

Professional Education Portal (PEP) Quick Guide: How to Enroll in an Online Course

1 Log In

Go to pep.uga.edu and click the red Log In button.

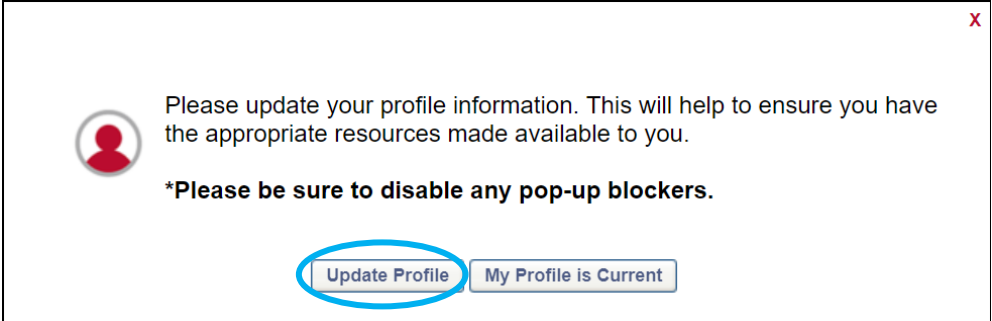


Enter your UGA CAS credentials (MyID and password) to get to the PEP Welcome page.

After logging in, disable any pop-up blockers on your web browser.

2 Complete Profile

Complete the online profile questionnaire the first time you log in.



After the first time you log in, click the "My Profile is Current" button to skip this step.

3 Search for Course by Title

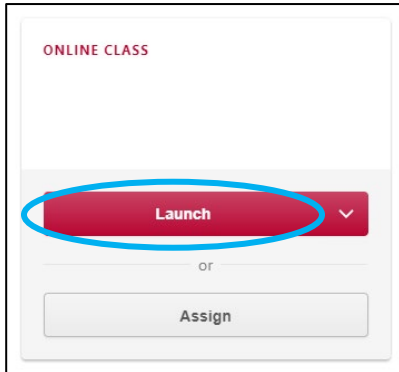


At the top of the page, type in the course title (e.g. "USG Ethics Refresher Training") or course subject (e.g. "ethics") and click Enter. This will take you to the search results.

4 Launch & Complete Course

From the search results, click the name of the course you want to take.

On the course page, click the red Launch button.



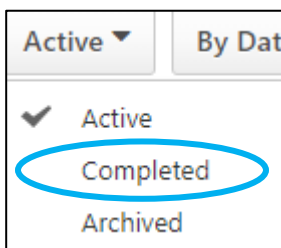
The course will launch in a separate window.

Complete the course by following the course instructions and completing quizzes and certification questions.

5 Verify Completion

On the PEP home page, select "View Transcript".

Change the dropdown arrow labeled "Active" to "Completed" to view your completed courses.



Next to your completed course, select "View Completion Page" for an option to view and print a certificate of completion.

