

How to Create a MyPSC Account, Access the Georgia Educator Ethics-Program Entry modules and GACE Program

Admission exams (if not otherwise exempt):

1. www.gapsc.com
2. In the top right corner, click on **MyPSC: Login/Register**. A new tab will open (or switch over to that tab).
 3. Select ***Enrolled in Georgia Educator Preparation Program***
 4. Select ***To take GACE assessment*** (This is what you will select whether you have exempted the GACE Program Admission, are about to take GACE Program Admission, or have already taken GACE Program Admission, formerly known as GACE Basics Skills). Click ***Submit***
 5. Enter your information (use only middle INITIAL - not middle name), click ***Submit***
 6. Enter your personal information, enter Primary email (we suggest you use your KSU email address which can be updated in the future). If you do not check this email frequently, include a secondary email.
 7. For Program Provider, select ***Kennesaw State University***
 8. Answer the security questions, click ***Submit***
 9. A temporary password has been sent to the *primary* email address you provided. Open a new tab or browser to retrieve the temporary password and follow the instructions to finalize your registration.
 10. After completing registration, sign into ***MyPSC*** with your email and newly created password.
 11. On the ***Welcome to MyPSC*** screen, you will find your Certificate ID number in the upper right corner, below your name.

Everyone, admitted to the College of Education in Fall 2014 and after, is required to take and complete the Georgia Educator Ethics Program Entry. Please follow these instructions to gain access to the Georgia Educator Ethics Program Entry.

12. While still logged into your *MyPSC* account, click on ***Assessments*** at the top of the page.
13. Click on the bubble beside ***7. I am taking the Georgia Educator Ethics (Program Entry) assessment.***
14. An email will be sent to your *Primary* email address, providing further instructions on how to complete the Ethics registration and assessment.

******If you are required to take the GACE Program Admission exams, please continue to the next steps.***

15. Under ***Assessments*** at the top of the page, again.
16. Click on the bubble beside ***1. I am testing to satisfy the Program Admission Assessment (formerly Basic Skills Assessment)***
17. The Assessment History at the top of the page will auto fill ***Program Admission*** beside the ***Select an assessment.*** DO NOT CHANGE ANYTHING.....You need only click on the ***ADD*** button to complete the process.
18. Now, visit ***gace.ets.org*** and register for the GACE Program Admission exams at a convenient time and date of your choosing.

Thank you!