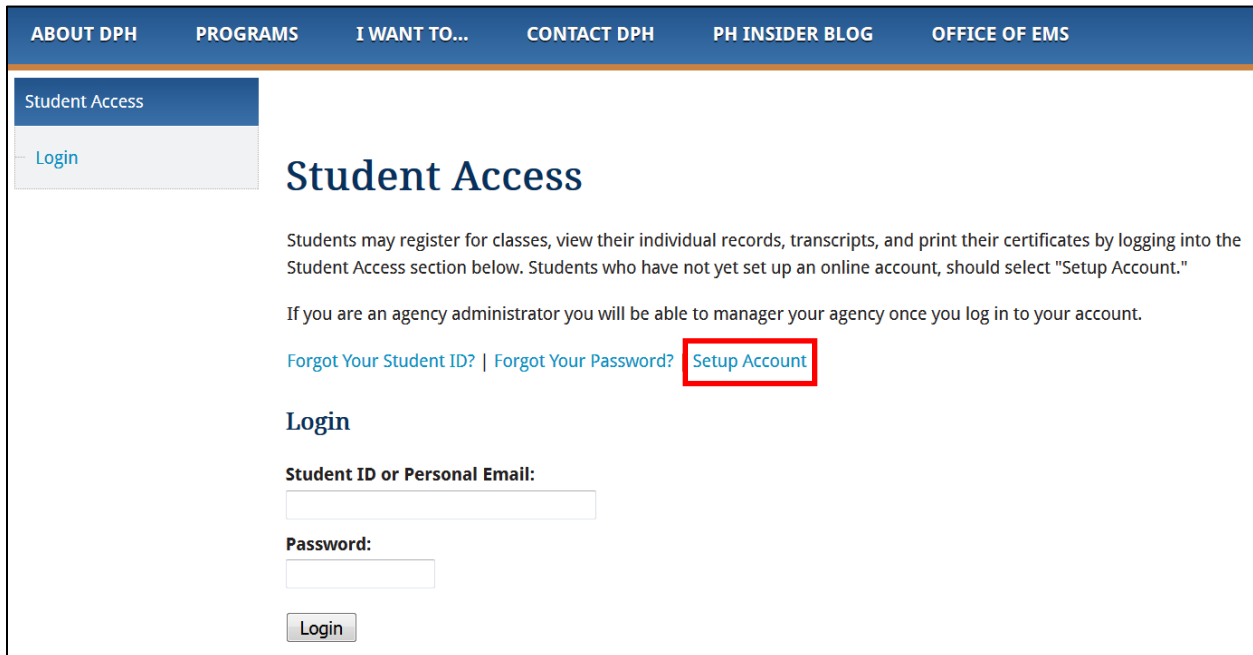# AGENCY ACCOUNT REGISTRATION INSTRUCTIONS FOR SERVICE ADMINISTRATORS

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.

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

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

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

Student Access

Login

Setup or Recover Account

By Email OR By SSN

Email Address: [   ]

Submit

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

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

Student Access

Login

Setup or Recover Account

We couldn't find you in our system yet. Please fill out these fields so we can try to help you locate your account.

Last 4 of SSN [   ]

Last Name [   ]

Date of Birth (mm/dd/yyyy) [   ]

Submit

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 One...
Certification Date:	*(ex. 01/01/2001)*
Certification Type:	None ▼
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.
	Submit
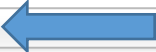
Select **"Private Citizen (in Georgia)"** if your agency is not listed or if you are not associated with an agency.

6. 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!

7. 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:

Submit

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.

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

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:	*	
Agency Mailing Address:	*	
City:	*	
State:		Select One... ▾
Zip:	*	
County:	*	
Agency Phone:	*	
Agency Head:	*	
Agency Head Email Address:	*	
Agency Type:		Select One... ▾
Training Officer Name:	*	
Training Officer Email Address:	*	
Your Name:	*	
Your Email Address:	*	
Your Rank:	*	

Submit