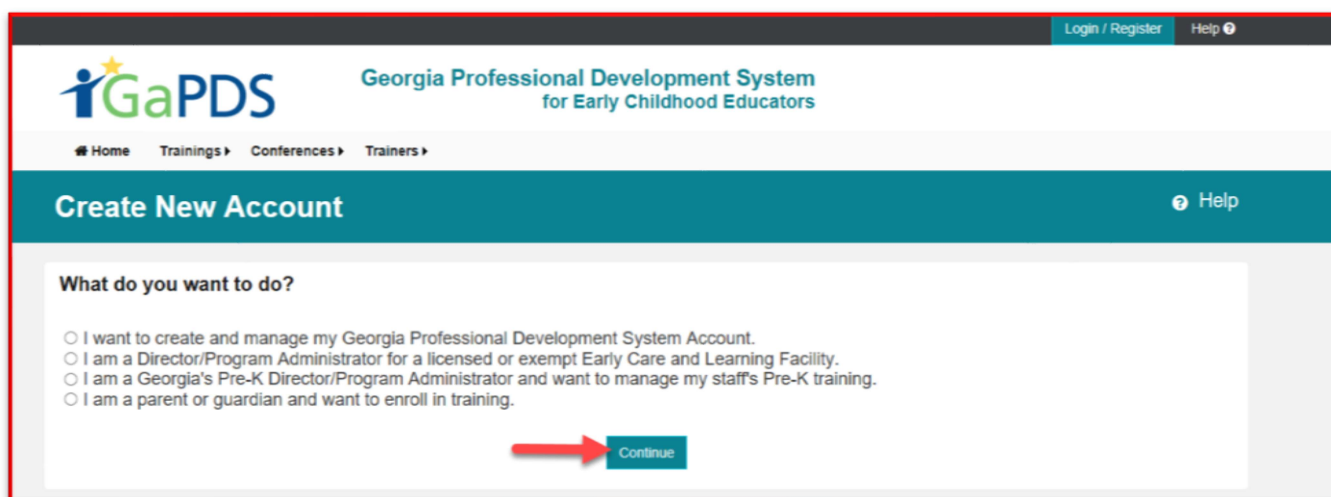


## How to Create a GaPDS account

**Step 1:** To create a GaPDS account, go to [www.gapds.decal.ga.gov](http://www.gapds.decal.ga.gov)

**Step 2:** The login page displays:

- A. Select the appropriate option for profile creation.
- B. Select 'Continue'



Login / Register Help

**iGaPDS** Georgia Professional Development System  
for Early Childhood Educators

Home Trainings Conferences Trainers

### Create New Account Help

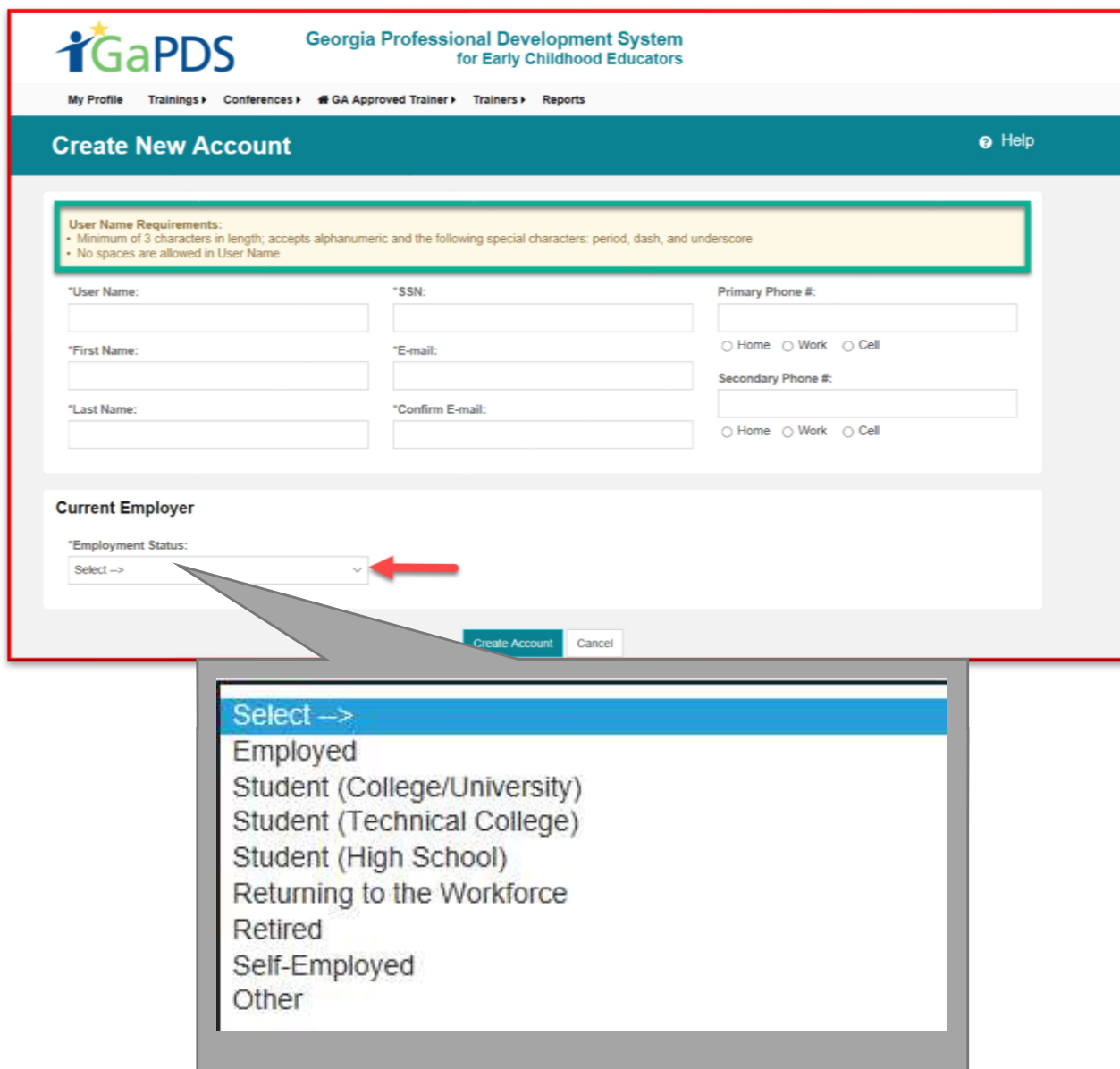
What do you want to do?

- 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 parent or guardian and want to enroll in training.

Continue

**Step 3: The Create New Account displays**

- A. Enter in the required information
- B. Select Employment Status



**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 #:

\*First Name:  \*E-mail:   Home  Work  Cell

\*Last Name:  \*Confirm E-mail:  Secondary Phone #:

Home  Work  Cell

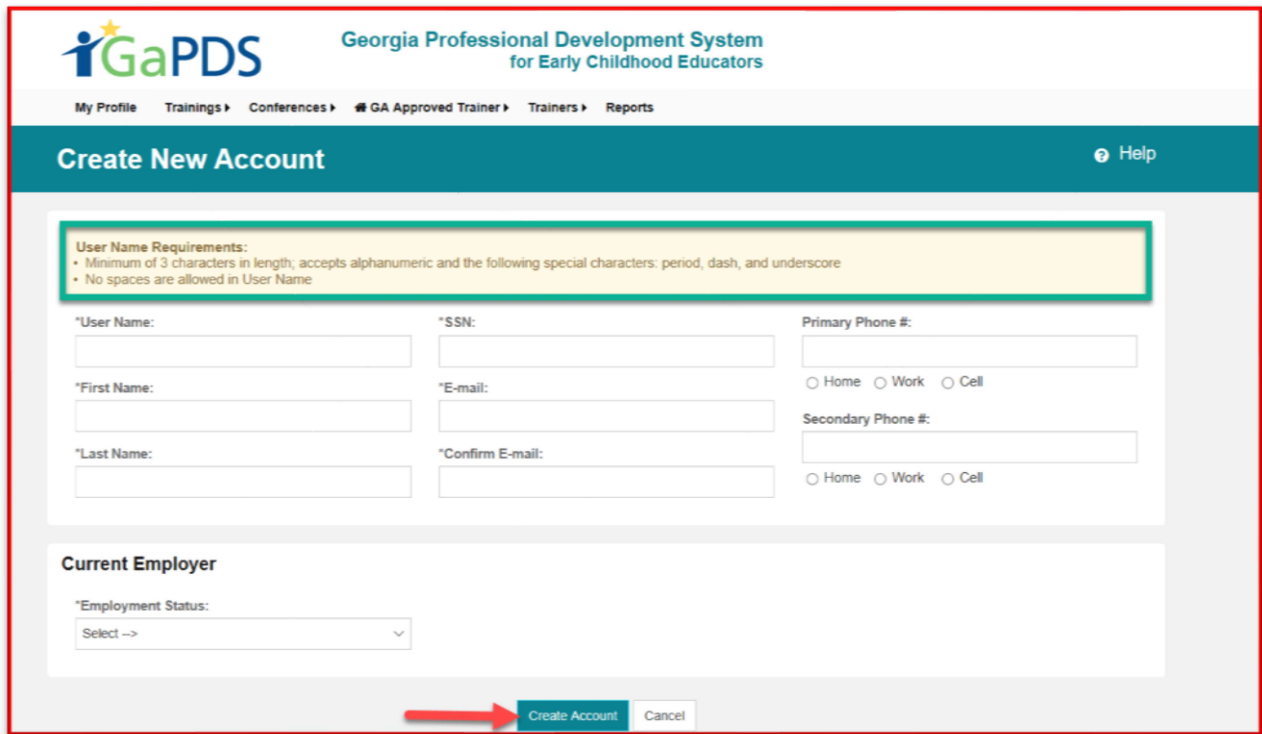
**Current Employer**

\*Employment Status:  ↓

**Select ->**

- Employed
- Student (College/University)
- Student (Technical College)
- Student (High School)
- Returning to the Workforce
- Retired
- Self-Employed
- Other

C. Select 'Create Account'



**iGaPDS** Georgia Professional Development System for Early Childhood Educators

My Profile Trainings Conferences GA Approved Trainer Trainers Reports

### 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 #:

\*First Name:  \*E-mail:   Home  Work  Cell

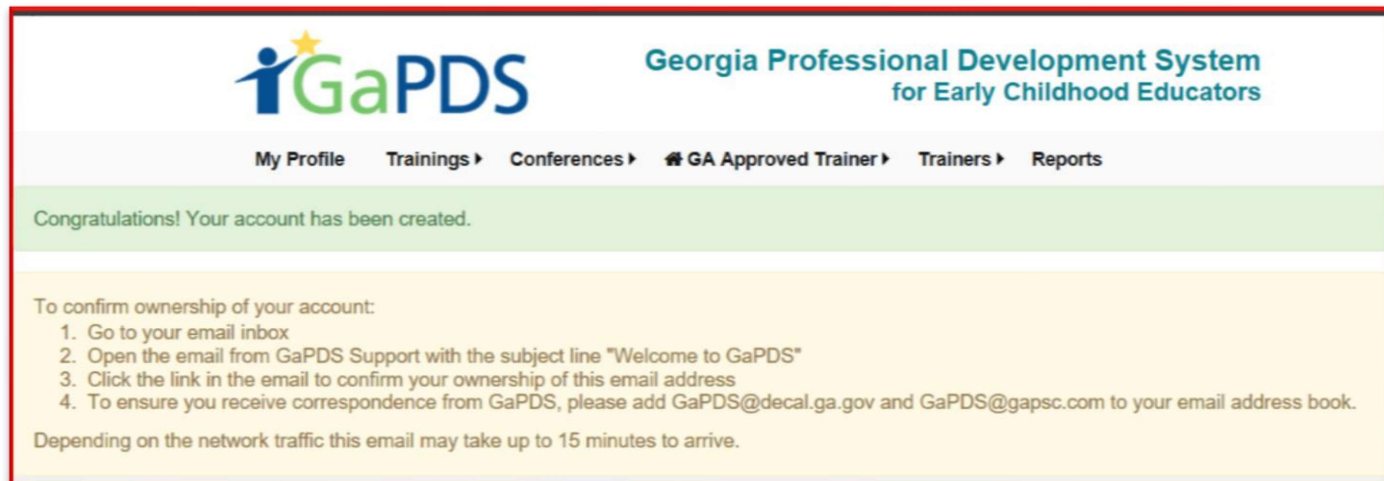
\*Last Name:  \*Confirm E-mail:  Secondary Phone #:

Home  Work  Cell

**Current Employer**

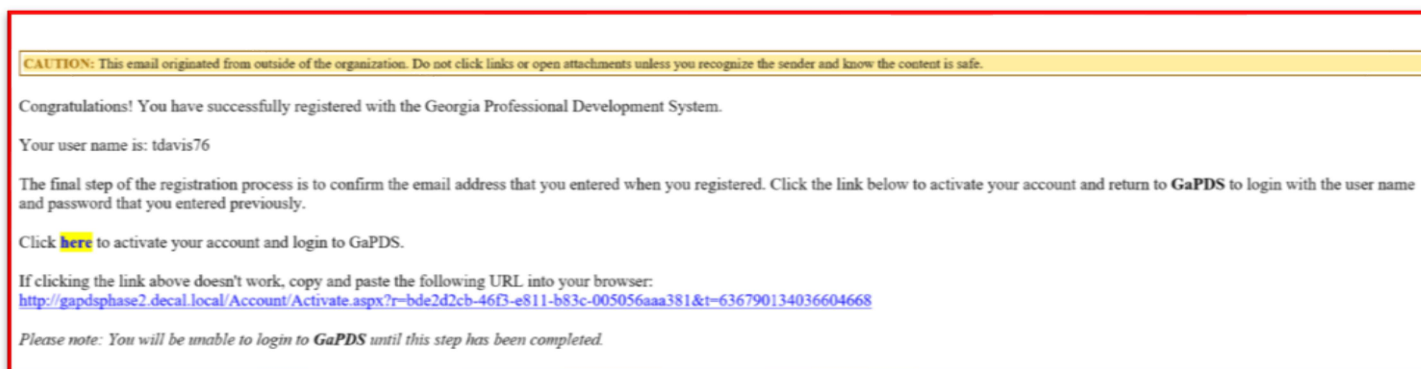
\*Employment Status:

**Step 4:** Once the account has been created, an email confirmation will be sent to the e-mail provided. This e-mail will provide a link to create your GaPDS password.



**Step 5:** Provided is an example of an e-mail received by a new user.

- A. Click the highlighted text (or copy and paste the URL into your browser) to create a GaPDS password.



**Step 5:** Once the password is created, GaPDS will default to the GaPDS login page ([www.gapds.dec.state.ga.us](http://www.gapds.dec.state.ga.us))

**\*\*Notice:** The username field will be populated; the user must re-enter the previously created password.

- A. Check the username's accuracy
- B. Enter password

