red arrows point to the 'Username' and 'Password' fields.

After logging in, you will be directed to the GA DECAL Integrated Provider Portal welcome page. Please note that if you are enrolled with other programs, you will also see other program tiles (such as CAPS) in addition to Pre-K.

3. On the Pre-K Portal tile, click the **Go to the Providers List** button.

The screenshot shows the welcome page of the Georgia DECAL Integrated Provider Portal. The header is the same as the login page. The main content area has a light blue background. It starts with a 'Welcome, PAU CE' message. Below this is a 'Program List' section. The first tile in the list is for 'Georgia's Pre-K Program'. It includes the text 'Pre-K Portal' and a description: 'Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.' At the bottom of this tile, a button labeled 'Go to Providers List →' is highlighted with a red box.

The Provider List page will be displayed.

Note: You will be directed to the provider dashboard directly if enrolled with only one provider