



GCA Family Directory



Directory Opt-In Form

Please Complete this form to opt-in to the Family Directory

Completing this form gives Georgia Cyber Academy permission to include your name, phone number, and email address in the GCA Family Directory. Please note that this directory contains **public contact information** intended to help GCA families connect with one another. Only the **preferred phone number and email address** listed in your Learning Coach profile in Infinite Campus will be displayed.

After you submit this form, we will verify that you are a current GCA parent. If you need to update your contact information, please make those changes directly in Infinite Campus—your directory entry will update automatically.

For added security, the Family Directory is **password protected** and accessible only to verified GCA families. Once your information is verified, you will receive a password to log in and access the directory.

* Required

Parent Name*

Caroline

First Name

[REDACTED]

Last Name

Parent Email Address*

[REDACTED]

SUBMIT

To opt-in to the Family Directory, the parent initially just needs to fill in their first name, last name, and email address. This information must match what is on file in Infinite Campus.

Response Submitted for Opt-In to Directory

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Thank you! Your response has been submitted.

Welcome Email for Opt-In Submission



Thank you for your form submission!

Family Directory Opt In

Thank you for completing the Family Directory Opt-in Form.

By completing this form, you have given Georgia Cyber Academy permission to include your name, phone number, and email address in the GCA Family Directory. As a reminder, this directory contains public contact information intended to help GCA families connect with one another.

We will now verify that you are a current GCA parent. Once your information is verified, you will receive instructions on how to log in and access the directory.

What Is the GCA Family Directory?

The Georgia Cyber Academy Family Directory is a voluntary resource designed to help families connect beyond the virtual classroom. It is available to parents and guardians who want to engage with other GCA families and build community.

The directory was created in response to family requests for more social connection opportunities. It allows parents to find and connect with other families by grade level and regional location, making it easier to coordinate meetups, study groups, field trips, or simply build friendships.

Participation in the directory is optional, and only basic contact information is displayed. Only the preferred phone number and email address listed in your Learning Coach profile in Infinite Campus will be displayed. The directory is password protected and accessible only to verified GCA families.

Opt-Out

If you no longer want to be part of the Family Directory, please send an email to, webmaster@georgiacyber.org and include:

- Your name as it is displayed in the Family Directory
- Your email address as it is displayed in the Family Directory

Submission Date: 12/15/2025 12:21 PM

Parents will receive an email confirmation that they have successfully submitted their request to opt-in to the Family Directory.

This email also includes information about what the Directory is and how to opt-out if they have changed their mind.

Account Activation Email (after approval)



Welcome to the Family Directory, Caroline!

Thanks so much for opting-in to the Georgia Cyber Academy Family Directory!

You will receive an email within the hour that contains a link to access the directory. You will need to activate your login and create a password.

Your username is: caroline.wyman2@gmail.com

SELECT THE LINK BELOW TO CREATE YOUR PASSWORD
AND ACTIVATE YOUR LOGIN.

ACTIVATE MY LOGIN

You will need your Username: caroline.wyman2@gmail.com and will be prompted to create a password that must meet the following requirements:

- Must be at least 12 characters long
- Must include ALL of the following character types:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)
 - Numbers (0-9)
 - Special Characters
- Cannot contain your username

[Georgia Cyber Academy](#) is a K through 12 charter school committed to providing students with a flexible, high-quality, and interactive virtual learning environment.

Parents will receive an email, once their Opt-In submission is approved, to activate their login and create a password.

Initial Account Activation and Password Creation

Login

Create a new Password

Please enter your username and create a new password.

Username

Password

Verify Password

CREATE NEW PASSWORD

CANCEL

www.georgiacyber.org says

You have successfully updated your password. Please log in using your new password.

OK

By clicking "Activate my Login" parents will be taken to this screen where they need to create a secure password for their parent portal.

Once they click "Create New Password" they will need to click the OK button on the pop-up to proceed.

Initial Log-In after Account Activation

Login

Please provide your username and password to log in:

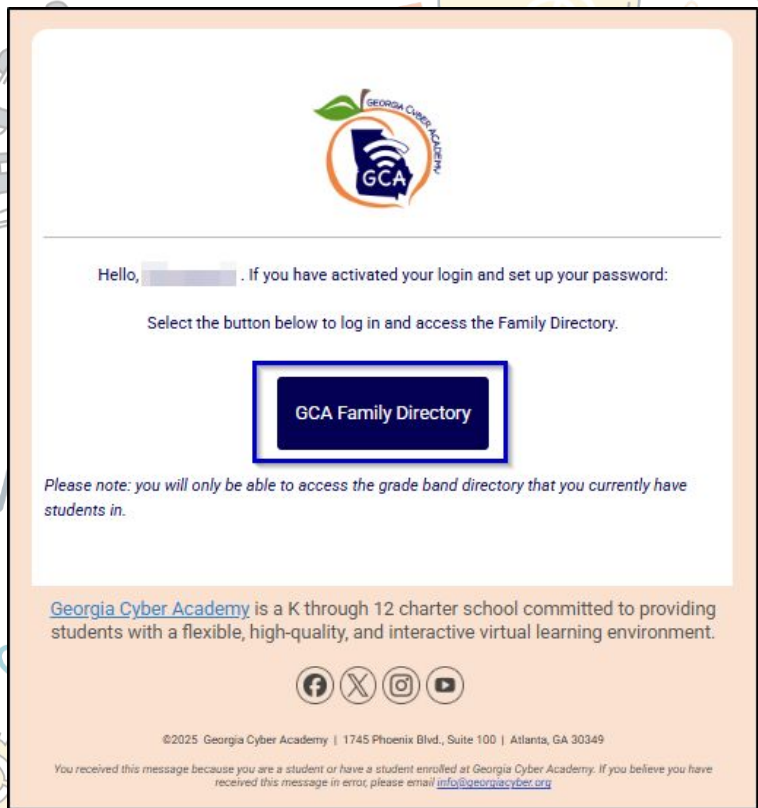
Username

NEXT

[Forgot Username or Password](#)

Once the account is activated and a password has been created, the parent will be asked to log in to the portal.

Parent Email with Link to Directory



This email with the direct link to the directory will come approximately one hour after the parent initially fills out the Directory Opt-In form.

The parent can click on the GCA Family Directory link and it will take them to the directory associated with the grade band of their student(s).

Family Directory Landing Page

Family Directory

Welcome to the Georgia Cyber Academy Family Directory!

Now that you are logged in, you will be able to access the directory associated with the grade bands of your student(s).

Select the link below to access your grade band's directory.

[EGB Family Directory](#)

What is the GCA Family Directory?

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Participation in the directory is optional, and only basic contact information is displayed. The directory is password protected and accessible only to verified GCA families.

The "GCA Family Directory" link will take the parent to the Family Directory landing page where they will see more information as well as a link (or links) to the directory associated with their students.

Directory: Search by Name

EGB Family Directory

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Keyword	First Name	Last Name	
			SEARCH DIRECTORY

View EGB Parent contact information by student grade level:

3RD GRADE	<input checked="" type="button" value="4TH GRADE"/>	5TH GRADE
--	---	--

4TH GRADE PARENTS

[Caroline Johnson](#)

[Kempy Leland](#)

[Elizabeth Roberts](#)

Information about what to expect from the Directory and how to use it.

Use the search fields to search for parents by First and/or Last name.

View parents by student grade level.

Directory: View by Region and Access Facebook Groups

View EGB Parent contact information by location:

REGION 1	REGION 2	REGION 3	REGION 4	REGION 5	REGION 6	REGION 7	REGION 8	REGION 9	REGION 10
REGION 11	REGION 12								

Region 3: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, and Rockdale counties.

Caroline

GCA Parent Facebook Groups

The Learning Coach Facebook groups are closed groups for GCA Learning Coaches, parents, and guardians. These groups are sponsored by parent volunteers through our GCA PTSO.

We love our parent volunteers! [Learn how you can become one here >](#)

- [Grades K-5 Learning Coach Facebook Group](#)
- [Region 1 Facebook Group](#)
- [Region 2 Facebook Group](#)
- [Region 3 Facebook Group](#)
- [Region 4 Facebook Group](#)
- [Region 5 Facebook Group](#)
- [Region 6 Facebook Group](#)
- [Region 7 Facebook Group](#)
- [Region 8 Facebook Group](#)
- [Region 9 Facebook Group](#)
- [Region 10 Facebook Group](#)
- [Region 11 Facebook Group](#)
- [Region 12 Facebook Group](#)

View parents that live within each region to find local connections.

Direct links to the Facebook groups for each Region.

Parent Contact Information

Click on a parent name in the Directory to see their contact information in a pop up window.

If the parent has entered a biography that will also show up here in their profile.

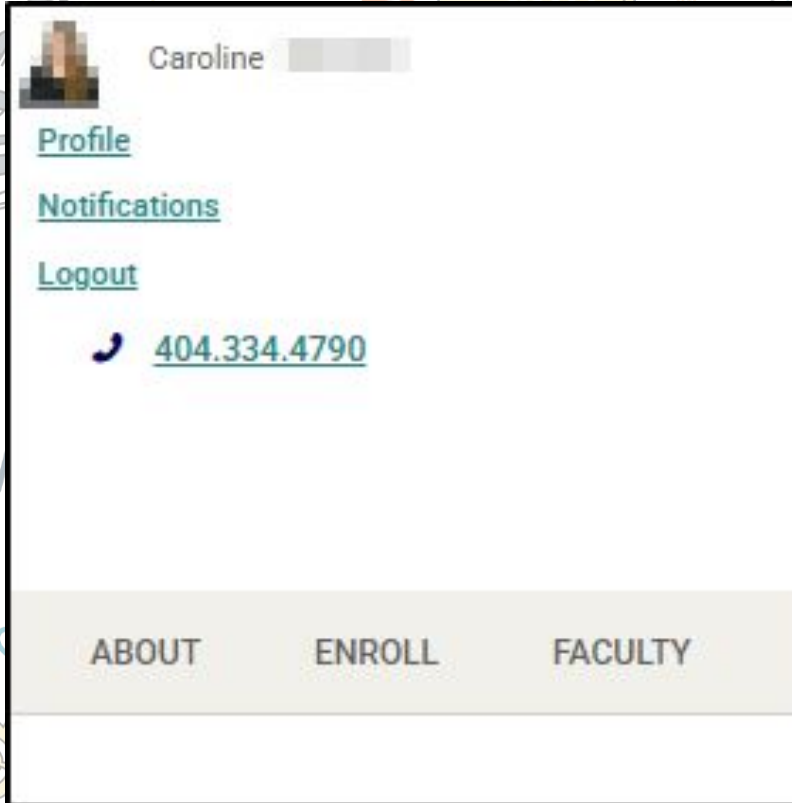
Caroline [redacted]

Mobile: [redacted]

My daughter, Camille, is in the 4th grade. She loves to ride her bike with her friends in the neighborhood. She is very artistic and loves to work on creative art projects using recycled materials.

is optional, and only basic contact information is displayed. The directory is password protected and access

How to Access Profile Options



To access your profile options, hover over your name in the top left corner of your screen to see a menu that includes Profile, Notifications, and Logout. We will review each option on the next slides.

How to Update your Profile

The screenshot shows a web interface for editing a profile. At the top, the user's name 'Caroline' and role 'Parent' are displayed. Below this is a navigation bar with tabs for 'Profile', 'Picture', 'Account', and 'Subscriptions'. A 'Logoff' button is located in the top right corner. The main section is titled 'Edit Profile' and includes a sub-instruction: 'Make changes to your information below by typing into the available profile fields. Alter which fields are published in the online directory by clicking the title of the field.' Below this is a checkbox labeled 'Hide this entire listing in the online directory. If this box is checked the publish settings on individuals fields are not used.' The 'NAME' section contains four input fields: 'Name Prefix', 'First Name' (pre-filled with 'Caroline'), 'Middle Name', 'Last Name' (pre-filled with a greyed-out name), and 'Name Suffix'. Below the name fields is a 'Biography' section with a rich text editor toolbar and a text area containing the sample text: 'My daughter, Camille, is in the 4th grade. She loves to ride her bike with her friends in the neighborhood. She is very artistic and loves to work on creative art projects using recycled materials.'

Once you click on "Profile" in the menu, a pop up box will open.

You can update your Biography on this page to share what you would like to about your student(s) and family. The information you put in your biography will be searchable by other families who have access to the Directory.

Click Update Profile to save your changes.

Update Profile

How to Search for Keywords in Biographies

Select the link below to access your grade band's directory.

[EGB Family Directory](#)

[EGB Grades 3-5 Directory Full List](#)

Scroll to the bottom of the Directory page and click on the Directory Full List. You will see the grade band that you are a part of such as PGB, EGB, MGB, or SGB Directory Full List.

EGB Grades 3-5 Directory Full List

Keyword

First Name

Last Name

SEARCH DIRECTORY

Use the Keyword search to search for words found in other family's biographies. An example of how you could use this feature would be if you want to search for families that enjoy riding their bike, you could use the keyword search for "bike" to see if there are families that enjoy that hobby.

You can also use the Keyword search to search for a student's name. If the parent put the student name in their biography, it will come up using this search feature. The First Name and Last Name search boxes can be used to search for parent names only.

How to Upload a Profile Picture

The screenshot shows a user profile for 'Caroline' with the role 'Parent'. The 'Picture' tab is selected. The 'Change Picture' section has two columns: 'Picture Source' and 'Preview Thumbnail'. In the 'Picture Source' column, the 'Upload new image' option is selected, and the 'Choose File' button is highlighted with a red box. Below it, the 'Uploaded image' option is shown with a small thumbnail. Further down, there are options for 'Capture from webcam' and 'Use generic icon', and a 'Save Picture Settings' button at the bottom, also highlighted with a red box. The 'Preview Thumbnail' column shows a small version of the current profile picture. The 'Current Picture' section at the bottom right shows a larger version of the current profile picture.

On the “Picture” tab in the same pop-up window, you can choose to add a profile picture if you would like.

To add a photo, click on “Choose File” and choose a photo file. Once it is uploaded, it will show in the Uploaded image area. Click “Save Picture Settings” to save your photo upload.