VIRTUAL ACADEMY

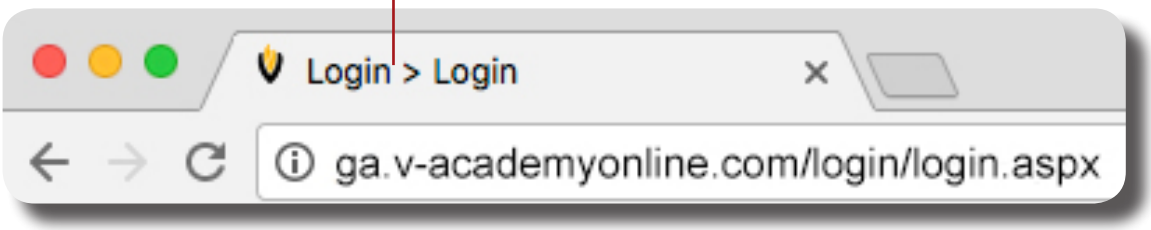
TRAINING MANAGEMENT SYSTEM

Accessing your Recertification Course

We are excited to have been able to join forces with Georgia P.O.S.T to offer you this recertification course. This guide will walk you through accessing your course.

Let's get started.

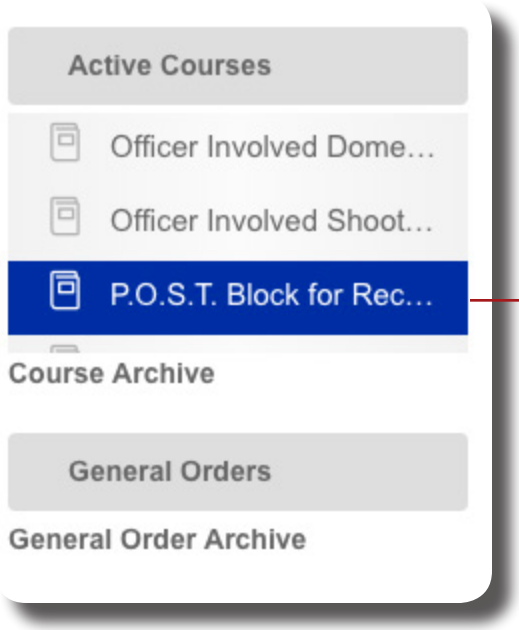
To access your training, enter the web address provided into your browser URL bar.



>>> If your department uses Virtual Academy already.

Log in using the username and password emailed to you by your Training Officer.

Find the Course under Active Courses



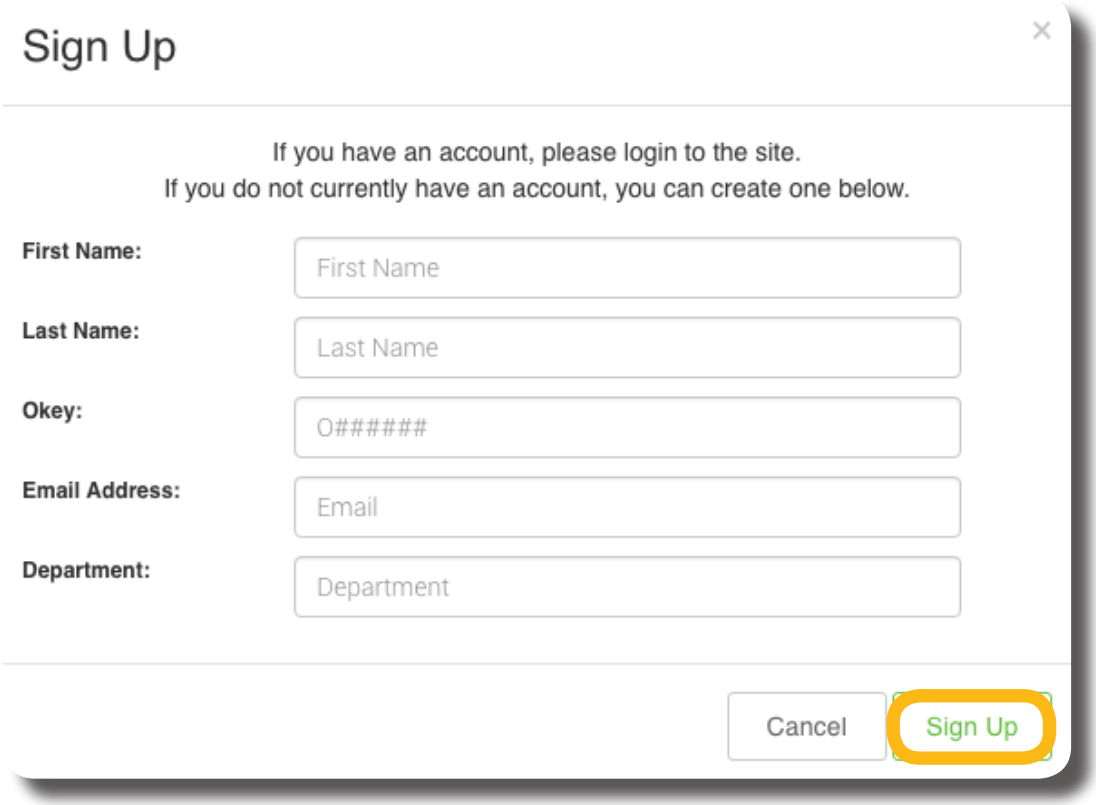
Once logged in, locate the P.O.S.T Block for Recertification Course under your Active Courses. If you do not see this course listed, please contact your Training Officer to have them Enroll you in the Course.

If your department does not use Virtual Academy already.

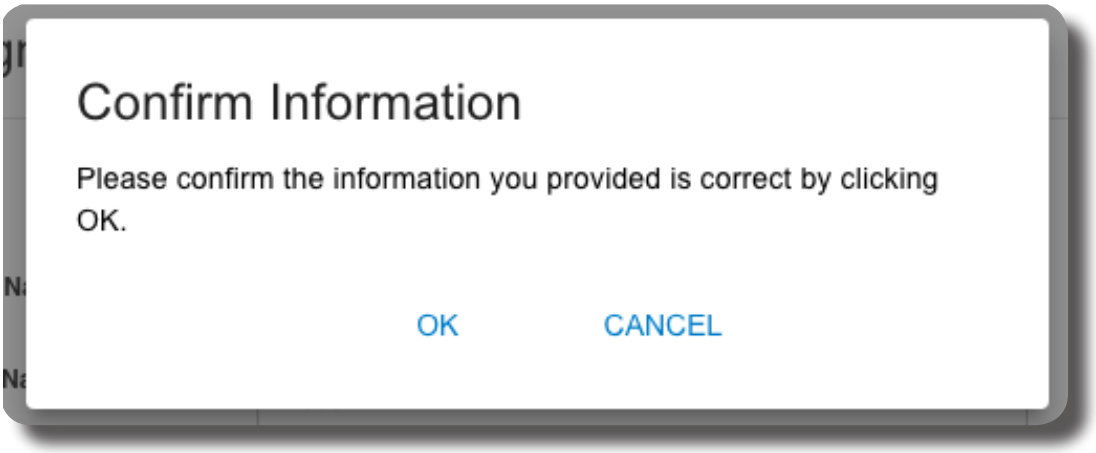
If your department does not currently use Virtual Academy for their training you must create an account to access the P.O.S.T Recertification Course. To do so, access the same URL listed on page 1 and click on the Recertification button, found on the left-hand navigation panel.

Sign Up

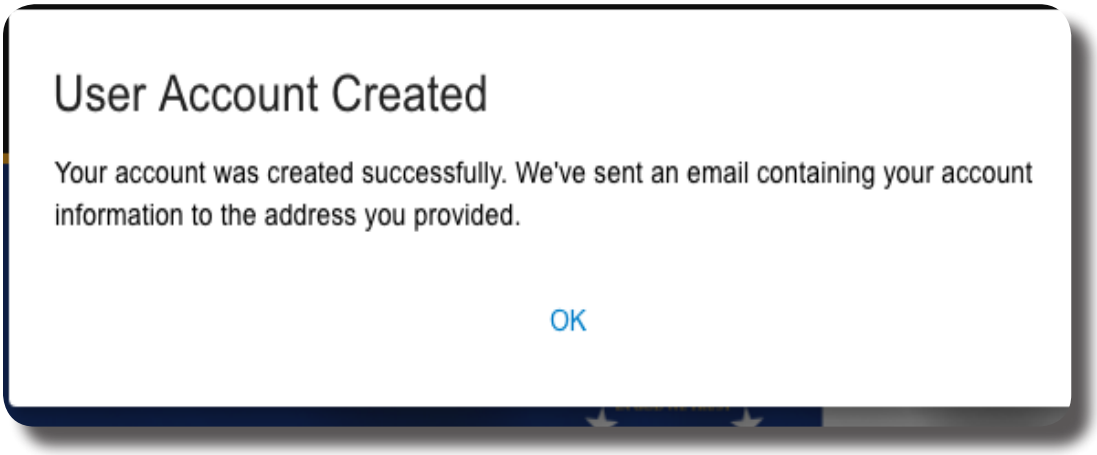
Fill out the sign up form by entering your First and Last Name, Okey, Email Address and Department Name. Make sure to include the O followed by 6 digits in the Okey field. Once you have completed all fields, click Sign Up.



You will be prompted to confirm the information provided. Please make sure your OKEY is entered **exactly** or you may not receive credit for recertification. Click **OK** to confirm or **Cancel** to edit your fields.



You will receive a confirmation message that your account has been created successfully. Your username and password will be sent to the email address you provided in the sign up form. Once you receive the email, your account has been created and you can log into the course using the main login as described for Virtual Academy accounts on page 1.



LOGIN to Virtual Academy

Thank You

Thank you for trusting Virtual Academy as your online training provider! We are dedicated to ensuring your satisfaction. Please contact us if you have any questions or concerns. **With 24/7 tech support we're always a call or click away.**

1-855-227-9119

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