GAPSC / GACE Registration

The following Powerpoint Presentation guides you through:

- Creating a GCPSC account.
- Registering / Paying for the
  - GACE Ethics Exam
My PSC Registration

Step 1

- Log onto https://mypsc.gapsc.org
- Select “Register” on the options listed at the top.
My PSC Registration

**Step 2**

- In the “Tell us about you” box, select the bullet that says “Enrolled in Georgia Educator Preparation Program.”

- In the “Tell us why you want to register to MyPSC” box, select the bullet that says “To Take GACE assessment.”
My PSC Registration

Step 3

☐ Input your SSN, Birthdate, First Name, Last name and Mobile Number.

☐ Select “Submit”
My PSC Registration

Enter the required info on the Registration screen. Remember to use an email that will be in use beyond your time at GC. You will have to log into this system for the duration of your time as an educator.

It is also important to write down the answers to your security questions so that you will remember them.
A temporary password will be sent to the email address you indicated. Check your email and follow the instructions to finalize your account. The temporary password will expire after 72 hours.
My PSC Registration

Step 6

- Update your personal information.
- Select “Save”
My PSC Registration

Step 7

- Update your race and ethnicity information.
- Select “Save”
My PSC Registration

Step 8

- Enter the temporary password (sent to you via email).
- Enter and confirm new password (be sure to write it down somewhere so that you can remember it).
- Select “Submit”
My PSC Registration

Step 9

- You should see this screen indicating that your MyPSC registration is successful.
- Select “Click here to log in.” Use your new login info to log into the system.
My PSC Registration

Step 10

- You should see the Welcome to MyPSC screen when you successfully log into the system.
- Select “Assessments” from the list of options in the red bar near the top of the screen.
On the assessment page, Select Option #7 I am Georgia Educator Ethics or the Program Entry...
At the bottom of the screen, option 7 should automatically populate into “You selected this reason:”

Select “ADD”

Type “Yes” in the space to verify

Select “FINISH”
My PSC Registration

Step 13

- Wait for the eligibility to be transferred (You will see this at the bottom.)
- This can take seconds or minutes.
Afterwards, you will receive an email from GaPSC at the address you listed when making your GaPSC account. (This can take minutes or hours – check your spam if you do not find it.)

Once you receive the email, follow the link to this page.
Step 15

- Do not try to sign in here. Instead, click “Test Takers” down at the bottom and follow the prompts to pay for and take the Ethics Exam.

- Once completed, be sure to print the certificate and add it to your cohort application.