UGA Instructor of Record Credentialing System
Instructions for Certifying GTA/GLA Credentials

1. Review the credential requirements for GTA/GLAs assigned as UGA instructors of record, as per Academic Affairs Policy 4.07-13.

2. Go to the Instructor of Record Credentialing System at: https://ior.uga.edu/PSAC/

3. Select “Instructor of Record Certification (by Semester)” as shown below and log on using your UGA MyID and password.

   The “Not-Certified” report may be helpful to School/College administrators who need to follow up on instructor certification across the whole unit.

   If the system will not allow you to log on, please contact Mike Gorman (mgorman@uga.edu) or Jessica Shaughnessy (jessica.shaughnessy@uga.edu) in the Office of Faculty Affairs to request access (must be department head, graduate coordinator or other faculty assigned the responsibility to certify credentials of graduate assistants teaching academic courses).
4. Select the School, Department, and Semester using the drop down menus as shown below.

5. The system will automatically display the GTA/GLAs assigned as instructors of record in your area as loaded in the UGA Course Offerings Database (CODB) and will show totals of GTA/GLAs who have been certified or need to be certified. **Click on the name of the student you wish to certify** to display his/her record of credentials. Or, you can use the “search” function to find groups (e.g., all the instructors for a specific course) or to look for individual students within the list.
6. The GTA/GLA’s credentials (degrees awarded and graduate courses completed at UGA) will be displayed as shown below. **Review the credentials, select the appropriate credential, and “Save” it.**

Note: UGA data systems do not identify the discipline for previous degrees. You should confirm through department files that a masters-level degree earned by the student is in the teaching discipline prior to using it as certification.
The record will be updated automatically as below (totals will also be recalculated).

Note: The credential certification will be automatically stored for this instructor teaching all sections of this course and for this instructor teaching this course in the future. It should be updated as the instructor’s credentials change (e.g., the student completes 18 graduate hours or earns a Master’s degree in the teaching discipline).

7. Use the “back” button on your browser to return to the full list. Repeat the process for remaining GTA/GLAs who have not been certified.

Thank you.

Questions:

Office of Faculty Affairs, 706-542-0547
or by email
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Jessica Shaughnessy (jessica.shaughnessy@uga.edu)