Portal Guide – Adding a new user

VGM Education Custom Support: 866-227-8171
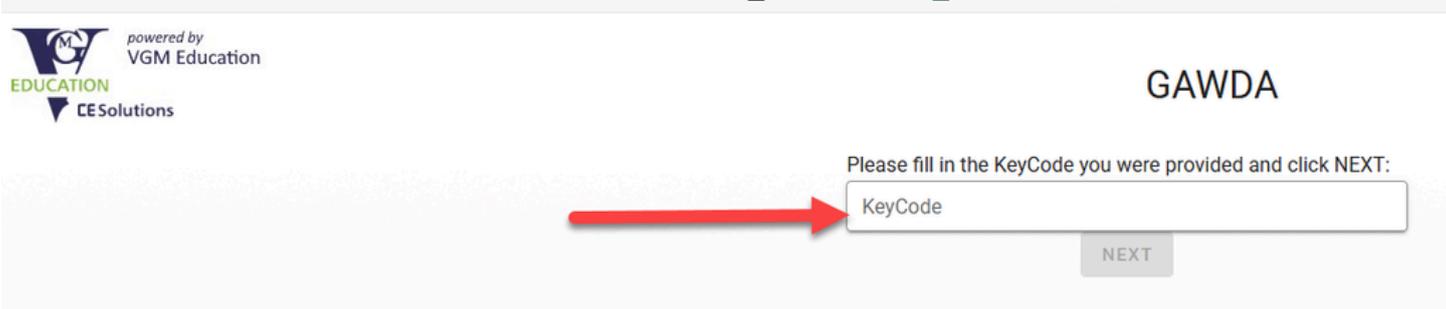
Email: hpappaconstantine@gawda.org

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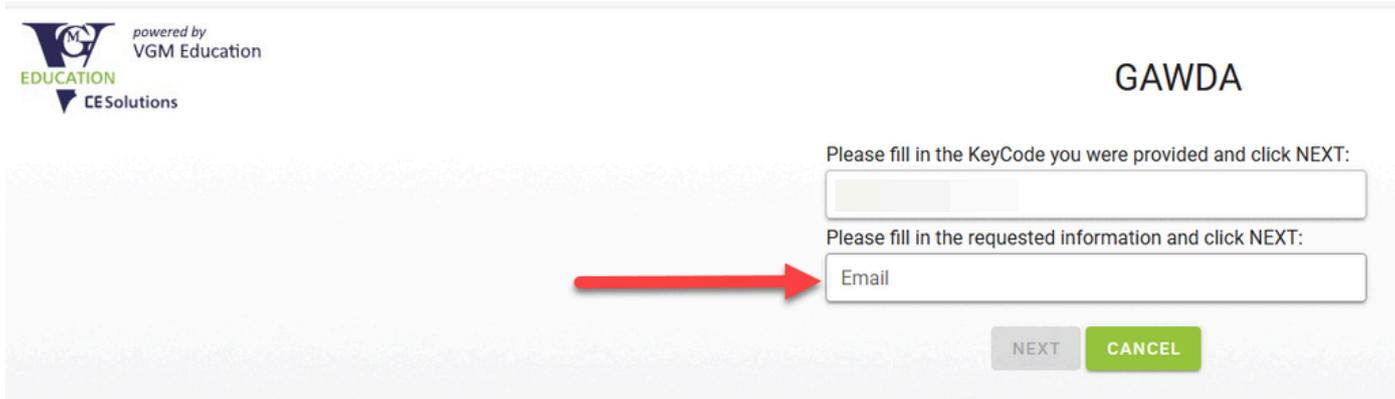
The manager will add new team members on the portal at this link:
http://gawda-keycode.vgmeducation.com/

- **Type in the keycode you want to use and click "Next"**
  * If you are unsure or lost the keycode assigned to you, please contact GAWDA at 954-367-7728 or training@GAWDA.org

- **Put in the email you would like to use and click "NEXT"**

- **You will fill out everything with an asterisk and then click 'SAVE'**

- **The account creation box will pop up with the username and password. The user will then automatically receive their login information via the email that was entered on the previous screen.**