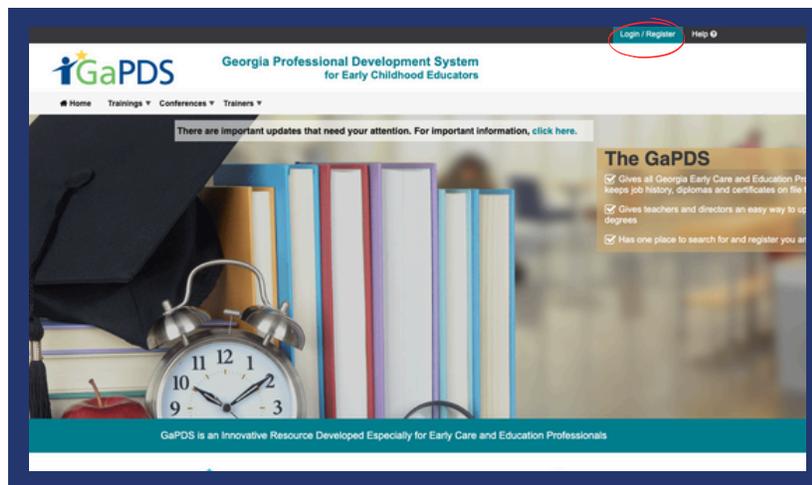


# Create Your Georgia Professional Development System Account

This document will guide you through creating an account in the Georgia Professional Development System for Early Childhood Educators (GaPDS). The GaPDS is separate from DECAL Scholars. It records and maintains your professional development information – your training and/or any credentials or degrees you earn, in one convenient location.

- 1 To begin, visit [gapds.decal.ga.gov](http://gapds.decal.ga.gov) and select login/register button in the top right corner of your screen.

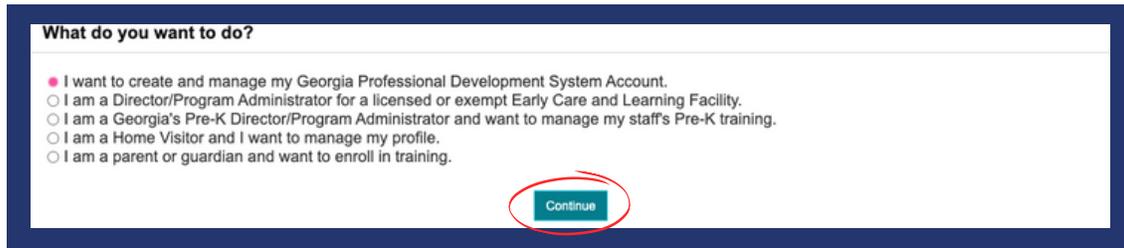


- 2 Next, on the sign-in screen, select the link next to “New Users.”

A screenshot of the GaPDS sign-in screen. It features a 'User Name:' field, a 'Password:' field, and a 'Forgot login information?' link. Below these fields are 'Log In' and 'Cancel' buttons. A red box highlights the link 'Click here to login as PreK Director'. At the bottom, a 'New Users' section contains a red circle around the 'Create new account for GaPDS' link.

# Create your GaPDS Account

- 3 Select the first option and click the “Continue” button.

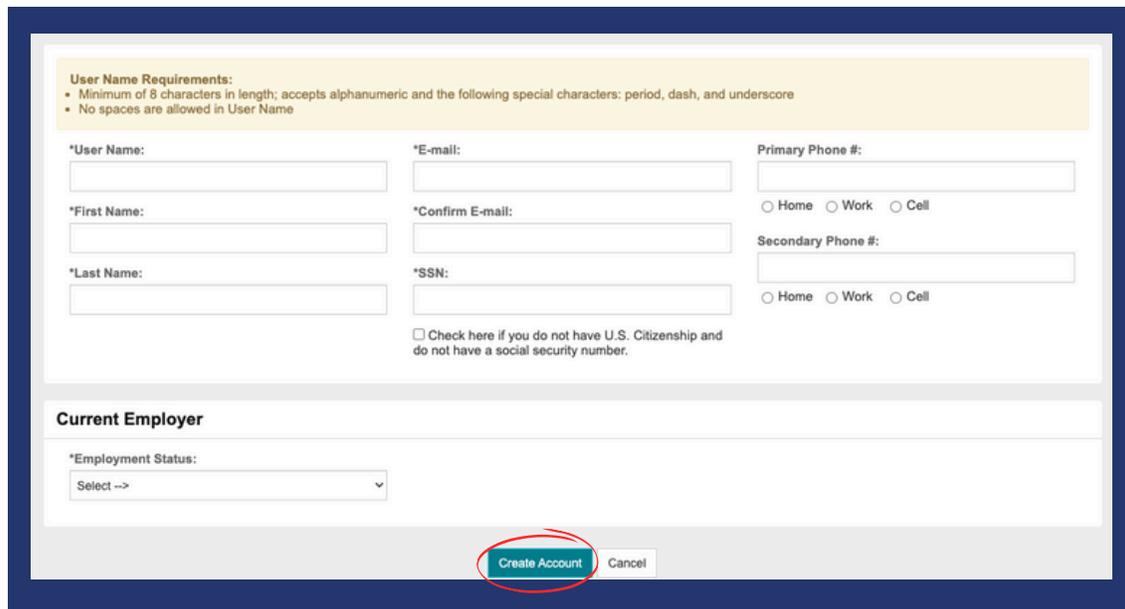


What do you want to do?

- 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

- 4 Fill out the information completely on the next screen and select the “Create Account” button.



User Name Requirements:

- Minimum of 8 characters in length; accepts alphanumeric and the following special characters: period, dash, and underscore
- No spaces are allowed in User Name

\*User Name:  \*E-mail:  Primary Phone #:

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

\*Last Name:  \*SSN:  Secondary Phone #:

Home  Work  Cell

Check here if you do not have U.S. Citizenship and do not have a social security number.

Current Employer

\*Employment Status:

Create Account Cancel

- 5 Check your email inbox for a message containing a link to create a password. Create a password.
- 6 Log in, complete your profile, and submit it to be assigned a career level.

## Questions?

Contact GaPDS Support. Call 404-267-2750 or email [gapds@decals.ga.gov](mailto:gapds@decals.ga.gov).