



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.

Dashboard

Welcome to the Georgia Access Certification Platform!

IMPORTANT UPDATE: Georgia Access Certification Training Is Now Live (7/31/24)

Welcome to the Georgia Access certification training. Please click below to begin your training. After completing the course, you will need to pass the final assessment with a score of 80% or higher and attest that you will adhere to all requirements and policies outlined in the Georgia Access Agent Agreement.

For questions not related to this certification platform, please contact agents@GeorgiaAccess-ga.gov.

Assistance with Georgia Access or policy

Module 1: Georgia Access Agent Training
Module 1: Georgia Access Agent Training
E-learning | Mandatory

Module 2: Policies and Procedures
This module outlines high-level policies and procedures.
E-learning | Duration: 1h 30m | Mandatory

Module 3: Privacy and Security for Agents
This module highlights the rules and regulations for privacy and security.
E-learning | Duration: 35m | Mandatory

Module 4: Small Business Health Options Program
This module explores Georgia Access SHOP, including the rules and regulations.
E-learning | Duration: 35m | Mandatory

Final Assessment for Agents
Final Assessment for Agents
E-learning | Mandatory

Reference Materials
Additional files relevant to your Georgia Access role.
CLICK HERE

Need help?
Our technical support team is ready to assist you.
CLICK HERE

Assistance with training platform

Accessibility Website Privacy/Security ©Georgia.gov

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.



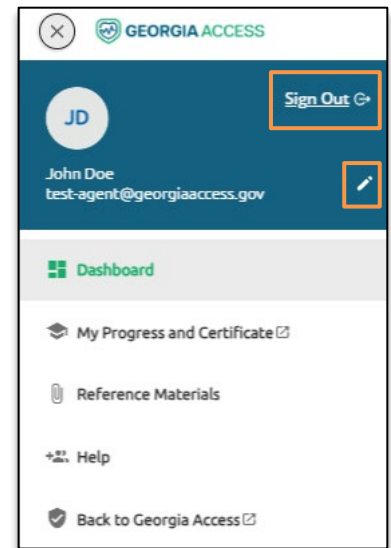
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Menu

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**.

Personal Info
Manage your profile details and additional information

Avatar
JD
The minimum suggested image dimension is 400x400px
The maximum file size is 4MB
SELECT IMAGE Click here to select a profile picture from your files.

Details

Username (Disabled) test-agent@georgiaaccess.gov	User Level (Disabled) User
First Name (Required) John	Last Name (Required) Doe
Email (Required) test-agent@georgiaaccess.gov	
Additional Fields	
NPN (Required)	Associated Organization

SAVE CHANGES

Update your information, if needed, and click **SAVE CHANGES** to save.

Accessibility Website Privacy/Security ©Georgia.gov



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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	Certifications		
 Certifications			
	NAME	NUMBER OF COURSES	PROGRESS
	2023 Agent Certification	4	100% 
	Total: 1		

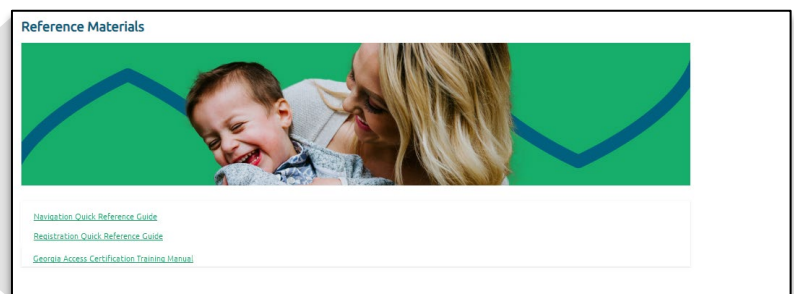
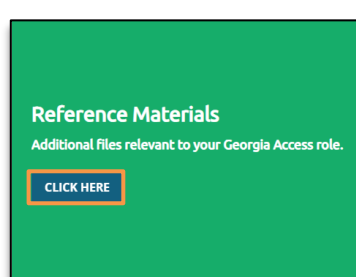
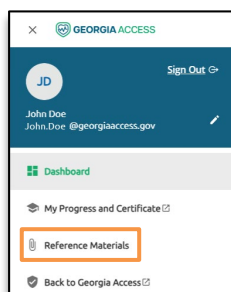
Courses

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.

 Courses	Courses						
 Certifications							
	Enrollment Status						Active enrollments 
	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	TOTAL TIME	SCORE
	Module 2: Policies and Procedures	COMPLETED	7/30/2024		7/30/2024	0h 52m	0.00
	Module 3: Privacy and Security for Agents	COMPLETED	7/30/2024		7/30/2024	0h 6m	0.00
	Module 4: Small Business Health Options Program (SHOP)	COMPLETED	7/30/2024		7/30/2024	0h 8m	0.00
	Final Assessment for Agents	IN PROGRESS	7/30/2024			0h 6m	0.00
	Module 1: Georgia Access Agent Training	COMPLETED	7/30/2024		7/30/2024	2h 12m	0.00
	Total: 5						

Reference Materials

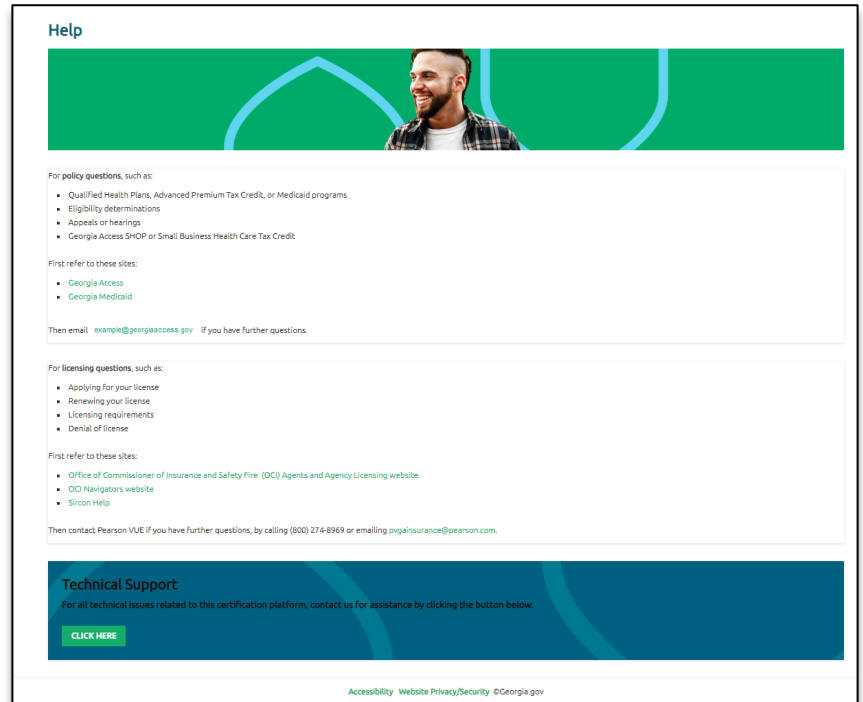
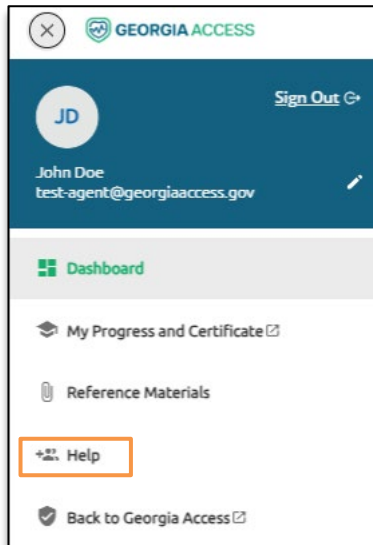
You can access additional reference materials such as quick reference guides or toolkits by clicking **Click Here** under Reference Materials on the Dashboard **or** by clicking **Reference Materials** under the menu icon (≡). Click on the hyperlink for the document you want to view. The document opens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



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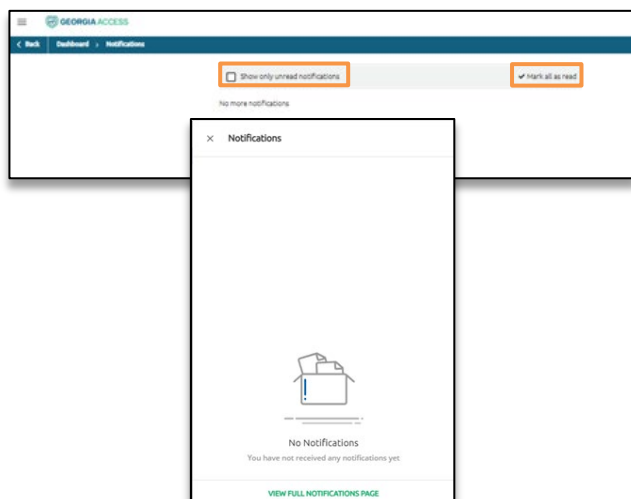
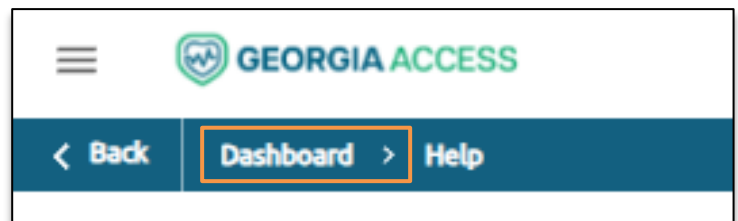
Help

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.