



# How to change *title* in GAPDS

## Employment Information

**Employment Status:**  
Employed in Early Care and Education

### Current Employer(s):

Employer	Role(s) Performed	Age Groups Served
1 <b>Child Care Resource Referral of Southeast Georgia</b> 190 Crossroads Parkway, Savannah, GA 31407-  County: Chatham Phone: ( ) - StartDate: 11/01/2021	<b>Indirect Services:</b> <ul style="list-style-type: none"><li>• Resource &amp; Referral Agency Staff</li><li>• Technical Assistance Provider</li><li>• Trainer</li></ul> <b>Primary Role:</b> Technical Assistance Provider	




Under your profile scroll down until you see *Employment Information* and click the **Update** button

## Current Employer Information:



If you change employers, delete the current employment record and then click 'Select Employer' to add your new employer. If you are employed by two different employers simultaneously, then use the 'Select 2nd Employer' button to add your second employer. Please note that your employers are listed under your training history. If you list two employers, they will see BOTH employers listed.

Select Employer    Select 2nd Employer

Employer	Role(s) Performed	Age Groups Served	Action
1. <b>Child Care Resource Referral of Southeast Georgia</b> 190 Crossroads Parkway, Savannah, GA 31407- County: Chatham Phone: ( ) - Email: Start Date: 11/1/2021	<b>Indirect Services:</b> <ul style="list-style-type: none"><li>• Resource &amp; Referral Agency Staff</li><li>• Technical Assistance Provider</li><li>• Trainer</li></ul> <b>Primary Role:</b> Technical Assistance Provider		  

Scroll down until you see *Current Employer Information* and click the **Pencil icon** to edit

### Roles Performed in Current Position:

#### Direct Care Roles

- Assistant Teacher
- Family Child Care Aide
- Family Child Care Provider
- Floater

Add Role →  
← Remove Role

#### Direct Care Role(s) Performed

#### Indirect Services Roles

- Assistant Director
- Bright from the Start - Administration/Staff
- Bus Driver
- Center Support

Add Role →  
← Remove Role

#### Indirect Services Role(s) Performed

Resource & Referral Agency Staff  
Technical Assistance Provider  
Trainer

#### Primary Role:

Technical Assistance Provider

Scroll down until you see *Roles Performed in Current Position*

Select your *Direct Care Roles* (Ex: Lead Teacher, Assistant Teacher) or *Indirect Services Roles* (Ex: Director) clicking the role title and clicking the teal **Add Role** button

## Roles Performed in Current Position:

### Direct Care Roles

Assistant Teacher  
Family Child Care Aide  
Family Child Care Provider  
Floater

Add Role →

← Remove Role

Direct Care Role(s) Performed

### Indirect Services Roles

Assistant Director  
Bright from the Start - Administration/Staff  
Bus Driver  
Center Support

Add Role →

← Remove Role

Indirect Services Role(s) Performed

Resource & Referral Agency Staff  
Technical Assistance Provider  
Trainer

Primary Role:

Technical Assistance Provider



Using the drop down menu select your **Primary Role**

\*The primary role selected is the title that will be displayed in the Staff Qualifications section of the portfolio

Primary Role:

Technical Assistance Provider



Save

Cancel



Click teal **Save** button

**GaPDS Confirmation**

Employer information is saved successfully.

Ok

Confirmation box should pop up, click **Ok**

Update Successful.

Previous Save Next

Ready for Submission? Return to **My Profile** to review and submit your profile.

Click **Save** again

Look for green box that says *Update Successful*

\*There is **no** need to submit profile, **if** this is the **only** change made to profile