

Accessing Your Georgia Access Learning Management System (LMS) Account

Georgia Access has transitioned to a new Learning Management System (LMS). You are receiving these instructions because you completed **PY2026 Agency Administrator (Admin) certification training** in the previous LMS, and your account is already available in the new system.

To access your account for the **first time**, you must **reset your password using the same email address you used to sign in to the previous LMS**.

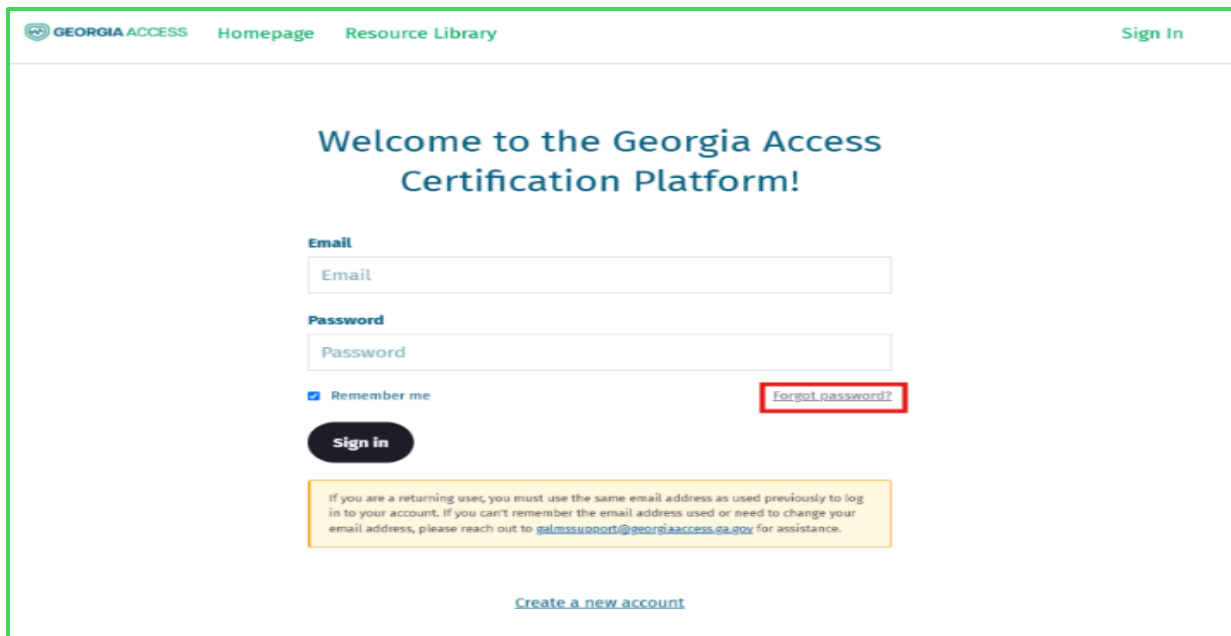
Follow the steps below to access your existing account and begin **PY2027 Agency Administrator (Admin) certification training**.

Step 1. Click the **Sign-in Link** Provided in the Email

Click the sign-in link in the email you received. You will be redirected to the Georgia Access LMS sign-in page.

Step 2. Click “**Forgot Password**” to Reset Your Password

On the LMS sign-in page, click Forgot Password. Your account already exists in the new LMS, so you must reset your password before signing in for the first time. **Do not create a new account.**



GEORGIA ACCESS Homepage Resource Library Sign In

Welcome to the Georgia Access Certification Platform!

Email
Email

Password
Password

☒ Remember me [Forgot password?](#)

Sign in

If you are a returning user, you must use the same email address as used previously to log in to your account. If you can't remember the email address used or need to change your email address, please reach out to galmsupport@georgiaaccess.ga.gov for assistance.

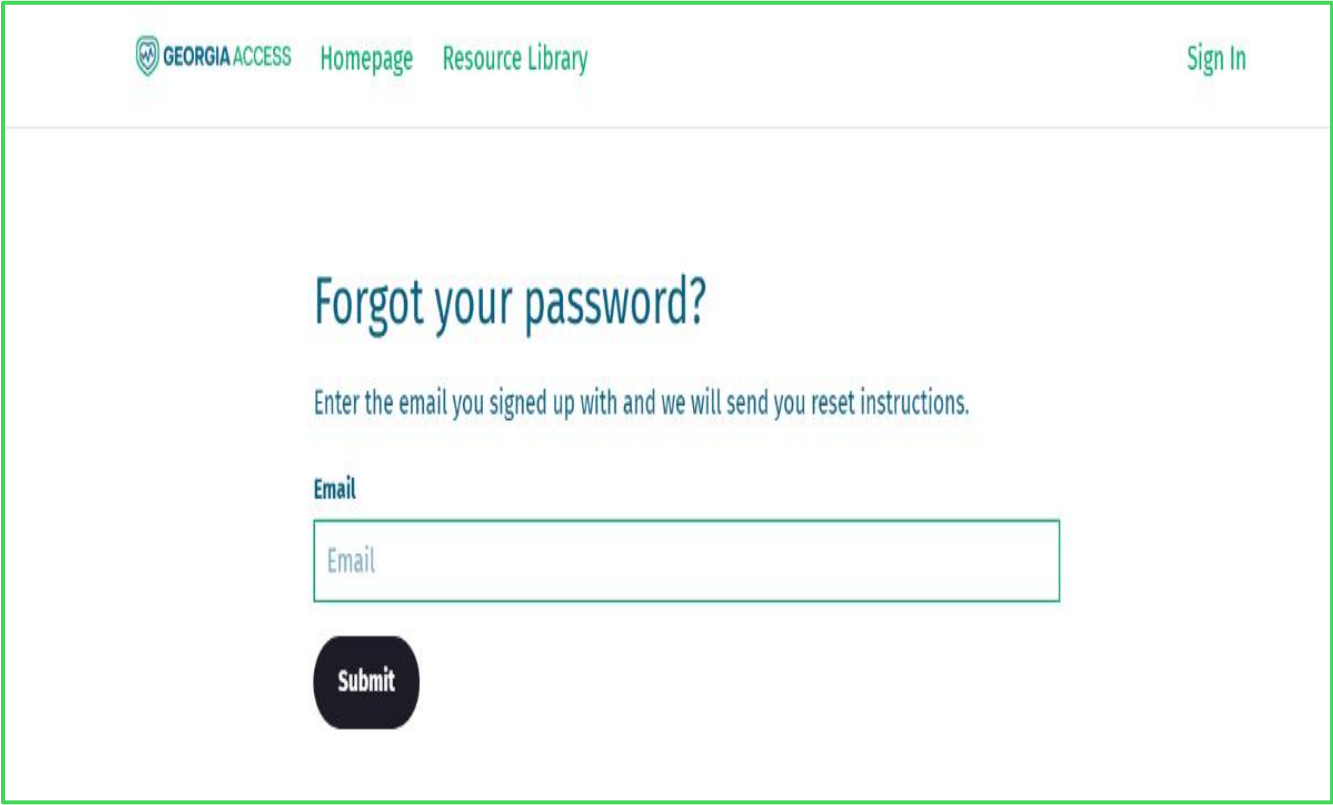
[Create a new account](#)

Step 3. Enter the Email Address Associated With Your Account

On the password-reset page, enter the **same email address you used to sign in to the previous LMS.**

Important: This must be the email associated with your **PY2026 Agency Administrator (Admin) account.**

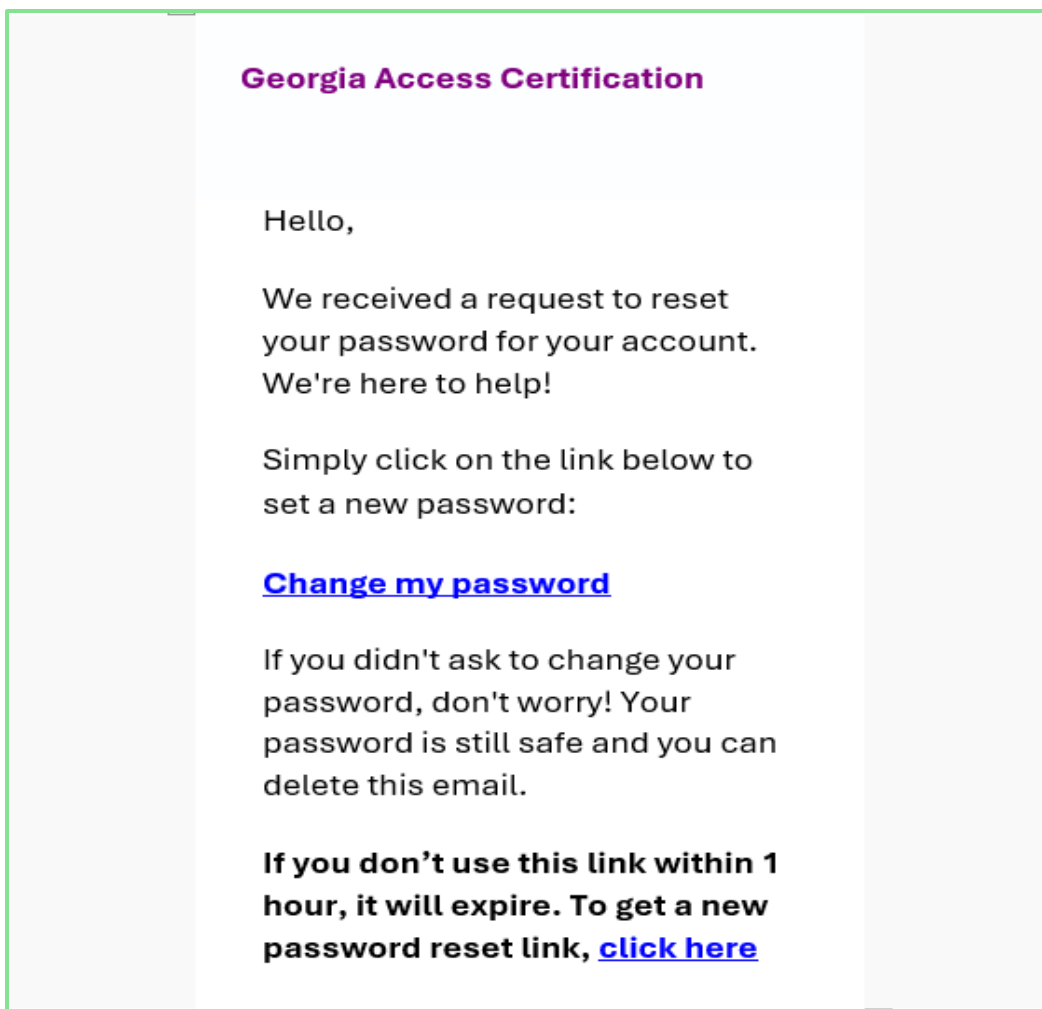
- a) Enter the email address.
- b) Click **Submit.**
- c) A password-reset email will be sent to the email address you entered.



Step 4. Reset Your Password

- a) Check your inbox for an email with the subject: **Reset password instructions.** If you do not see the email, check your spam or junk folder.
- b) Open the email and click **Change my password.** You will be redirected to the password-reset page.

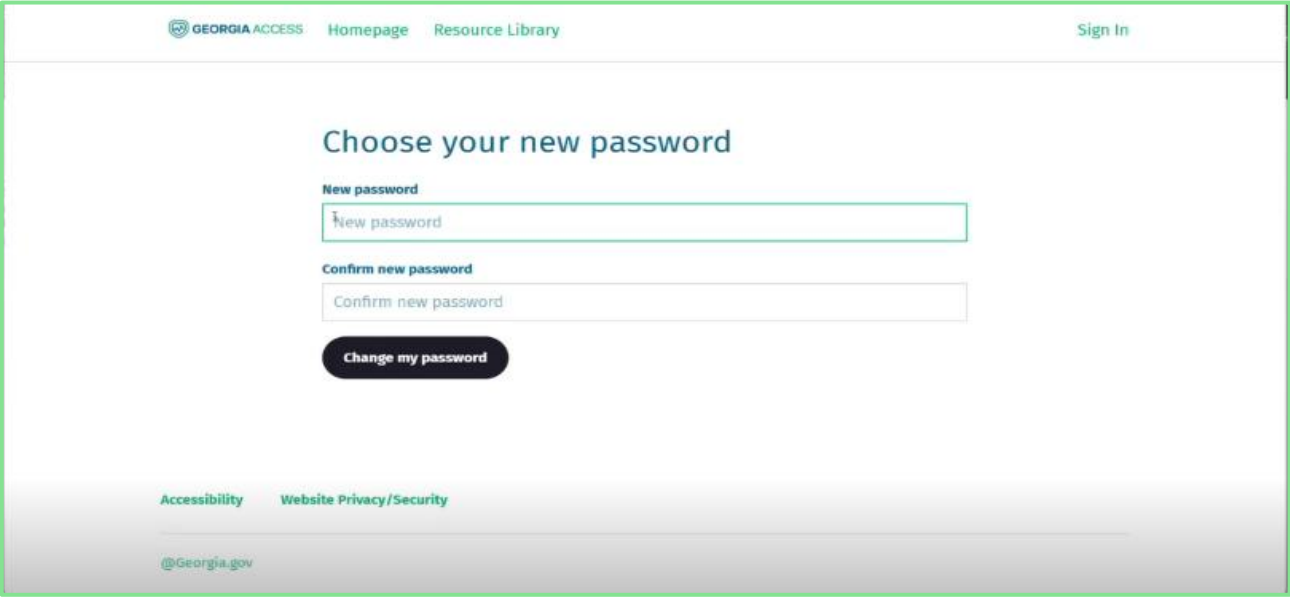
Important: The password-reset link expires after one **(1) hour**.



Step 5. Create Your New Password

On the Choose your new password page:

- a) Enter your new password.
- b) Enter the same password again in the **Confirm new password** field.
- c) Click **Change my password**.
- d) You will be redirected to your **PY2027 Agency Administrator (Admin) certification training** page, where you can begin your training.

The screenshot shows the 'Choose your new password' page on the Georgia Access website. At the top, there is a navigation bar with the Georgia Access logo, links for 'Homepage' and 'Resource Library', and a 'Sign In' link. The main heading is 'Choose your new password'. Below this, there are two input fields: 'New password' and 'Confirm new password'. A dark blue button labeled 'Change my password' is positioned below the confirm field. At the bottom of the page, there are links for 'Accessibility' and 'Website Privacy/Security', and the email address '@Georgia.gov'.

Step 6. Save Your Email Address and Password

You may not access the LMS frequently, so save the email address and password associated with your LMS account. You will need both each time you sign in.

If you forget your password, select **Forgot Password** on the LMS sign-in page. Do not create a new account.

Important: Do Not Create a New or Duplicate LMS Account

Your annual certification history is connected to your existing LMS account and the email address you use to sign in.

If you create a **new** or **duplicate** account:

- Georgia Access will not know that the new account belongs to you.
- Training completed in the new account will not appear in your existing certification record and will **prevent** or **delay** recertification.
- You may be required to complete the certification training again using your existing account.

Step 7. Verify Your Account Information

From your certification training page, select your name in the upper-right corner of the screen to open your profile.

Verify that the following information is correct:

- First and last name
- Role: **Agency Administrator (Admin)**
- Affiliated agency

Update and save any information that is incorrect.

Resource Library

The LMS includes a Resource Library where you can access materials related to your role. New resources will be added throughout the year.

Need Help?

If you need assistance, email the Georgia Access LMS Support team.

LMS Support: galmssupport@georgiaaccess.ga.gov