Georgia Access Certification Training Basic Navigation Quick Reference Guide

Sign In

Visit certification.georgiaaccess.gov. If you have already registered, enter your Username and Password and click **Sign In**.

- **Forgot your Password?** Click the **Forgot your Password?** hyperlink. Enter your username or email address and click **Send Reset Link**. A reset link will be sent to the registered email address. Follow the email's instructions to reset your password.

- **New User?** Click on the **Register** hyperlink and follow the instructions for registration. If you have additional questions, please see the Registration Quick Reference Guide (QRG).

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

Home Dashboard

After you sign into the Georgia Access Certification Training platform, the home dashboard displays. This screen gives you quick access to your certification training. Clicking on the training thumbnail in the lower left-hand side of the screen takes you to the certification training screen. The certification training has three or four modules, depending on the role, and a final assessment. You must take all modules in order. If you need to stop the training at any point, your progress will be saved.

Note: If you need technical assistance with the Certification Training platform, such as password resets or issues with the training, click the **CLICK HERE** button in the Need Help box on the Dashboard. For all other inquiries, please contact the email address identified in the middle of the screen.

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Menu

Click the menu icon (≡) in the top left-hand corner of the screen to view the following features:

- **My Progress and Certificate-** Contains your assigned trainings, hyperlink to your training certificate (if you've completed the training), and detailed information on your courses.

- **Reference Materials-** Contains training manuals, quick reference guides, and other additional materials.

- **Help-** Provides links to contacts for policy, licensing, and technical assistance.

- **Back to Georgia Access-** Navigates back to the GeorgiaAccess.gov Home Page.

From the menu icon (≡), click the **edit pencil** to update your profile or **Sign Out** to log off the system.
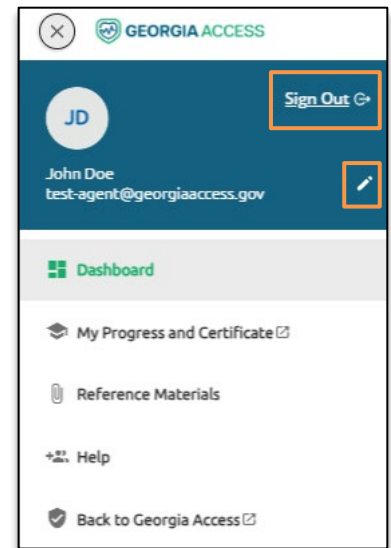
My Profile

Click the edit pencil under the menu icon (≡) to display the My Profile screen. To update your profile picture, click **SELECT IMAGE** and browse your files to select an image. You may also update your details and additional information such as First Name, Last Name, Email, NPN (for agents only), and your Associated Organization. Once updated, click **SAVE CHANGES**.

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My Profile

Change Password

To update your password, click **Change Password** in the left-hand navigation on the My Profile screen. Enter your current password, your new password, and confirm the new password by entering the new password again. Click **Change Password** to update your password.

Conditions of Use

Click **Conditions of Use** in the left-hand navigation on the My Profile screen to read the Georgia Access' Privacy Policy. To view the privacy policy click **View Privacy Policy**. This Privacy Policy is reviewed and agreed to when you initially register for the Georgia Access Certification Training site. If you need to review the Privacy Policy again, check the box stating you agree and click **SAVE CHANGES**.

Note: You must accept the Privacy Policy to gain access to the Georgia Access Certification Training site.

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My Progress and Certificate

Click **My Progress and Certificate** under the menu icon (≡) to view the certification training plan assigned to you based on your role. It will list the name, number of courses within the plan, your progress, and you can click on the medal icon ( ) to access your certificate of certification if you have completed the training and passed the final assessment. You can also access the Courses tab through the My Progress and Certificate screen.


Courses

Click **Courses** in the left-hand navigation on the My Progress and Certificate screen to view courses that you are assigned. This screen includes course name, user status, enrolled (date), expiration date, course completion, credits [Continuing Education Units (CEUS)], total time, and your final assessment score.


Reference Materials

You can access additional reference materials such as quick reference guides or toolkits by clicking **Click Here** under Reference Materials on the Dashboard **or** by clicking **Reference Materials** under the menu icon (≡).Click on the hyperlink for the document you want to view. The document opens within the browser window. Click back in your browser to return to the Reference Materials screen.
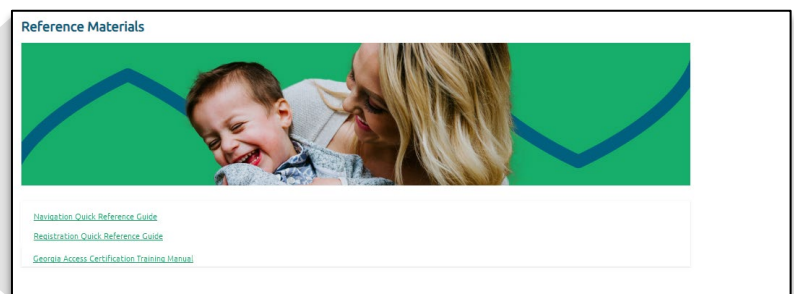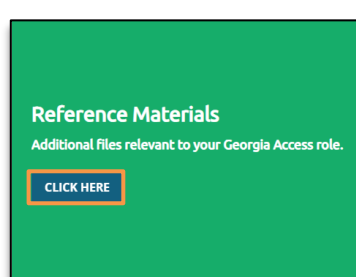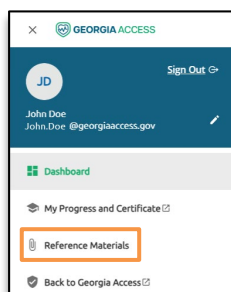
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Help

Click on menu icon (≡) and click **Help** to access the Help screen. This screen provides resources such as websites and contacts to reach out to for policy, licensing, and technical assistance questions.
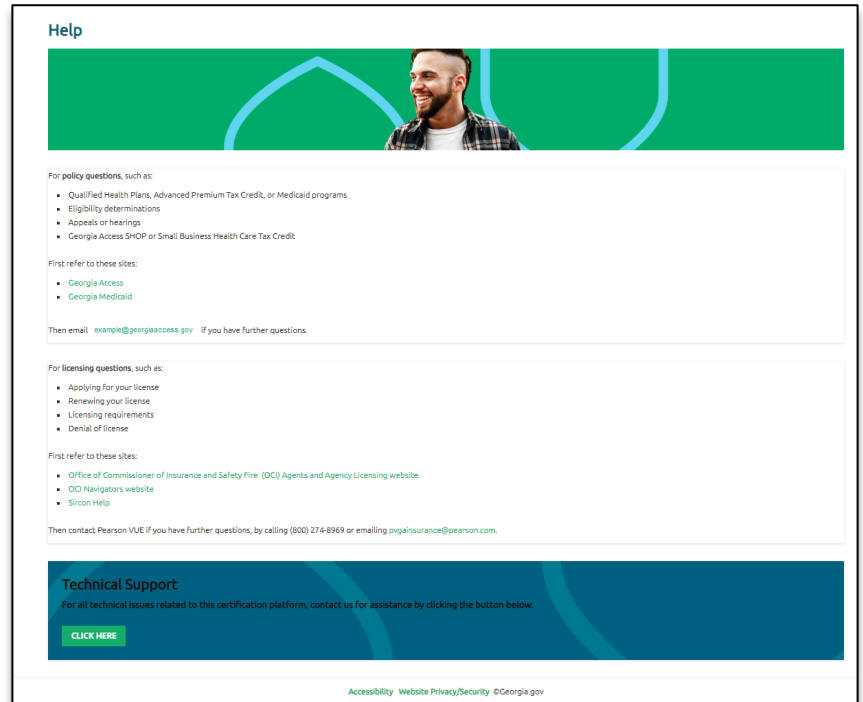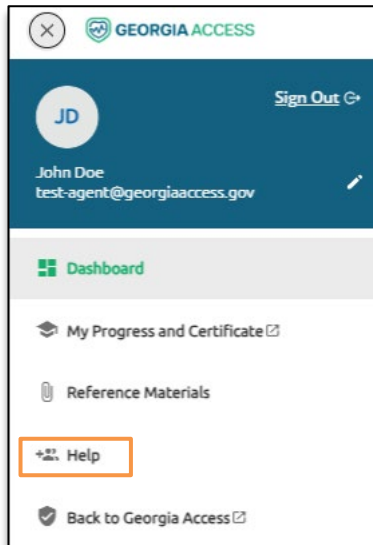
Navigation

If you would like to go back to the home dashboard, click **Dashboard** in the breadcrumbs at the top of the screen or click on the Georgia Access logo. These options are available on every screen throughout the learning platform.
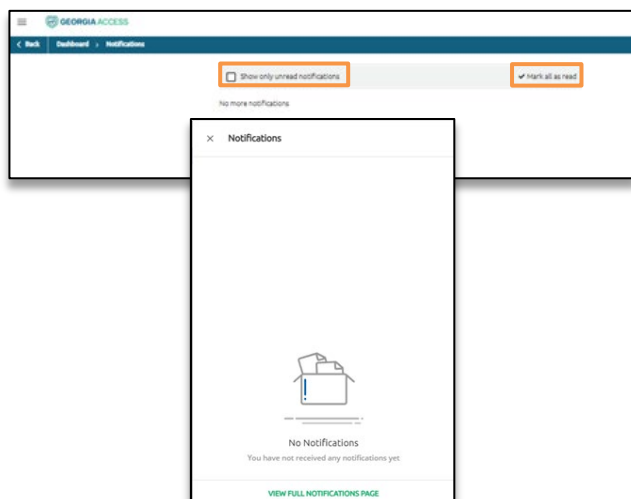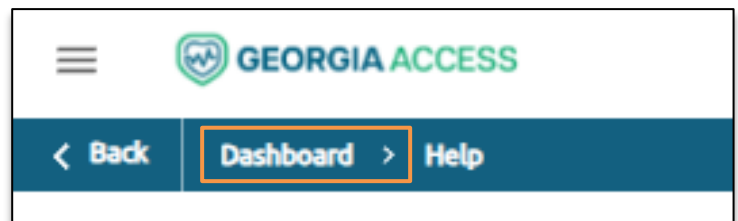
Notifications

Your certification training notifications can be viewed by clicking the bell icon (🔔) in the upper-right hand of the screen. This displays your most recent notifications. Click **View Full Notifications Page** to view all your notifications. On the Notifications Page, you can filter to view only your unread notifications by checking the **Show only unread notifications** checkbox or you can click **Mark all as read** to mark all notifications as read.