

Step 1: Login to your MyPSC account at <https://mypsc.gapsc.org/home.aspx>

Step 2: Once logged in, click the tab on the left labeled “Personal Affirmations”

(see below)



Step 3: Select the appropriate “yes” or “no” response to the nine (9) personal affirmation questions

Step 4: Type your name and MyPSC password in the appropriate boxes, as this will serve as your electronic signature

Step 5: Click “Save”

Step 6: Email Lori Joiner in Human Resources to let her know you have completed your “Personal Affirmation”. Include your certificate #. HR will complete the recertification process.