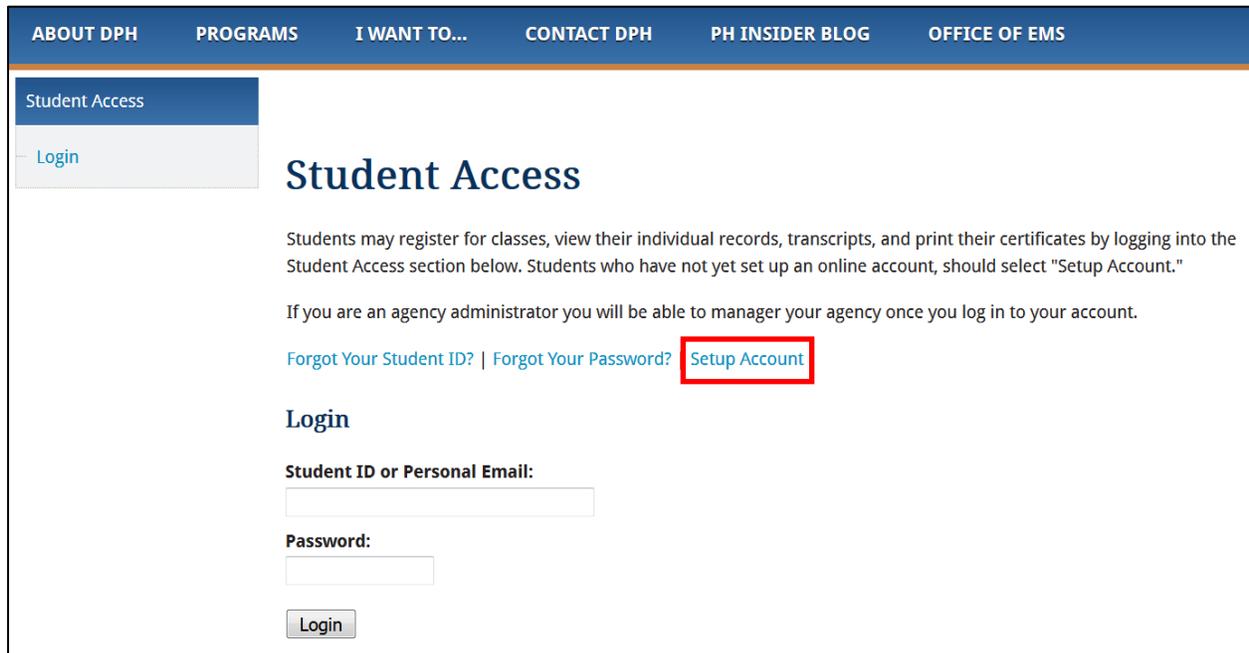


# NEW STUDENT ACCOUNT REGISTRATION INSTRUCTIONS

For new users who have not yet set up an online account, should follow the steps below in order to setup a student account for EMS Classroom. Please use the following link to create your student account <https://ems.gpstc.org/student/login>.

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



The screenshot shows the top navigation bar with 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 content area is titled 'Student Access' and contains the following text: '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."' and 'If you are an agency administrator you will be able to manager your agency once you log in to your account.' Below this text are links for 'Forgot Your Student ID?' and 'Forgot Your Password?'. The 'Setup Account' link is highlighted with a red box. Underneath, there is a 'Login' section with input fields 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 same top navigation bar as the previous image. The left menu has 'Student Access' and 'Login'. The main content area is titled 'Setup or Recover Account' and features two buttons: 'By Email' and 'By SSN', separated by the word 'OR'. 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.

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.**

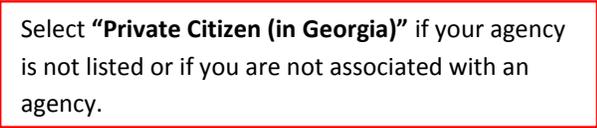
**Middle Name:**

**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 “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 student 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: