

# HOW-TO

## Create a MyPSC Account & Complete Ethics EXIT #360

### #1) CREATE a MYPSC ACCOUNT: Go to [www.gapsc.com](http://www.gapsc.com)

1. Click “Register” in the top right corner.
2. Select “Enrolled in Georgia Educator Preparation Program.”
3. Select “To take GACE assessment” (*select this regardless of passed, failed, taken or not taken.* “Continue.”
4. Enter your information. You must use your **full legal name**, as it appears on your government issued ID. (*Please Do **NOT** make mistakes entering your Social Security # & DOB*) Click “Continue.”
5. Enter personal information. Enter a primary email address. It is recommended that you use an email address that you check regularly.
6. For Program Provider, select “Kennesaw State University.”
7. Answer the security questions and submit.
8. A temporary password is sent to the primary email address you provided. Check that email to retrieve the temporary password and follow the instructions to finalize your registration.
9. After completing registration, go to [www.gapsc.com](http://www.gapsc.com) and log in to your newly created account.
10. “Welcome to Your MyPSC Account Portal.” In the upper right corner, you’ll find your new 7digit PSC “Certification ID” number a/k/a your **PSC ID #**. Write it down! You’ll need it to apply for admission. It is also your GA Educator number which will stay with you after graduation. Feel free to explore your “MyPSC Dashboard” but take no further action. This account will eventually house all your teaching credentials such as certifications/license, exam passed, transcript, documents, etc.

### #2) GAIN ACCESS & Pass EDUCATOR ETHICS EXIT # 360 Modules: (use MS CHROME web browser to avoid tech issues)

You must first “ADD” Ethics Exit **360** to your MyPSC account before you can register for it.

1. Log in to your MyPSC account at [www.gapsc.com](http://www.gapsc.com)
2. Select “Assessments” in your MyPSC Dashboard
3. ONLY select reason **#7** “I am taking Georgia Educator Ethics or the Georgia Ethics for Lead ... ”
4. Choose “Georgia Educator Ethics (360)” from the dropdown menu next to “Select an assessment:” then click “ADD”
5. Type **YES** to confirm that this is the assessment you wish to add, click “Finish”
6. Scroll down to see #7 “Ethics 360” has been added to your list of “Active Eligible Test.” Now you may register. Click “Click to Register.” Follow the rest of the instructions to complete. Again, **use MS CHROME** web browser to avoid technical problems during registration and payment.
7. Later you will receive an email from “[NoReply@gapsc.com](mailto:NoReply@gapsc.com)” stating that you requested to take Ethics 360. If you prefer to expedite the process, wait 30 min., then use this link <https://gat.ethics.ets.org/login.html>. This will take you to the same place. Also use this link if you have any technical issues with the link you are sent or the link located in your MyPSC account.
8. You will have to create an account by clicking on “Test Taker,” near the bottom of the screen. This is a different site from your MyPSC account. You may use the same log in and password, but you must create an account. Upon completion of Ethics 360, immediately email the PDF of the “Certificate of Achievement,” to [bcoe\\_admit@kennesaw.edu](mailto:bcoe_admit@kennesaw.edu). **Please include KSU ID# in emails as much as possible!**

**Notes:** There is a \$30 fee for the Ethics assessment. It is fully online and takes approximately 3 hrs. to complete in one sitting. It is not timed, so you do not have to finish it in a single sitting. You can start and stop the exam as needed. If you have technical difficulties during registration & paying, switch to MS CHROME internet browser and try again. Once registered, you may use any internet browser to take the modules.