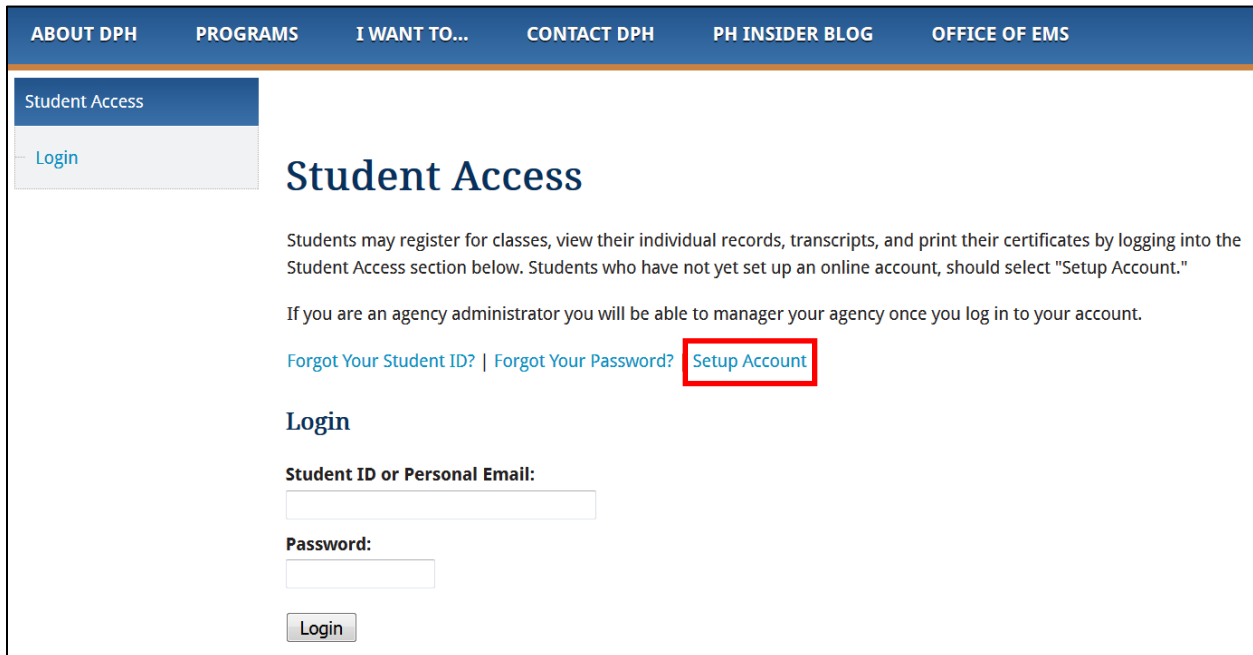


AGENCY ACCOUNT REGISTRATION INSTRUCTIONS FOR SERVICE ADMINISTRATORS

For service administrators whose agency is not listed in the EMS Classroom, should follow the steps below in order to setup an agency account. Please use the following link to create your account <https://ems.gpstc.org/student/login>.

1. Click on **“Setup Account”** as shown below.



The screenshot shows the 'Student Access' page. At the top, there is a navigation bar with links: ABOUT DPH, PROGRAMS, I WANT TO..., CONTACT DPH, PH INSIDER BLOG, and OFFICE OF EMS. Below the navigation bar, there is a sidebar with 'Student Access' and 'Login' links. The main content area has the heading 'Student Access' and a paragraph explaining that students can register for classes, view records, and print certificates. It also mentions that agency administrators can manage their agency. Below this, there are links for 'Forgot Your Student ID?', 'Forgot Your Password?', and 'Setup Account'. The 'Setup Account' link is highlighted with a red box. Below the links, there is a 'Login' section with a form for 'Student ID or Personal Email' and 'Password', and a 'Login' button.

2. Click on **“By Email”** to set up an account using your Email Address as shown below.



The screenshot shows the 'Setup or Recover Account' page. At the top, there is a navigation bar with links: ABOUT DPH, PROGRAMS, I WANT TO..., CONTACT DPH, PH INSIDER BLOG, and OFFICE OF EMS. Below the navigation bar, there is a sidebar with 'Student Access' and 'Login' links. The main content area has the heading 'Setup or Recover Account' and two buttons: 'By Email' and 'By SSN'. The 'By Email' button is highlighted with a red box.

3. Enter your email address in the box and click on **“Submit”** as shown below.

The screenshot shows a website header with navigation links: ABOUT DPH, PROGRAMS, I WANT TO..., CONTACT DPH, PH INSIDER BLOG, and OFFICE OF EMS. On the left, there is a 'Student Access' menu with a 'Login' link. The main heading is 'Setup or Recover Account'. Below the heading, there are two radio button options: 'By Email' (selected) and 'By SSN'. A red box highlights the 'Email Address:' input field and the 'Submit' button below it.

4. Enter the Last 4 of SSN, Last Name, and Date of Birth in the boxes and click on **“Submit”** as shown below.

The screenshot shows the same website header and navigation as above. The 'By SSN' radio button is now selected. Below the heading, there is a message: 'We couldn't find you in our system yet. Please fill out these fields so we can try to help you locate your account.' A red box highlights three input fields: 'Last 4 of SSN', 'Last Name', and 'Date of Birth (mm/dd/yyyy)'. A 'Submit' button is located below these fields.

5. Enter all the required information on the Setup Student Account page then click on “Submit” as shown below. **NOTE:** If your agency is not listed or if you are not associated with an agency, then please select “Private Citizen (in Georgia)” as your agency. Also, The Certification Date and Certification Type fields are not required.

Setup Student Account

We can't find an account for you. Please enter the information below to setup student account.

SSN: **This field is required.** (ex. 111223333)

First Name: **This field is required.**

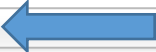
Middle Name:

Last Name: **This field is required.**

Suffix:

Gender: Male Female

Date of Birth: **This field is required.** (ex. 01/01/2001) (Required to verify O Key)

Agency: **Agencynumber**
This field is required. 

Select “Private Citizen (in Georgia)” if your agency is not listed or if you are not associated with an agency.

Certification Date: (ex. 01/01/2001)

Certification Type:

Work Email: **This field is required.** (ex. name@company.com)

Personal Email (Non-Work email): **This field is required.** (ex. name@company.com)

Phone Number: **This field is required.** (ex. 555-123-4567)

Password: **This field is required.**

Re-Enter Password: **This field is required.**

- An email will be sent to the email address with your GPSTC ID Number once your account is setup.

Account Setup Done

Thanks for submitting your information!

Please give us a few days to process your information and set up your account. You will then receive an email letting you know that you are set up and can login!

- Once you login on the GPSTC site with your credentials, enter the three Security Questions and Personal Email Address then click **“Submit”** as shown below.

Security Questions

Please provide us with some security questions and answers to help protect your account. These may be used to verify your identity when you forget your login information or when you login from a place that you normally don't.

Security Question 1:

What was your childhood nickname?

Answer:

Security Question 2:

In what city or town was your first job?

Answer:

Security Question 3: *(enter a custom question)*

Answer:

Personal Email Address

Please list or update your personal email address here if needed. This will be the email address you use to login with and also will be used to reset your password when you need to.

Email Address:

8. Click on the following link to login to your account <https://ems.gpstc.org/student/login>.

ABOUT DPH PROGRAMS I WANT TO... CONTACT DPH PH INSIDER BLOG OFFICE OF EMS

Student Access

Login

Student Access

Students may register for classes, view their individual records, transcripts, and print their certificates by logging into the Student Access section below. Students who have not yet set up an online account, should select "Setup Account."

If you are an agency administrator you will be able to manager your agency once you log in to your account.

[Forgot Your Student ID?](#) | [Forgot Your Password?](#) | [Setup Account](#)

Login

Student ID or Personal Email:

Password:

Login

9. Click on **Student Profile** to set up an administrator account as shown below.

OFFICE OF EMS HELP CONTACT US

Student Access

- Dashboard
- Course Calendar
- Course Catalog
- Registration Status
- Your Online Classes
- Student Transcript
- Class Manuals
- Student Certificates
- Student Profile**
- Logout

YOUR ONLINE CLASSES You are registered for one online class ▾

REGISTRATION STATUS You have 12 class registrations ▾

ACCOUNT HISTORY ▾

10. On the **Student Profile** page click on the link “here” as shown below.

The screenshot shows the 'Student Profile' page. On the left is a navigation menu with items like 'Dashboard', 'Course Calendar', 'Registration Status', 'Your Online Classes', 'Student Transcripts', 'Staff Training Records', 'Class Manuals', 'Your Certificates', 'Agency Roster Certificates', 'Agency Roster', 'Agency Administrators', 'Agency Profile', 'Event/Class Manager', 'Student Profile', and 'Logout'. The main content area is titled 'Student Profile' and contains several form fields: 'First:', 'Middle:', 'Last:', 'Suffix:', 'Change Password', 'Personal Email:', 'Work Email:', 'Phone:', 'Primary Discipline:' (with a dropdown menu set to 'Other'), 'Agency Affiliations:' (showing 'Georgia Department of Public Health - Remove'), and 'Date Of Birth:'. A red rectangular box highlights the text: 'If you are the chief, head, or training officer of an agency, please click [here](#) to set up an administrator account.' Below this box are radio buttons for 'Email Notifications: On' and 'Off' (with 'Off' selected), and an 'Update Profile' button.

11. On the Agency Selection page click on the link “Click here if your agency is not on the list” as shown below.

The screenshot shows the 'Agency Selection' page. On the left is a navigation menu with items like 'Dashboard', 'Course Calendar', 'Course Catalog', 'Registration Status', 'Your Online Classes', 'Student Transcripts', 'Staff Training Records', 'Class Manuals', and 'Your Certificates'. The main content area is titled 'Agency Selection' and contains the text: 'Please search this list of active agencies and select the one you are chief, head, or training officer for.' Below this is a form with a label 'Agency Number' and a dropdown menu with the text 'Select One...'. A 'Submit' button is located below the dropdown. Below the 'Submit' button is the text 'OR' and a red rectangular box highlighting the text: 'Click here if your agency is not on the list'.

12. Enter your agency information and click **Submit**. Any change must be approved by the Registrar's Office and please allow up to 7 days for approval.

Create/Update Agency Account

Please enter the information below to create or update your agency account. Any change must be approved by the Registrar's Office. Please allow up to 7 days for approval.

Agency Name:	*	<input type="text"/>
Agency Mailing Address:	*	<input type="text"/>
City:	*	<input type="text"/>
State:		<input type="text" value="Select One..."/>
Zip:	*	<input type="text"/>
County:	*	<input type="text"/>
Agency Phone:	*	<input type="text"/>
Agency Head:	*	<input type="text"/>
Agency Head Email Address:	*	<input type="text"/>
Agency Type:		<input type="text" value="Select One..."/>
Training Officer Name:	*	<input type="text"/>
Training Officer Email Address:	*	<input type="text"/>
Your Name:	*	<input type="text"/>
Your Email Address:	*	<input type="text"/>
Your Rank:	*	<input type="text"/>