

## Steps to Get Started

Go to [procenter.GAcollge411.org](http://procenter.GAcollge411.org) and click Create a Professional Center Account.

# Professional Center

### Sign In to Your Professional Center Account



Account Name:

Password:

[Forgot password?](#)

Don't have a Professional Center account?

- [Create a Professional Center Account](#)

### What is the Professional Center?

The Professional Center gives you all the tools you need to manage your college and career planning programs - administration, reporting, communicating and managing students.

- Students & Groups**  
Find individuals, define groups of students, and manage your groups.
- Reporting**  
Create reports that show site usage, assessment results, and planning outcomes.
- Teaching Tools**  
Find lesson plans for your subject and guidance in using the system.
- Communication**  
Send or review your messages, and manage events that appear on student calendars.

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Next select your role. Even if you hold an IT or district-level position, please select Educator/Counselor.

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- Step 1
- Step 2
- Step 3
- Done

### Who are you?

**Educator/Counselor**  
You are currently in an environment where you work with students at a school or as part of a guidance program.

**Postsecondary School Advisor**  
You are a postsecondary school professional working with college level students.

**Workforce Center Advisor**  
You are a workforce center professional working with adults.

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Select your school by clicking Find. After your school is selected, enter the Professional Account Access Key (provided by GSFC).

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The screenshot shows a web form titled "Select School or Program". On the left, there is a vertical sidebar with four steps: "Step 1" (highlighted in blue), "Step 2", "Step 3", and "Done". The main content area contains the following fields and buttons:

- A label "School or Program:" followed by a text input field containing the placeholder text "Click 'Find' button".
- A "Find" button to the right of the first input field.
- A label "Professional Account Access Key or Administrator Code:" followed by a text input field.
- A "Next" button below the second input field.

At the bottom of the page, there are two links: "Privacy policy" and "Terms of use".

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The screenshot shows a browser window titled "School Selector - Mozilla Firefox" with the URL <http://review.pro.gacollege411.org/Common/Controls/Popups/SchoolSelector.aspx?roleId=6Ud9VETpVXAP2FPAXDUeQLCw35oZgXAP3DPAXXAP3DI>. The page content includes:

- A breadcrumb trail: "All > PK-12 Schools > Postsecondary Schools > Workforce Centers > Other".
- A grid of alphabetic buttons (A-Z) and an "All" button.
- A text input field with a "Go" button.
- A list of "PK-12 Schools" with a scroll bar, containing the following items:
  - A R Johnson Health Science School
  - A Z Kelsey Academy
  - Academic Success Center
  - Academy of Lithonia
  - Academy of Richmond County High School
  - Achievement Academy
  - Adairsville Middle High School
- "Continue" and "Cancel" buttons.

At step 3, enter in your personal account information.

The screenshot shows a web form titled "Create Professional Center Account" with a sidebar on the left containing four buttons: "Step 1", "Step 2", "Step 3", and "Done". "Step 3" is highlighted. The main form area is titled "Account Information" and contains the following fields:

- Title: Click Here (dropdown menu)
- First name: (text input)
- Last name: (text input)
- E-mail Address: (text input)
- E-mail Address(repeat): (text input)
- Check here if you do not have your own e-mail and would like to use this site's account as your primary e-mail.
- Do you want students to be able to contact you for their passwords? (radio buttons for Yes and No, with No selected)

Continue by filling in your account name and password information. When complete, click Create Your Account.

The screenshot shows a web form titled "Account Name and Password" with a sidebar on the left. The main form area contains the following fields and instructions:

- Choose an account name and password. You will need these every time you wish to access or modify any of your information, so please choose something easy to remember.
- Account name: (text input) Use only characters a-z, 0-9, or "\_"
- Password: (text input)
- Password (again): (text input)
- In case you forget your password choose a security question and answer to that question.
- Question: (text input)
- Answer: (text input)
- I have read and agree to the [privacy policy](#) and [terms of use](#) of this site.

At the bottom of the form is a button labeled "Create Your Account".

Your account has been successfully created.

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The screenshot shows a confirmation page for account creation. On the left, there is a vertical list of steps: Step 1, Step 2, Step 3, and Done. Step 1 is highlighted in blue. The main content area contains the following text: "You have successfully created your account", "Your account name is **cjkim**", "Your new e-mail address is **cjkim@review.pro.gacollege411.org**", and "This new e-mail address was created for you from your account name so that you can send and receive messages in the Professional Center. You can share it with others if you want to receive their messages in the Professional Center." Below this text is a blue link that says "Click here to continue >". At the bottom of the page, there are two links: "Privacy policy" and "Terms of use".

If you hold a district-level position and need to associate yourself to additional schools, once logged in, click My Account.

The screenshot shows the Professional Center dashboard after logging in. At the top right, there is a user profile box that says "Signed in as: CJ Kim", "Auburn Elementary School", and "My Account" with a "SIGN OUT" button. Below this is a navigation bar with tabs for "Students & Groups", "Reports", "Resources", "Communication", and "Transcripts". The main content area features five large, colorful buttons for each category: "Students & Groups" (light blue), "Reports" (orange), "Resources" (purple), "Communication" (teal), and "Transcripts" (green). Each button has an icon and a brief description of the feature. On the right side of the dashboard, there is a logo for "GAcollege411" with the tagline "Expand Your Opportunities" and the text "Go to GAcollege411".

Under School or Program, click Add additional connections.

The screenshot shows the 'Account Profile' page with a navigation bar at the top containing 'Students & Groups', 'Reports', 'Resources', 'Communication', and 'Transcripts'. The main content area has a blue header with a document icon and the title 'Account Profile'. Below this is a form with two rows: the first row has 'Professional Account Name: cjkim' and a 'Change your password' button; the second row has 'Role: Educator/Counselor' and a 'Change your role' button. Underneath is the 'School or Program' section, which currently displays 'Auburn Elementary School'. At the bottom of this section is a button labeled 'Add another connection'.

Select additional school(s) by clicking Find. After your school is selected, enter the Professional Account Access Key (provided by GSFC).

This screenshot shows the same 'Account Profile' page, but the 'School or Program' section is expanded. It now includes a 'School or Program:' label, a text input field containing 'Click "Find" button', and a 'Find' button. Below this is another text input field labeled 'Professional Account Access Key or Administrator Code:'. At the bottom of the form are 'Save' and 'Cancel' buttons.