



Certified City of Diversity, Equity, Inclusion & Belonging Portal Manual for City Users

Access Request

1. Log on to your GMA Member profile using your login credentials.
2. Once logged on, go to www.gacities.com/cityofdeib.
3. Here you'll see the program webpage, scroll down to the bottom of the page where you will see a "Request Access" button. If you do not see the button, you likely need to add a role to your profile: please contact GCSPortal@gacities.com for support.

At the end of the initial three-year certification period, the city will need to apply for recertification. To be recertified, the city must demonstrate that it continues to work towards equity and inclusion in the categories in which it is certified.

Please [fill out this interest form](#) to receive updates about this program.

[Request Access](#)

Contact

Alexandra Campos Castillo (They/Them)
Program Manager for Georgia City Solutions
Office: 678.539.6757
[Email](#)

4. This will take you to the payment page where you will enter your credit card information and submit to process the payment.

Sign out Hi, Harland Sanders Cart Keyword search
Communities Events

Shopping Cart

Items

Item	Quantity	Price	Total
City of Diversity, Equity, Inclusion & Belonging (DEIB) Cert	1	199.00	199.00

[Remove](#) [Update](#)

- a. Please make sure you change the "Bill to:" field to "City." This connects the payment record to your city account rather than your personal account.

Please contact GCSPortal@gacities.com if you experience any issues in the portal.

- It will then show you a confirmation page; you will also receive a confirmation email for your records. You will be redirected back to the “Access Request Application” in 10 seconds.

Equity & Inclusion Back to GA Cities

Access Request for ANYTOWN

Go to: Contact Information Save

Page 1 of 2

Contact Information
* indicates required items

Available Contacts
Choose...

Last Name*

First Name*

Title

- The Access Request application will prompt you to first enter your contact information. You can autofill using the drop-down labeled “Available Contacts.”

Contact Information
* indicates required items

Available Contacts

Choose...

- Choose...
- Ms. Mary Anyone
- Mr. Steve Brown
- Test Clerk
- Test CM
- Mr. William Gates
- Mr. Steven Harvey
- Mrs. Jane Jones
- Harland Sanders
- Mr. Junior Sanders
- Mr. Jessica Scott20171121
- Mr. Harry Smith
- Mrs. Jane Smith
- Ms. John Smith
- Mrs. Sally Smith
- LGRMS TestUser
- Test Transcript
- << Create New >>

- If you are not listed, select “<<create new>>” to create a new contact and fill in your information manually. << Create New >>
- If you are listed, but your information has changed, you are able to edit the auto-filled text and update your information.

Please contact GCSPortal@gacities.com if you experience any issues in the portal.

7. Click to go to the next page, “Adopted Resolution of Intent.” Fill in with information on your city’s Resolution of Intent, providing a brief resolution summary, the date of adoption, and a document upload of the resolution.

Access Request for ANYTOWN

Go to

Page 2 of 2

Adopted Resolution of Intent

* indicates required items

Brief summary of resolution*

Date of Adoption*

Upload Resolution*

No file chosen

8. Click the button.
9. Then the next page will show a “Your request for access has been successfully submitted” message.

Your request for access has been successfully submitted.

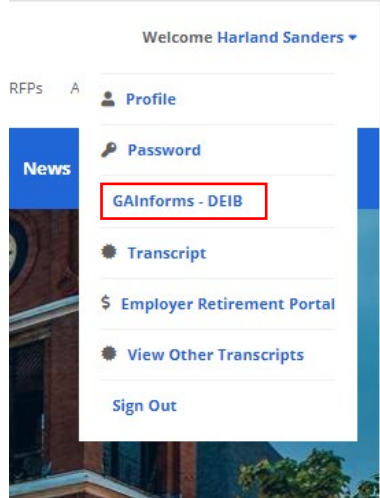
10. Click the green “continue” button, and you will be logged out.
11. You should receive an access request confirmation email promptly.
12. Await approval of your access request, within 1-3 business days. You will be notified by email.

Once you’re Access Request has been approved, if you’d like to **add additional users** (up to 3 total), please contact GCSPortal@gacities.com with their names and contact information. Users must have existing GMA membership and account, associated with the city.

Please contact GCSPortal@gacities.com if you experience any issues in the portal.

Pre-Application

1. Once you are granted access (you will receive an email notification), sign into your account via the GMA homepage using your GMA Member login credentials.
2. Once you're logged in, you will see your name at the top right corner of the GMA homepage. Click on your name to open a drop-down menu. You'll see "GAI informs – DEIB" as a menu option, click here to be redirected to your portal login or dashboard.



3. You'll be asked to "Confirm GMA Informs Access," read the statement, select "Yes" or "No," then click "Continue."

Confirm GMA Informs Access - Equity & Inclusion

ANYTOWN

Yes, I affirm the following statements.

Select 'Yes' if all of the following statements are true. Otherwise, select 'No'. Then, click 'Continue'

I affirm that I am a Designated Contact for the Participating Member named above, which is participating in the Equity & Inclusion Initiative administered by Georgia Municipal Association.

As such:

- I am authorized to act on behalf of the Participating Member to add documents, enter information, review information posted in the Member Portal and otherwise use the Portal.
- I understand that the information contained in this Portal is highly confidential information.
- I will only use the information in this Portal for administering the above initiative.
- I understand that misuse or improper disclosure of this information could result in significant harm.
- I will keep my Portal password/passphrase secure and will never share it with anyone, ever.
- I will immediately email GMA at GCSPortal@GACities.com if I am no longer authorized to access the Portal.

No Yes

Continue

4. On your dashboard, you will see a "Pre-application" marked as "ready."

Category	Points Earned	Status	Approved
Access Request	0	Approved	3/27/2023 4:29:21 PM
Pre-Application	0	Ready	

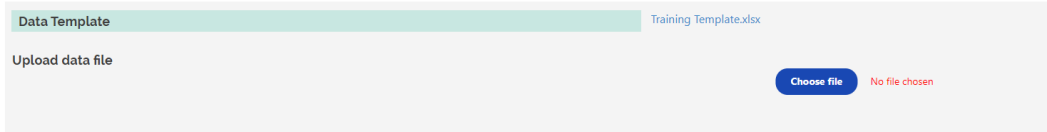
Showing 1 to 2 of 2 entries

Previous 1 Next

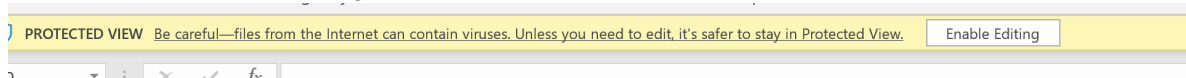
5. Click on the next to Pre-Application to begin the application.

Please contact GCSPortal@gacities.com if you experience any issues in the portal.

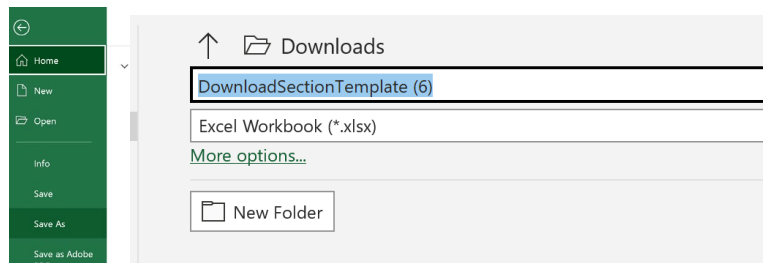
6. On the first page, “Training”, there is a form for training information. You can manually type in the information by filling in the text boxes, or you can use the template spreadsheet provided, to fill in and auto-populate the form.



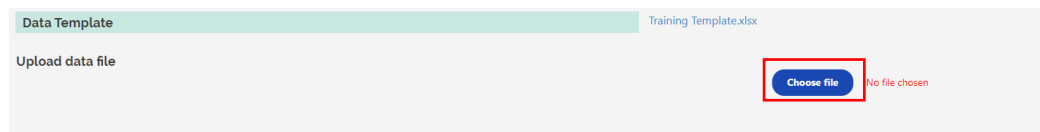
- a. To use the auto-populate feature, first click on the [Training Template.xlsx](#) to download the Excel spreadsheet template.
- b. Open the Excel document from your downloads, and if prompted, click on “Enable Editing” to edit the document.



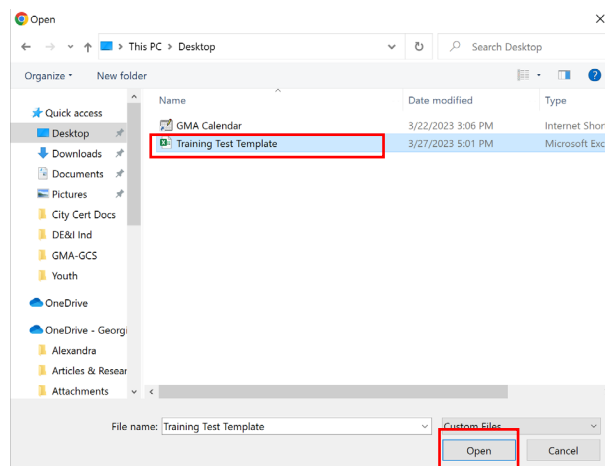
- c. Fill in the form with training details. *Please do not alter the table headings on horizontal line 1 of the spreadsheet; doing so will result in the document not populating into the portal form.*
- d. When finished, in Microsoft Excel, click “File” → “Save As.” Then rename the file and save.



- e. Back in the “Pre-Application” portal, in “Training” under “Data Template,” select “choose file”.



- f. In the pop-up screen, find your spreadsheet template file, select it and click “open”.



Please contact GCSPortal@gacities.com if you experience any issues in the portal.

- g. Your form should now be filled in, and you should see the file name under the “Choose File” button.

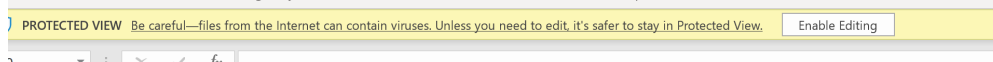
Attendee Name	Title	Class Title	Class Description
Jay Smith	Mayor	Introduction to DEI	Basics of DEI in go
Jordan Lake	City Clerk	Introduction to DEI	Basics of DEI in go
Griffin Tims	City Council Member	Introduction to DEI	Basics of DEI in go
Henry Thomas	City Council Member	Introduction to DEI	Basics of DEI in go
Maggie Webber	City Council Member	Introduction to DEI	Basics of DEI in go
Ashley Lopez	City Manager	Introduction to DEI	Basics of DEI in go
Song Ye Lim	City Council Member	Introduction to DEI	Basics of DEI in go

- h. Lastly, add any “training” supporting documents, such as training certificates or an outline of training objectives, etc.

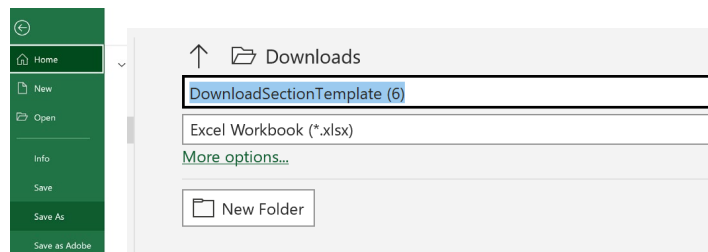
- i. Click the **Next** button.

7. On the next page, “Meetings,” there is a form for training information. You can manually type in the information by filling in the text boxes, or you can use the template spreadsheet provided, to fill in and auto-populate the form.

- To use the auto-populate feature, first click on the [Meeting Template.xlsx](#) to download the Excel spreadsheet template.
- Open the Excel document from your downloads, and if prompted, click on “Enable Editing” to edit the document.

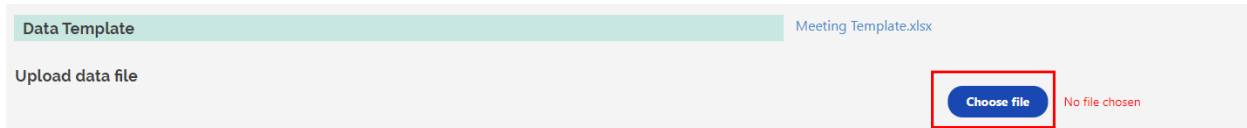


- Fill in the form with training details. *Please do not alter the table headings on horizontal line 1 of the spreadsheet, doing so will result in the document not populating into the portal form.*
- When finished, in Microsoft Excel, click “File” → “Save As.” Then rename file, and save.

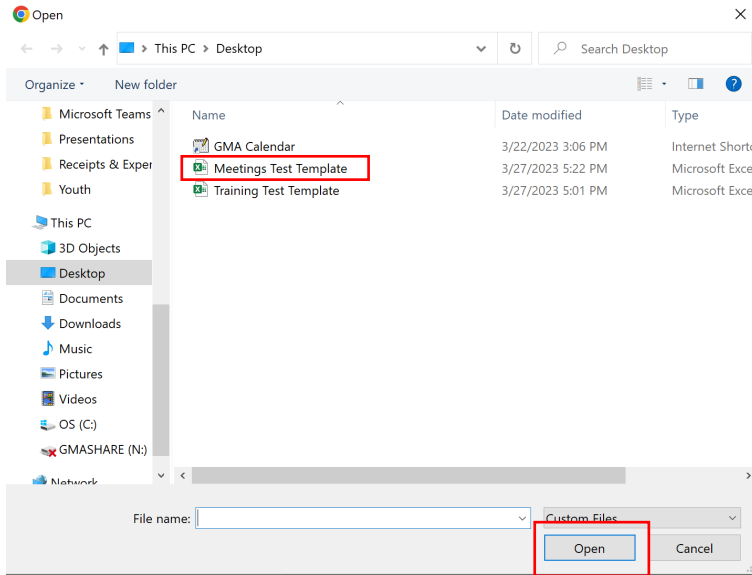


Please contact GCSPortal@gacities.com if you experience any issues in the portal.

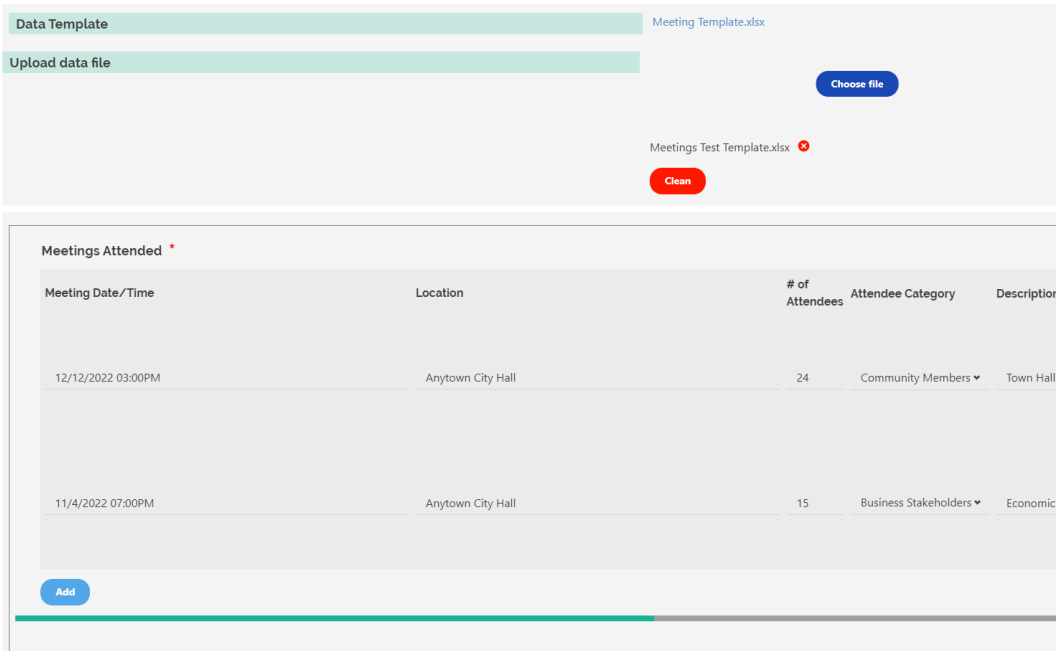
e. In the “Pre-Application” portal, in “Meetings,” select “choose file”.



f. In the pop-up screen, find your spreadsheet template file, select it and click “open”.



g. Your form should now be filled in, and you should see the file name under the “Choose File” button.



Please contact GCSPortal@gacities.com if you experience any issues in the portal.

- h. Lastly, scroll all the way right, to the “Supporting Documents” column, and upload any supporting documents related to meetings, such as meeting minutes, meeting summaries, attendance reports, or event flyers.

The screenshot shows a table with columns: # of Attendees, Attendee Category, Description/Topic, Meeting Notes, and Supporting Documents. The Supporting Documents column is highlighted with a red box. It contains two rows, each with a 'Choose file' button and a 'Remove' button. The first row has the text 'Went great; got lots of feedback.' in the Meeting Notes column. The second row has the text 'Grew relationships and connected folks.' in the Meeting Notes column.

8. Click “next” and then the last page of the pre-application will prompt you to select the categories for which you will seek certification.

The screenshot shows a form titled 'Certification Categories' with a 'Previous' button on the left and a 'Save & Submit' button on the right. Below the title is a red asterisk and the text '* indicates required items'. A sub-header reads 'Specify categories for certification *'. Below this is a list of categories with checkboxes: 'Community Dialogue/Stakeholder Engagement' (checked), 'Economic and Community Development' (unchecked), 'Education' (unchecked), 'Health and Well-being' (unchecked), 'Municipal Workforce Development & Employment' (checked), 'Public Safety and Restorative Justice' (checked), and 'Workforce Housing' (checked). A 'Previous' button is at the bottom left and a 'Save & Submit' button is at the bottom right.

9. Click “Save & Submit” to submit your pre-application. You will receive a “Pre-Application has been successfully submitted” notification.

Pre-Application has been successfully submitted.

Continue

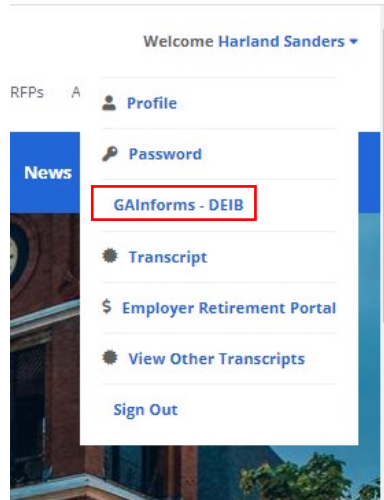
10. Once the Pre-Application is approved (you’ll be notified by email within 1-5 business days), you can log on to the application portal and begin working through the measures to complete the certification application.

*****Important Note: Please use the save button often, especially if you are typing things in manually. The website will time out every 20-30 minutes if no action has been taken; typing does not count as an action, clicking “save”, “next”, or “submit” does.**










Please contact GCSPortal@gacities.com if you experience any issues in the portal.

Certification Category Applications

1. Sign in to your account via the GMA homepage using your GMA Member login credentials.
2. Once you're logged in, you will see your name at the top right corner of the GMA homepage. Click on your name to open a drop-down menu. You'll see "GAINforms – DEIB" as a menu option, click here to be redirected to your portal login or dashboard.



3. Once logged in, on your dashboard, you will see that your Pre-application is now marked as "approved" and the categories you selected in your pre-application are now added to your dashboard and listed as "Ready."

Category	Points Earned	Status	Approved
 Access Request	0	Approved	3/27/2023 4:29:21 PM
 Pre-Application	4	Approved	3/28/2023 9:29:49 AM
 Workforce Housing	0	Ready	
 Education	0	Ready	
 Health and Well-being	0	Ready	
 Public Safety and Restorative Justice	0	Ready	
 Community Dialogue/Stakeholder Engagement	0	Ready	
 Economic and Community Development	0	Ready	
 Municipal Workforce Development & Employment	0	Ready	

Showing 1 to 9 of 9 entries

Previous 1 Next

4. Click on the **+** next to the category you'd like to begin.

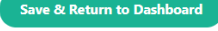

Please contact GCSPortal@gacities.com if you experience any issues in the portal.

- You'll be directed to the first page of the certification application. Read through the measure and description, and begin filling in the assignments under "Please Provide:"



- You will have either a file upload option, a text box option, or both.
 - Select "Choose File" to prompt a pop-up where you can select your file and upload.
 - If you have a text box, type in or copy and paste your text into the box.
 - Once done with that Measure, click **Next** to go to the next question.
- You must complete all the "Required" measures, plus at least one "Elective" to be able to submit your application. All the Required fields will need to be filled.
 - You can jump from one measure to another using the drop down menu, and selecting your desired measure.

- The form will automatically save every time to flip from one measure to another, but you can also save your work periodically using the **Save** button.

Please contact GCSPortal@gacities.com if you experience any issues in the portal.

9. You can leave the application and come back to it later by clicking  or .
- a. Once you've started an application, on your dashboard, it will now mark it as "in progress."



- b. Click on the pen icon  to go back into your application and continue working.
10. Once you've completed the application, click  to submit your application.
11. Once you submit, you'll see a "[Category Name] has been successfully submitted" notification.

Community Dialogue/Stakeholder Engagement has been successfully submitted.



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12. Click continue to go back to your dashboard.
13. The completed category will now be listed as "Submitted" and a reviewer will be assigned. You'll receive an email when a reviewer has provided feedback or approved your certification category within 5-10 business days.



14. You can continue working on the other Certification Categories.

*****Important Note: Please use the save button often, especially if you are typing things in manually. The website will time out every 20-30 minutes if no action has been taken; typing does not count as an action, clicking "save", "next", or "submit" does.**