How To Signup For A GSO Portal Account
User’s Guide

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Apply For MyGaDOE Account

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There are five different sets of instructions for applying for a MyGaDOE account in order to accommodate different types of users. Please read the rest of this page and then turn to the page of instructions that is most appropriate for you based on the descriptions below.

1. **Teachers established at a school** for more than 6 months (turn to page 6)
2. **New teachers and newly reassigned teachers** (turn to page 8)
3. **Non-classroom school employees** (turn to page 11)
4. **Employees of Georgia state agencies** (turn to page 14)
5. **Employees of other educational organizations** (turn to page 17)

**University Personnel** - please contact Kathy Politis to help you set up an account. Phone (404) 651-5664 or e-mail ... KPolitis@doe.k12.ga.us.

**Step 2 - Select Type of Organization**

When you get to Step 2 in the process, you will be making a critical decision that will dramatically influence the rest of the options provided as you complete the rest of the sign-up form. In Step 2 you are asked to select an organization. There are three sets of data fields in order to accommodate different types of organizations and users. See illustration to the right.

You will **USE ONLY ONE SET** of data fields.

#1 - Used by established teachers, new teachers and non-classroom school employees
#2 - Used by employees of Georgia state educational agencies
#3 - Used by those who work in other educational organizations
Established Teachers - Apply for Account

Important Note:
Use this section ONLY if:
   a) you work in a school system
   b) are a certified teacher
   c) are established at your current school for at least six months

If the above conditions do not describe your role, please read the descriptions on page 3 and use another set of instructions that are more appropriate.

GeorgiaStandards.Org Web Page
1. From the GeorgiaStandards.Org home web page, find the MyGaDOE LOGIN portlet located in the right column.
2. At the bottom of this portlet, click on the Sign Up link to create a new MyGaDOE account (see illustration on right).
3. A new window opens that will take you step-by-step through the easy process of signing up for a MyGaDOE account.

Step 1
Enter User Information
Type-in the appropriate information for the following fields:
First Name:
Last Name:
Email Address:
Confirm Email:
Teacher ID: Certified teachers, type-in your social security number (without dashes or hyphens)

Note: The Teacher ID number entered will be verified against a state database. If you do not have an active teaching certificate, are a new teacher, are a reassigned teacher or are a non-classroom employee, please read page 3 and use another set of instructions.
Step 2 - Established Teacher in School System

On the top part of the Step 2 screen you are asked to select an organization. There are three sets of data fields in order to accommodate different types of portal users. See illustration to the right.

You will USE ONLY ONE SET of data fields.

As a teacher - you will ONLY use the first set of fields (#1 in illustration) - District and School.

Do NOT enter data into the fields shown for # 2 or # 3 in the illustration.

Types of Organizations

Select From Pull-down Menus

School System

To select a School, first choose a District

☐ District: Fulton County

☐ School: Holcomb Bridge Middle School

Step 3

As a result of entering your Teacher ID in Step 1, the options in Step 3 are automatically selected for you (GSO and Unit Builder) and you automatically skip to Step 4.

Step 4

1. Check your summaries (should be GSO Unit Builder and Unit Builder). If you need to make corrections, click on the Back button and go back to make the corrections.

2. When your information is correct, click on the Submit button located in the lower right corner (see arrow in illustration on right).

3. You should now see a message confirming your submittal (see illustration below).

4. Skip to page 17.
New or Reassigned Teachers - Apply for Account

Important Note:
Use this section ONLY if you work in a school system and
a) are a new teacher
or
b) are a teacher recently assigned to a new school

If the above conditions do not describe your role, please
read page 3 and use another set of instructions that are
more appropriate.

GeorgiaStandards.Org Web Page

1. From the GeorgiaStandards.Org home web page, find the MyGaDOE LOGIN portlet located in the right column.
2. At the bottom of this portlet click on the Sign Up link to create a new MyGaDOE account (see illustration on right).
3. A new window opens that will take you step-by-step through the easy process of signing up for a MyGaDOE account.

Step 1
Enter User Information

Type in the appropriate information for the following fields:

First Name:

Last Name:

Email Address:

Confirm Email:

Teacher ID:
(leave blank - see note below)

Teacher ID: The number entered in this field is compared to a state database of certified teachers, teaching at specified locations. If your number isn't in the database or doesn't match the location listed in the database, your request for an account will be automatically rejected.

Solution - Leave This Field Blank
Step 2 - New or Reassigned Teacher

On the top part of the Step 2 screen you are asked to select an organization. There are three sets of data fields in order to accommodate different types of portal users. See illustration to the right.

You will USE ONLY ONE SET of data fields.

As a teacher - you will ONLY use the first set of fields (see #1 in illustration) - District and School.

Do NOT enter data into the fields shown for # 2 or # 3 in the illustration.

Types of Organizations

District
Select your School District from the pull-down menu.

School
Click on the School radio button and select your School from the pull-down menu.

Both sections must be filled out.

Organization Role - Teacher (new or reassigned to new school)

1. Look at the lower left section of the Step 2 screen - section (a) in the illustration on the right.
2. There are a number of roles displayed, based on your selection of category as a school system.
3. Looking at the lower right side of your screen ( (b) in the illustration above) you can see that no roles have been assigned yet.
4. On the left side, click on the green (+) symbol next to Teacher.
5. This role is now displayed on the right.
6. If you make a mistake and include a role you don't want, go to the right side where the unwanted role is displayed and click on the red (-) symbol next to it to remove it.
7. Click on the Next button.
As a result of the selections you made in Step 2, the options in Step 3 are already selected for you. Your role is GSO Unit Builder.

1. **Click on the Next button** (see arrow in illustration on right).

**Step 3**

3. You should now see a message confirming your submittal (see illustration below).

**Step 4**

1. Check your entries. If you need to make corrections, **click on the Back button** and go back to make the corrections.
2. When your information is correct, **click on the Submit button** located in the lower right corner of the GaDOE Account screen (see arrow in illustration on right).

4. **Skip to page 17.**
Non-Classroom School Employee - Apply for Account

Important Note:
Use this section ONLY if you work in a school system and are:

an educator working in a non-classroom role
(support staff, curriculum support teacher, library media specialist, etc.).

If the above conditions do not describe your role, please read the descriptions on page 3 and use another set of instructions that are more appropriate.

GeorgiaStandards.Org Web Page
1. From the GeorgiaStandards.Org home web page, find the MyGaDOE LOGIN portlet located in the right column.
2. At the bottom of this portlet click on the Sign Up link to create a new MyGaDOE account (see illustration on right).
3. A new window opens that will take you step-by-step through the easy process of signing up for a MyGaDOE account.

Step 1
Enter User Information

Type-in the appropriate information for the following fields:

First Name:

Last Name:

Email Address:

Confirm Email:

Teacher ID:
(leave blank - see note below)

Teacher ID: The number entered in this field is compared to a state database of certified teachers, teaching at specified locations. If your number isn’t in the database or doesn’t match the location listed in the database, your request for an account will be automatically rejected.

Solution - Leave This Field Blank
Step 2 - Non-Classroom School Employee

On the top part of the Step 2 screen you are asked to select an organization. There are three sets of data fields in order to accommodate different types of portal users. See illustration to the right.

You will USE ONLY ONE SET of data fields.

As a non-classroom school employee (support staff, curriculum support teacher, library media specialist, etc.) you will ONLY use the first set of fields (see #1 in illustration) - District and School.

Do NOT enter data into the fields shown for # 2 or # 3 in the illustration.

Types of Organizations

1. Look at the lower left section of the Step 2 screen - section (a) in the illustration on the right.
2. There are a number of roles displayed based on your selection of category as a school system.
3. Looking at the lower right side of your screen ( (b) in the illustration above) you can see that no roles have been assigned yet.
4. On the left side, click on the green (+) symbol next to Staff.
5. This role is now displayed on the right.
6. If you make a mistake and include a role you don’t want, go to the right side where the unwanted role is displayed and click on the red (-) symbol next to it to remove it.
7. Click on the Next button.
As a result of the selections you made in Step 2, the options in Step 3 are already selected for you.

1. Please note that there are two roles currently assigned (see illustration in upper right).
2. Remove the first role by clicking on the red minus (-) symbol next to bldg Georgia Testing Identifier (see arrow in illustration in upper right).
3. When you are finished, the only role displayed on the right should be ... Unit Builder (GSO Unit Builder) - see illustration above.
4. **Click on the Next button** in the lower right.

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**Step 3**

1. Check your entries. If you need to make corrections, **click on the Back button** and go back to make the corrections.
2. When your information is correct, **click on the Submit button** located in the lower right corner of the GaDOE Account screen (see arrow in illustration on right).
3. You should now see the following message confirming your submittal (see illustration below).

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**Confirmation of Submittal**

4. **Skip to page 17.**
**Georgia State Agency - Apply for Account**

**Important Note:** You should be using this section if you work in a Georgia state agency:
- Department of Education
- Governor’s Office of Student Achievement
- Office of the Superintendent

Options available within this section are being implemented on an “as needed” basis. If you are unable to locate an appropriate option, please contact GeorgiaStandards.Org at 404-463-1280.

If the above conditions do not describe your role, please read the descriptions on page 3 and use another set of instructions that are more appropriate.

**GeorgiaStandards.Org Web Page**

1. From the GeorgiaStandards.Org home web page, find the MyGaDOE LOGIN portlet located in the right column.
2. At the bottom of this portlet click on the Sign Up link to create a new MyGaDOE account (see illustration on right).
3. A new window opens that will take you step-by-step through the easy process of signing up for a MyGaDOE account.

**Step 1**

**Enter User Information**

Type-in the appropriate information for the following fields:

First Name:

Last Name:

Email Address:

Confirm Email:

Teacher ID: (leave blank - see note below)

**Teacher ID:** The number entered in this field is compared to a state database of certified teachers, teaching at specified locations. Certified state agency employees are **not** listed in this database and will be automatically rejected if a Teacher ID number is entered.

**Solution - Leave This Field Blank**
Step 2 - Work In State Educational Agency

On the top part of the Step 2 screen you are asked to select an organization. There are three sets of data fields in order to accommodate different types of portal users. See illustration to the right.

You will USE ONLY ONE SET of data fields.

As a Georgia state employee you will ONLY use the SECOND set of fields (see #2 in illustration) - Agency, Department, and Division.

Do NOT enter data into the fields shown for # 1 or # 3 in the illustration.

Organization Role

The MyGaDOE Portal is used by people performing a wide variety of functions. These instructions are for personnel who want to create instructional plans using the technology tools available within the GSO portal. The only role to request is that of a Unit Builder.

1. Now let’s look at the bottom section of the Step 2 screen.
2. Note that the available roles based on your selection of Agency, is shown in the bottom left corner of your computer screen - (a) in illustration on right.
3. If you look at the lower right side, you can see currently no roles have been assigned - (b) in illustration above.
4. On the left side, click on the green (+) symbol next to User.
5. This role is now displayed on the right (see illustration on right).
6. If you make a mistake and include a role you don’t want, go to the right side where the unwanted role is displayed and click on the red (-) symbol next to it.
7. Click on the Next button in the lower right.
Step 3
As a result of the selections you made in Step 2, the options in Step 3 are already displayed for you. This list (on the right side of the screen) includes many roles that we do **NOT** want to request. The **only role desired is** - GSO Unit Builder.

1. **Click on the red minus (-) symbol** next to every role listed on the right except - Unit Builder (GSO Unit Builder) - leave this role listed on the right.
2. When finished, your screen should look like the illustration on the right.
3. **Click on the Next button.**

Step 4
1. Check your entries. If you need to make corrections, **click on the Back button** and go back to make the corrections.
2. When your information is correct, **click on the Submit button** located in the lower right corner of the GaDOE Account screen (see arrow in illustration above).
3. You should now see the following message confirming your submittal (see illustration below).

4. **Skip to page 17.**
Other Georgia Ed. Organizations - Apply for Account

Important Note: You should be using this section if you work in another educational organization:
RESA, GLSA, ETTC, Vendor, Program, Unit, Non-Public K12, and other
Options available within this section are being implemented on an “as needed” basis. If you are unable to locate an appropriate option, please contact GeorgiaStandards.Org at 404-463-1280.

If the above conditions do not describe your role, please read the descriptions on page 3 and use another set of instructions that are more appropriate.

GeorgiaStandards.Org Web Page
1. From the GeorgiaStandards.Org home web page, find the MyGaDOE LOGIN portlet located in the right column.
2. At the bottom of this portlet, click on the Sign Up link to create a new MyGaDOE account (see illustration on right).
3. A new window opens that will take you step-by-step through the easy process of signing up for a MyGaDOE account.

Step 1
Enter User Information
Type in the appropriate information for the following fields:
First Name:
Last Name:
Email Address:
Confirm Email:
Teacher ID: (leave blank - see note below)

Teacher ID: The number entered in this field is compared to a state database of certified teachers, teaching at specified locations. Only classroom teachers are listed in this database.
Solution - Leave This Field Blank
Step 2 - Work In Other Organization

On the top part of the Step 2 screen you are asked to select an organization. There are three sets of data fields in order to accommodate different types of portal users. See illustration to the right.

You will **USE ONLY ONE SET** of data fields.

As an Other Type educational employee you will **ONLY use the THIRD set of fields (see #3 in illustration)** - Agency, Department, and Division.

Do NOT enter data into the fields shown for # 1 or # 2 in the illustration.

Select From Pull-down Menus

Other Type
Click on the **Other Type** radio button and select your Organization from the pull-down menu.

Second Field
Click on the **second** radio button and select your specific organization from the pull-down menu.

Organization Role

The MyGaDOE Portal is used by people performing a wide variety of functions. These instructions are for persons wanting to create instructional plans using the technology tools available within the GSO portal. **The only role to request is that of a Portal User.**

1. Now let's look at the bottom section of the Step 2 screen.
2. Note that the available roles based on your selection of Agency, is shown in the bottom left corner of your computer screen - (a) in illustration on right.
3. If you look at the lower right side, you can see currently no roles have been assigned - (b) in illustration above.
4. On the left side, scroll down and **click on the green (+) symbol next to Portal User.**
5. This role is now displayed on the right (see illustration on right).
6. If you make a mistake and include a role you don’t want, go to the right side where the unwanted role is displayed and click on the red (-) symbol next to it to it to the left side. **Click on the Next button** in the lower right.
Step 3

As a result of the selections you made in Step 2, the options in Step 3 are already displayed for you. This list (on the right side of the screen) includes many roles that we do **NOT** want to request. The only role desired is - Unit Builder.

1. **Click on** the red minus (-) **symbol** next to every role listed on the right except - Unit Builder (GSO Unit Builder) - leave this role listed on the right.
2. When finished, your screen should look like the illustration on the right.
3. **Click on** the Next button.

Step 4

1. Check your entries. If you need to make corrections, **click on** the Back button and go back to make the corrections.
2. When your information is correct, **click on** the Submit button located in the lower right corner of the GaDOE Account screen (see arrow in illustration above).
3. You should now see the following message confirming your submittal (see illustration below).
4. **Skip to page 17.**
SPAM FILTER: Make sure your organization’s e-mail system does NOT filter out e-mails from PortalSupport@doe.k12.ga.us ... or you won't receive your account info.

1. Within a short period of time after submitting your request for a MyGaDOE account, you will receive an e-mail from “PortalSupport@doe.k12.ga.us” providing confirmation of your account creation. If you do not receive this e-mail, check with your organization’s computer security officer to ensure that the e-mail filter has not withheld the DOE e-mail.

2. The e-mail confirmation should look something like what is illustrated below.

```
From: PortalSupport@doe.k12.ga.us
Date: Tuesday, March 27, 2007 12:47 AM
To: [Your Name Here]
Subject: New User Request Certification

This email is to certify a request that was filled out for access to the DOE portal and that included this email address. The complete details of this request are as follows:

Requested Organization: Office of Technology Services
Add Requested Org Role: User
Requested Application Roles:
1) GSO Unit Builder, Unit Builder Add

Please click on the following link to certify the request (Processing will begin immediately after clicking the link):
Certify this request
```

3. **Very important step.** Click on the link - **Certify this request** (see arrow in illustration above). **You MUST reply to the e-mail to receive your password.** This confirms the legitimacy of the request.

4. After you have clicked on the link in this first email you will see the message illustrated below. At this point, your request will be submitted and processing will begin.

```
Request Submitted
Your request has been submitted and processing has begun. You will be updated on the status of your request in the next 3 days.
```

Confirmation of Request and Process Begins
5. You will then receive a **second e-mail** from PortalSupport with your password. See illustration below.

6. Please note the important information that this e-mail contains your:
   - **Username**
   - **Temporary password**
   (see arrows in illustration on right).

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**Second Email From PortalSupport**

**Logging Into MyGaDOE For First Time**

1. With the second e-mail from PortalSupport open, **highlight your Username** (see illustration in top right) and **copy** it into your computer’s clipboard (Ctrl & C).
2. Minimize your e-mail program.
3. Open your Internet Browser (Internet Explorer).
5. **Click the cursor** in the Username field in the MYGADOE LOGIN Portlet.
6. **Paste** (Ctrl & V) your **Username** into this field (see illustration on right).
7. Minimize your browser.
8. Maximize the second e-mail.
9. **Highlight** the **Temporary Password** in the second e-mail (see illustration to right) and **copy** it into the computer’s clipboard (Ctrl & C).
10. Minimize your e-mail program.
11. Maximize your Internet Browser.
12. **Click the cursor** in the Password field in the MYGADOE LOGIN Portlet.
13. **Paste** (Ctrl & V) your **Temporary Password** into this field (see illustration on right).
14. Now **click on the green Login button**.
15. You should now see a screen that asks you to create a new password. See the illustration below.

16. After reading the Terms of Use and Scope of Terms and Conditions, you will need to reset your password.

17. You should still have the Temporary Password from the second e-mail in your computer’s clipboard memory. If not return to the e-mail and copy it into the computer’s clipboard again.

18. **Click the cursor** in the Password field and **Paste** (Ctrl & V) your Temporary Password into this field (see illustration below).

19. **Click the cursor** in the New Password field and type in a new password of your choice (it is case sensitive).

20. **Click the cursor** in the Retype Password field and re-type your new password.

21. See illustration below.

22. **Click on the button** ... I Agree to Terms of Use.
23. You should now see on your computer screen, the personal profile screen waiting for your input (see illustration below).

24. There are three required fields (indicated with an * ) which are already filled out based on the information you entered when you applied for an account.

25. Feel free to fill in any additional information you would like to include.

26. When you are finished, **click on the Update Person button** located in the lower left corner of the screen (see arrow in above illustration).

27. You should now have the GSO Portal workspace screen open on your desktop.

If you have difficulties creating an account or logging in, please contact the Help Desk Technical Services at 800-869-1011.