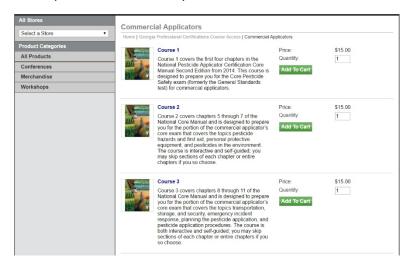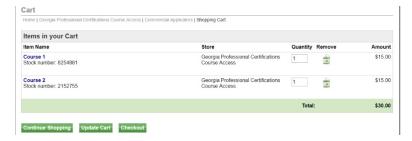Go to the [Georgia Professional Certifications Course Access](#) storefront on the UGA marketplace. You will see three categories of courses shown here.

Commercial Applicators	Homeowners, Public Service Employees, & Volunteers
Private Applicators	

Click on the "**Commercial Applicators**" course category name. This will open the Commercial Applicators course description page as shown below. **Click** on "**Add To Cart**" for the Courses you would like to purchase. Each time you click on a button, the screen will change to display the items currently in
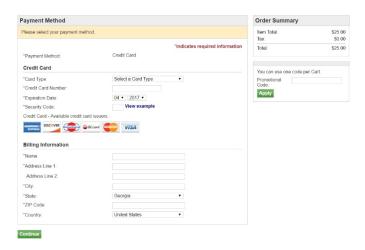

your cart. For example if you have elected to purchase Course 1 and Course 2, the screen will look like the picture below. There will be three option buttons displayed under the **Total**. You can click on the **Continue Shopping** button to add Course 3 or click on the **Checkout** button if you are ready to check out or click on the **Update Cart** button if you have changed the quantity of one of the courses to 0 (zero).

Click the "**Checkout**" button when you have completed your order and the Address page for Contact Information will open asking you to enter your email address.

Carefully type in your email address and then **click** on the "**Continue Unregistered**" button under the Email Address box. You will be taken to the Payment Methods page where you will enter your credit card information.

Once you have done that, **click** on the "**Continue**" button. That will take you to a Buyer Information page where you should enter the county in which your business resides (for Commercial Applicators). Then click on the "**Review Order**" button to go to the Review Order page. Review your order carefully and when you are satisfied **click** on the "**Submit Order**" button. This will bring up your Order Receipt, which you can print for your records. A copy of your Order Receipt will also be sent to your email address.

The following steps will occur automatically once you submit your order. Dr. Mickey Taylor will immediately receive a notification of your order, including the name you entered on the Payment Methods page and your email address. Dr. Taylor will enroll you in the courses that you have purchased sometime during each workday, typically around 10:00 AM or 5:00 PM. He will send you an email with your user name and a temporary password. You will be required to change this temporary password when you log onto the gaprocerts.com site for the first time. **You CANNOT self-register on the gaprocerts.com website any longer!**
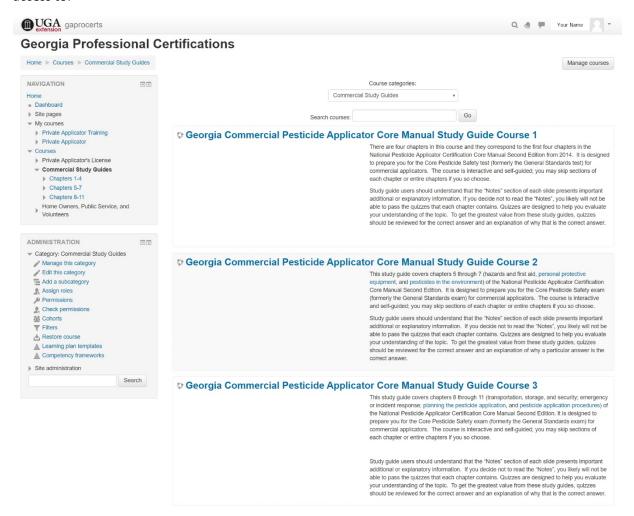
Your next step: After receiving your email from Dr. Taylor, go to the Georgia Professional Certifications webpage. The picture below is what you will see. Click on Login in the text "You are not logged in. (Login)" in the upper right corner of the screen.

The screen will change to show the login screen, shown below. Enter your username and the temporary password provided by Dr. Taylor. Follow the instructions for changing your password to a permanent one of your choosing. Passwords must contain a minimum of 8 characters, at least one uppercase (capital) letter, at least one lowercase letter, one number (0-9), and one non alphanumeric character (! @ # $ % & *).
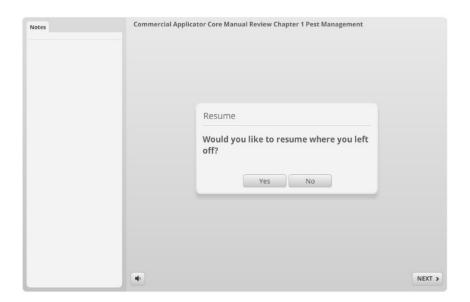

Once you have changed your password, you will be returned to a screen showing the list of courses currently available on the Georgia Professional Certifications website. Click on the heading **Commercial Study Guides**. You will then see the screen shown in the picture below where each study guide course is described with information about how to get the most out of whichever courses you have purchased access to.

When you enter a Module (after hitting the Enter button shown above) and **you do not see a slide at all or the program will not advance to the next slide** when you click a "Next," "Click Me First," etc., "Continue" or "Back" button, try downloading Google Chrome and running the gaprocerts.com program in that browser. For PC users, if you are still using Internet Explorer (IE), download and run Chrome instead (IE is no longer supported and will not run Moodle). For MAC users, if Safari does not work (often, people have not upgraded their copy of Safari and it is out of date), try downloading Google Chrome and running that browser program.

If you wish to return to where you closed the Chapter, click on the "Yes" button; if you wish to start the Chapter over again from the first slide, click the "No" button.

If you complete a Chapter and close the window and there is no check mark in the box for that Chapter, try clicking on the "Chapter" with the appropriate number beside the package and ribbon symbol. This will open the following screen where you **SHOULD** click the box beside "Start a new attempt" and then click the "Enter" button. You can quickly click through the slides and quizzes to finish the Chapter again. This time there should be a check in that Chapter's box. If there is still no check, stop and call Mickey Taylor (706) 540-4108 and he will get the box checked so you can proceed.