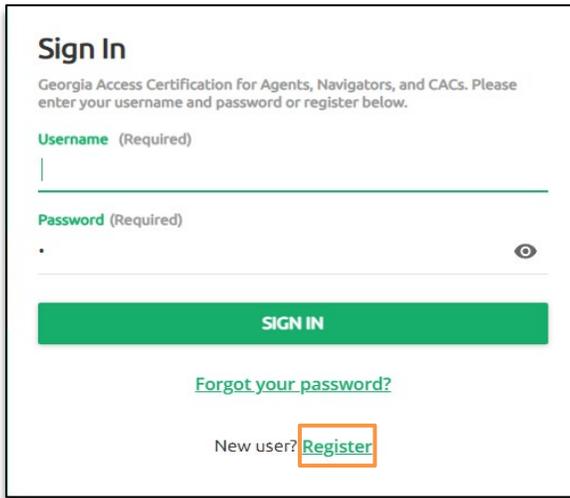


Georgia Access Certification Training Registration Quick Reference Guide

Registering a New Account for an Agent

To register for the Georgia Access Certification Training, visit certification.georgiaaccess.gov. Register following the steps below. All required fields display (Required) beside the field.

1. Click **Register** at the bottom of the Sign In box.



Sign In
Georgia Access Certification for Agents, Navigators, and CACs. Please enter your username and password or register below.

Username (Required)

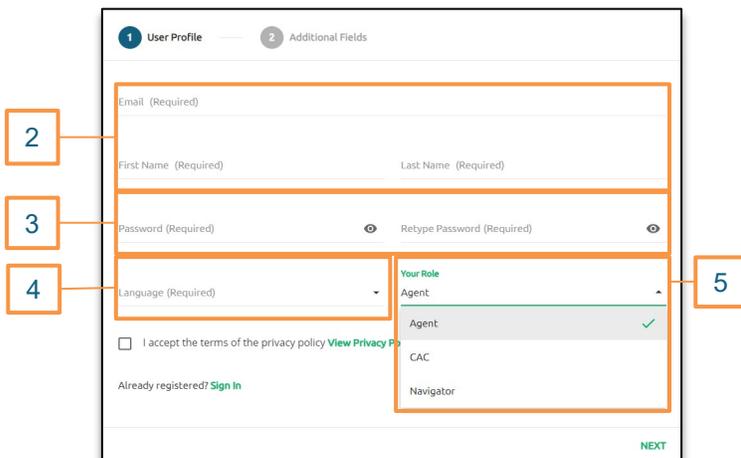
Password (Required)

SIGN IN

[Forgot your password?](#)

New user? **Register**

2. Enter your information including **Email**, **First Name**, and **Last Name**.
3. Enter your desired password and then retype the password to confirm it. You may click the eye icon () to show your password.
4. Select your **language** from the dropdown.
5. Select **Agent** from the Your Role dropdown. This role determines your required trainings, so ensure you select the correct role.



1 User Profile — **2** Additional Fields

2 Email (Required)

First Name (Required) Last Name (Required)

3 Password (Required) Retype Password (Required)

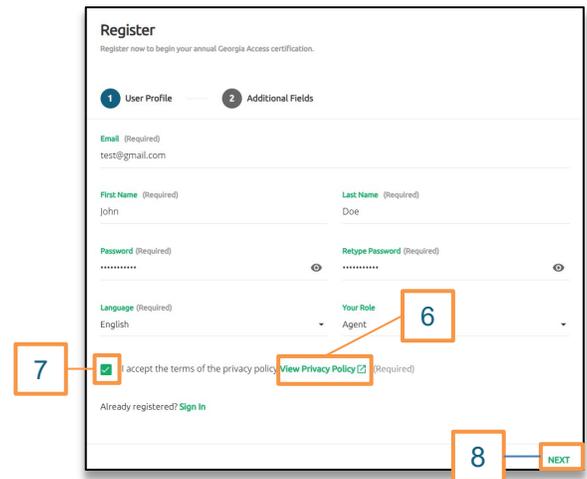
4 Language (Required) **5** Your Role
 Agent
 CAC
 Navigator

I accept the terms of the privacy policy [View Privacy Policy](#) (Required)

Already registered? [Sign In](#)

NEXT

6. Review the Privacy Policy by clicking on **View Privacy Policy**.
7. Check **I accept the terms of the privacy policy**.
8. Click **Next**.



Register
Register now to begin your annual Georgia Access certification.

1 User Profile — **2** Additional Fields

Email (Required)
 test@gmail.com

First Name (Required) Last Name (Required)
 John Doe

Password (Required) Retype Password (Required)

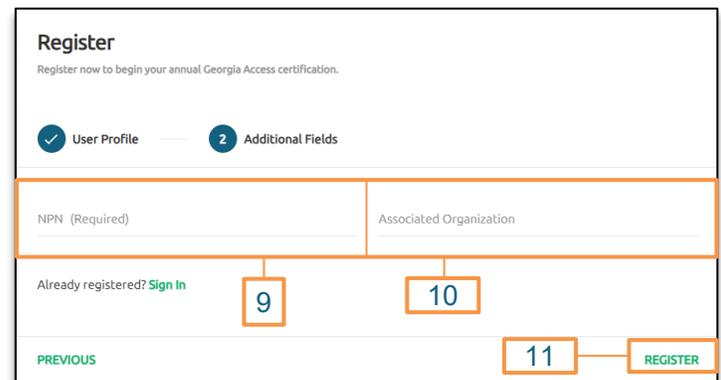
Language (Required) Your Role **6**
 English Agent

7 I accept the terms of the privacy policy [View Privacy Policy](#) (Required)

Already registered? [Sign In](#)

8 **NEXT**

9. Once you click Next, enter your **NPN**.
10. Enter your **Associated Organization**.
11. Click **Register** and you will be redirected to the Georgia Access Certification Training home dashboard.



Register
Register now to begin your annual Georgia Access certification.

User Profile — **2** Additional Fields

NPN (Required) Associated Organization

Already registered? [Sign In](#) **9** **10**

PREVIOUS **11** **REGISTER**

12. An email will be sent for you to confirm your email address. Click on the link in the email to confirm your email address and then click **Sign In** and sign-in with your username and password.

Note: If you don't see the email, check your junk folder.