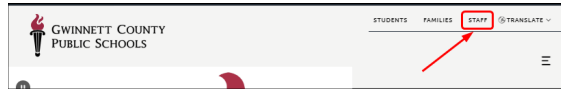
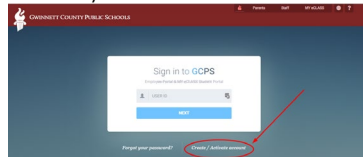


To create your GRS Portal Account, you must have a valid email address on file with GRS.

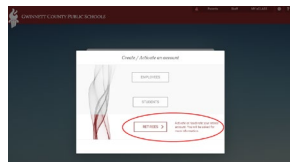
1. Go to [www.gcpsk12.org](http://www.gcpsk12.org)
2. Click on Staff.



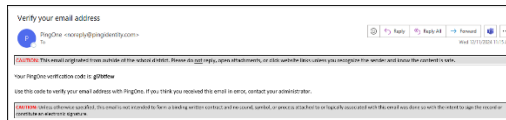
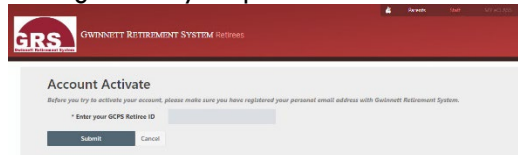
3. Click on Create/Activate Account.



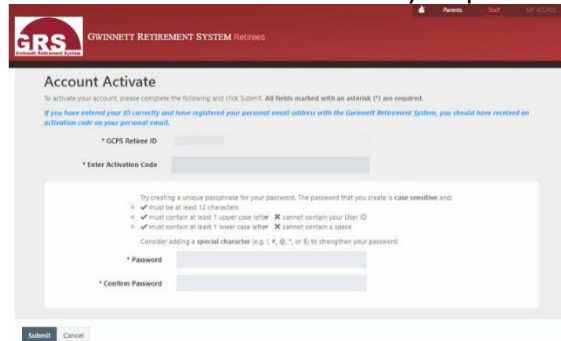
4. Click on Retirees.



5. Enter your ID with the "R" in front of your employee ID number. You will receive an activation code from Ping One in your personal email account.



6. Enter the Activation Code that was sent to your personal email and create a password.



7. Click the link to log in to your account using the "R" in front of your employee ID and the password you created.



If you have any difficulty with portal access, please call the Help Desk at 678-301-6547.