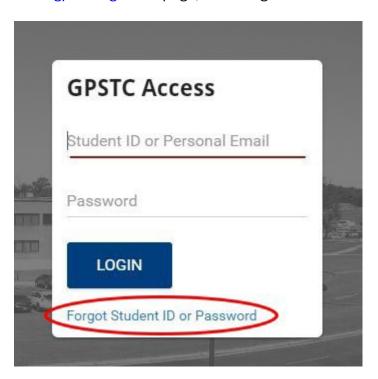
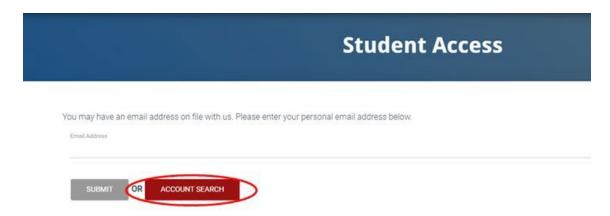
Creating GPSTC Account

1. From the gpstc.org home page, click Forgot Student ID or Password.



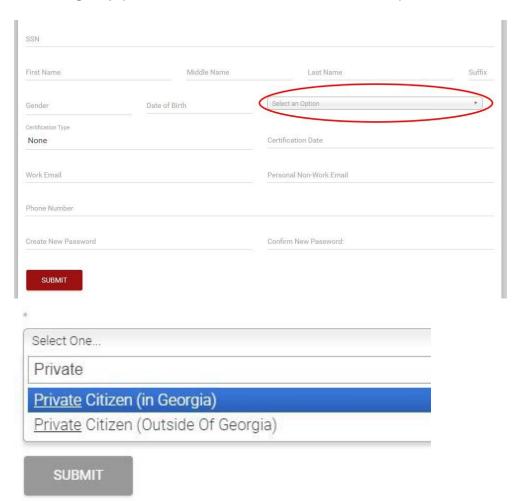
2. Click the Account Search button next to the Submit button.



3. Fill out the fields on the Setup or Recover Account page, then click Submit.



4. You will be required to fill out and submit this information to continue. If you are not currently with an agency, please select one of the Private Citizen options on the list.

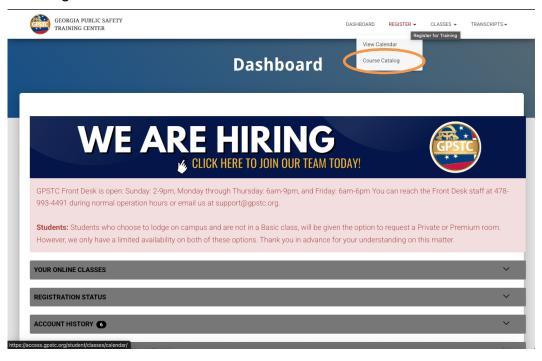


- 5. After submitting this information:
 - Your submission will be reviewed by Registration staff. If approved, an email will be sent to the address you provided. The email will contain your GPSTC Student ID and/or information on how log into your account.
 - Please allow 48 hours for processing. If, after 48 hours, you have not received an email, you may contact the Registration's Office at registrar@gpstc.org.

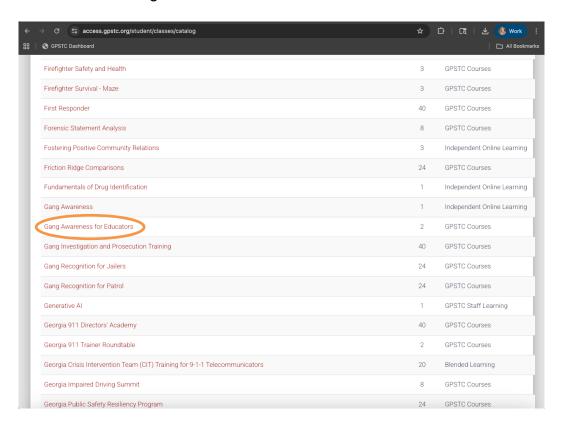
If you need further assistance, please submit a help ticket or call (478) 227-8822.

Registering for the Gang Awareness for Educators Online Course

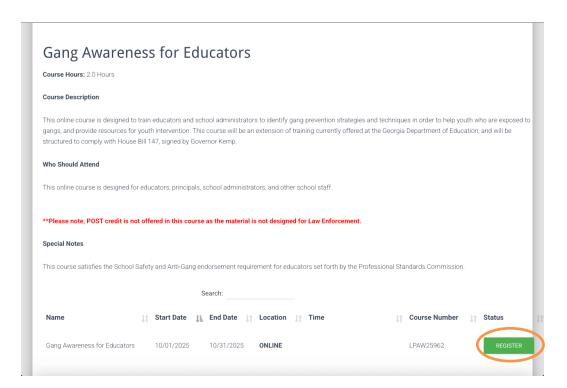
1. Once you are logged in, click on the Register tab on your dashboard and then click on Course Catalog.



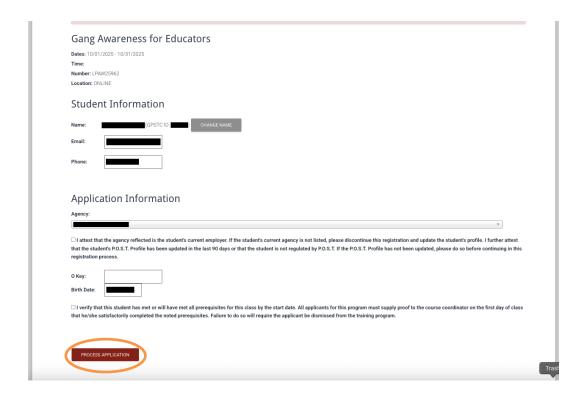
2. On the Course Catalog page, scroll down until you find the Gang Awareness for Educators class. Click on there to register.



3. Click on the Register link to fill out the registration form.

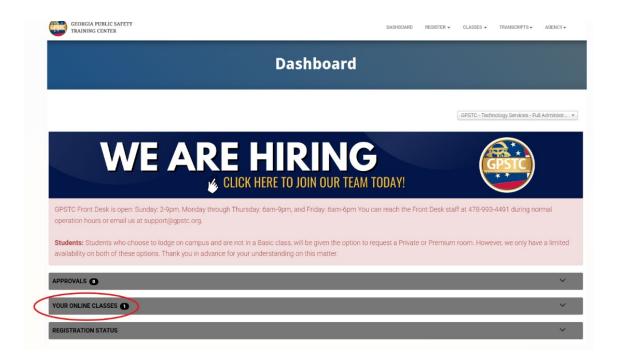


4. Once you click on Register, verify that your information is correct and check all the boxes that need to be checked and click on Process Application. Leave the OKey number blank.

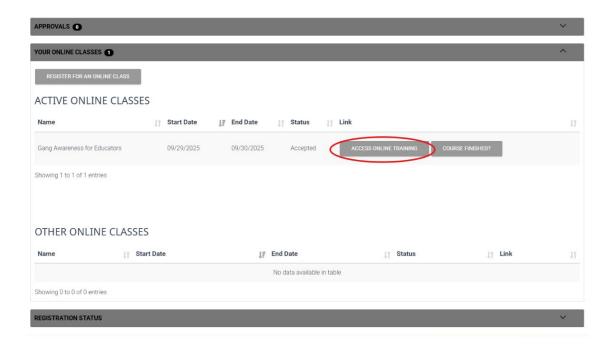


Accessing the Gang Awareness for Educators Online Course

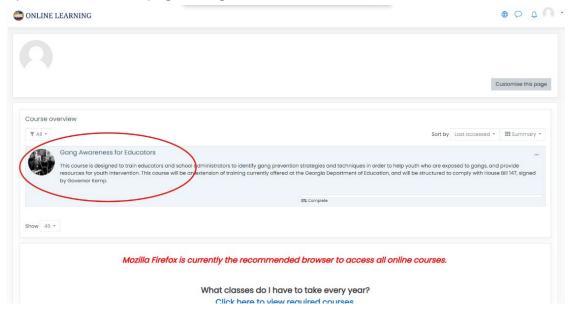
1. From your Dashboard page, expand the "YOUR ONLINE CLASSES" section.



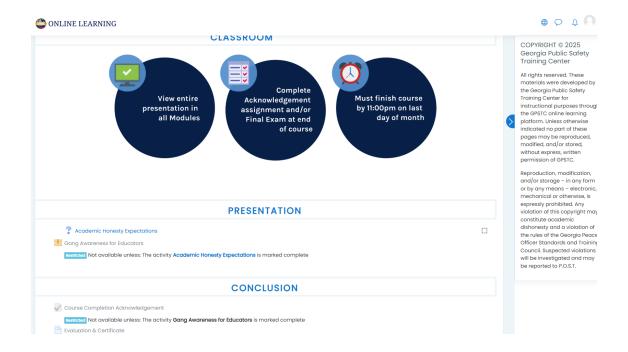
2. Click the "ACCESS ONLINE TRAINING" button.



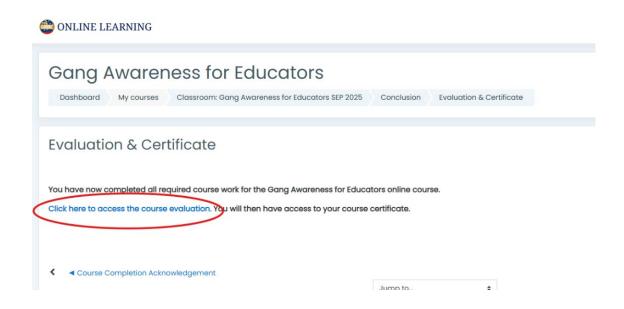
3. You will be redirected to the Online Learning website. From this dashboard, click here to open the classroom page to begin the course.



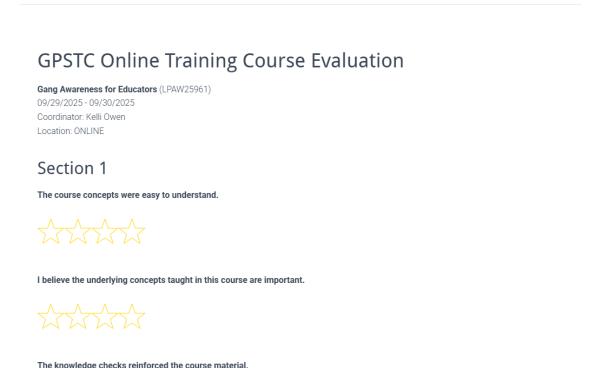
4. You will complete each activity one at a time until you have completed the course.



5. Once you have completed the course, you will come to the "Evaluation & Certificate" page. From here, click the link to access your certificate.



6. You will first be asked to complete a course evaluation. You can choose to fill it out or scroll to the bottom of the page and select "OPT OUT" instead.



7. Click the "View Certificate" link to print or download your certificate.

