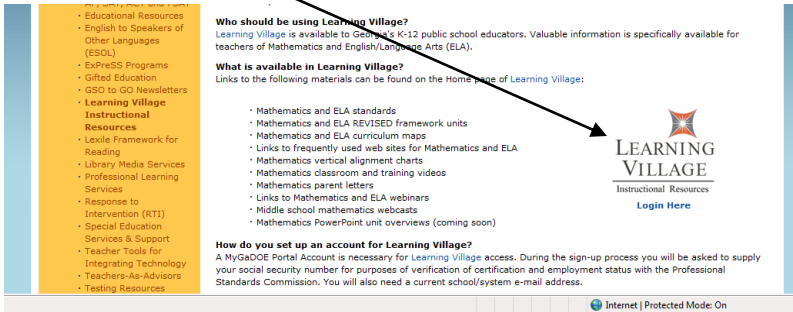
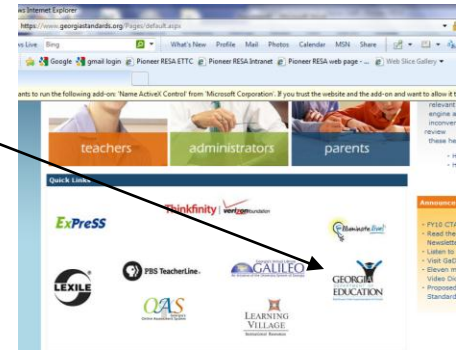


Request a MyGaDOE Account to access Learning Village

Go to www.georgiastandards.org and click on the “Learning Village” link.

Click on the “Learning Village” Login:

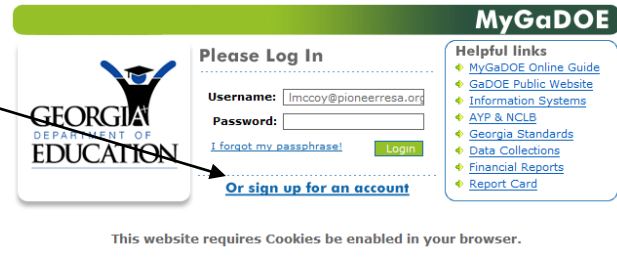


Username: (your email address)

Password:

- **if you have not setup an account**, leave password blank and go to step 1.
- **if you have an account but do not know your password**, click on the link below password “I forgot my passphrase”. A new password will be emailed to you.)

1. Click on the “Or sign up for an account” link.
2. The “Apply for a MyGaDOE Account Step 1” page displays, as shown below. This page provides MyGaDOE with individual information about you.



STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 1

Enter information about yourself:

First Name:

Last Name:

Email Address:

Confirm Email:

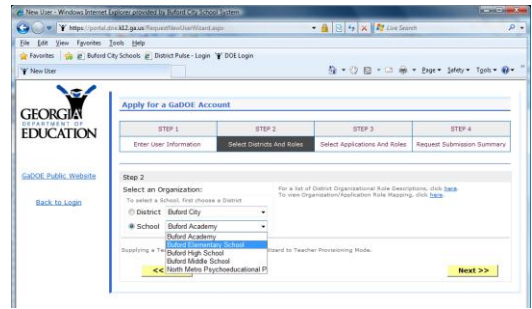
Teacher ID:

(TeacherID used for teacher verification only. Typically, SSN)

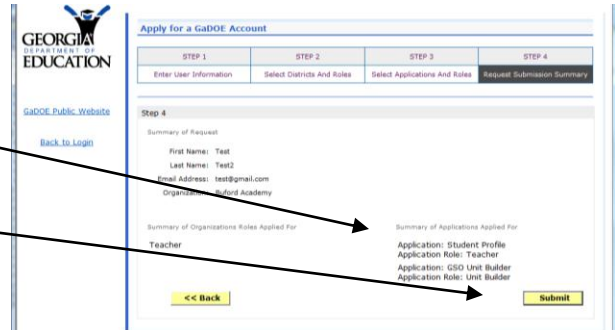
Next >>

3. Enter your first name in the First Name text box.
4. Enter your last name in the Last Name text box.
5. Enter your **school** email address in the Email Address text box.
6. Confirm the email address you typed in the previous box by typing it in the Confirm Email text box.
7. Teacher ID: usually your last 4 digits of your SS#
8. Click the Next button. The “Apply for a MyGaDOE Account Step 2” page displays, as shown below. This page provides DOE with organizational information about you.

9. Click the District radio button. Select “Your District”
10. Select your school.
11. Click “Next”



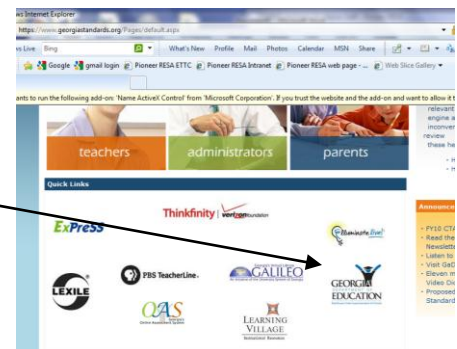
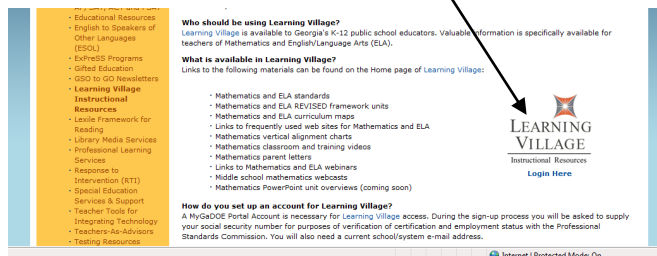
12. You will see a summary of roles applied for.
13. Click “Submit”



14. The next step in this process is to check your e-mail for a request confirmation message from MyGaDOE Support.
15. When the email message arrives, open it.
16. Click the “Certify this Request” link at the bottom of the email.
17. The request is certified as coming from a valid email address, and automated emails are sent to the appropriate Security for action. Once the request has been accepted or denied, you will receive an email stating so. If accepted, the user is granted access to the application, otherwise not.
18. This completes the Sign Up for a New Account process.
19. Once you receive confirmation you can then login to the Learning Village site.

To Login to Learning Village - go to www.georgiastandards.org and click on the “Learning Village” link.

Click on the “Learning Village” Login:



Username: (your email address)
 Password: (the password that was emailed to you from the DOE – it is case sensitive)