

# Changed School or Position? Edit and Update Your Profile in Capitol Impact

If you changed schools, positions, or your primary email address, take a few moments to **review your profile** on [Capitol Impact](#).

**Directions:** Log in to the RESA website to edit your profile. You will not need to create a profile. If you have trouble making corrections please contact Odessa Valentin, [ovalentin@cpresa.org](mailto:ovalentin@cpresa.org), 229-546-4094 ext. 110.

The screenshot shows the Coastal Plains RESA website. At the top left is a photo of a brick building. To its right is the header with the text: **Coastal Plains RESA**, 245 N. Robinson St. Lenox, Ga 31637, 229.546.4094 FAX: 229.546.4167, and a list of counties: Ben Hill, Berrien, Brooks, Colquitt, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner, and Valdosta. Below the header is a navigation bar with links: Systems, Services, Prof Learning, News, Calendar, Organizations, Library, Home, and Login. A green circle highlights the 'Login' and 'Create Profile' buttons in the 'Online Registration' section. A green arrow points from the 'PRESA Calendar' link to a text box on the right that reads: 'Not sure if your registration has been approved? Use the login button to view your profile for a list of courses for which you have registered and their status in the approval process.' The main content area features a 'CURRENT NEWS' section with several news items and a 'Click for more news stories' link. A sidebar on the left contains a menu with items like 'About CPRESA', 'Professional Learning', 'CCGPS', 'Content Areas', 'Endorsements', 'GaTAPP', 'School Improvement', 'South Georgia GLRS', and 'Substitute Teacher Training'.

. You'll see the screen below:

At the Certificate No box, please make sure your Teacher Certification Number is there; you don't want your SSN in the database. To find your certificate number quickly, go to the GaPSC page at <http://www.gapsc.com>. Find "Check Certification Status."

Make changes to your Position/Job Title, Grade Level and Content, if appropriate.

Title ▼	Random			Educator	Suffix ▼	Degree ▼																																										
Legal First Name*		Call Name		Middle Name		Legal Last Name*																																										
laurafrizzell@cpresa.org																																																
Email Address*																																																
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If you are not currently employed, please enter your home phone and address in the office fields above.																																																
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Cell Phone																																																
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At the bottom of the screen ...

Select Coastal Plains RESA, then your district, then your school. Fill in your Position and Grade Level and Content Areas.

Click Submit.