

Interpreter Registration

New Applications

Create and Activate User Account

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Interpreter**” from the dropdown list, and then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one lowercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.

The colored tiles on the right side of the Profile page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators and buttons to direct you through the application process.

Register for Event

Note: Registration for an event is contingent upon meeting the registration requirements for that event. Registration is not final until you are confirmed for the event.

1. On your Profile page, click “Events” in the top blue menu bar. This will take you to the Events page.
2. Click on “Interpreters” on the left side of the page.
3. Located your desired event on the list, and then click the Event Title to see more details.
4. Register for the event by clicking the “Register” button.
5. When the Special Requirement screen appears, answer questions by checking relevant boxes and typing in other information in the text boxes provided. If you are finished entering information, click “Complete Registration.”

To register for another event, click “Add Another Event” and repeat the above steps.

6. After you have selected the desired events locate and click on the cart at the top right corner of your screen on the blue menu bar.

To pay by credit card, enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of

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payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

You will receive an initial email acknowledging your payment for your selected event(s) and later an email confirming the selected event(s) following approval by the office.

Complete the Questionnaire and Upload Documents

1. On the My Module page, click the “Questionnaire” tile or navigate to the bottom of the page and select Questionnaire 1-New Application.
2. Answer every question, and then click “Submit.” Return to the questionnaire at the bottom of the page and download any required forms. Once these documents are filled out completely, return to the system and follow the remainder of the instructions.
3. In the gray menu bar on the left of the My Module page, click “Documents” to upload copies of required documents.

To upload documents, click “Choose New” next to “Document Name”, then select the appropriate document from your personal computer file. Next to “Document Title”, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents. Return to the application page by selecting “My Module” on the blue menu at the top of the page.

Submit Payment

1. Once all tiles are yellow or green, click “Payment” to pay.

To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to the application page select “My Module” on the blue menu at the top of the page.

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to the application page select “My Module” on the blue menu at the top of the page.

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2. You may sign out of your account by clicking “Logout” on the blue navigation menu at the top of the screen.

Renewal Applications

1. Go to the [Georgia Courts Registrar](#) home page and login with your username and password.
2. Navigate to your profile by clicking “My Profile” on the blue navigation menu at the top of the screen. On the profile page, review and edit your information. Each field with an asterisk is required. To save changes to your profile, click “Save.” Re-enter the password you used to login in the “Re-enter Password” field. If you have made no changes to your profile information, you do not need to click save, proceed to the next step.
3. If you wish to reset your password, click “Reset Password.” New passwords must be at least eight characters including one uppercase letter, one special character, and one number.

The colored tiles on the right side of the Profile page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators and buttons to direct you through the application process.

Complete the Questionnaire, and Upload Documents

1. Navigate to your application by clicking “My Module” on the blue navigation menu at the top of the page. Click the red “Questionnaire” tile or navigate to the bottom of the page and click “Questionnaire 1 – Renewal Application.” Enter all required information, and then click “Submit.”
2. If you are a non-U.S. citizen or need to upload other documents, click “Documents” on the blue menu bar at the top of the Profile page.

To upload documents, click “Choose New” next to “Document Name”, then select the appropriate document from your personal computer file. Next to “Document Title”, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents. Return to the application page by selecting “My Module” on the blue menu at the top of the page.

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2. You may sign out of your account by clicking “Logout” on the blue navigation menu at the top of the screen.

Resetting Passwords

From the Homepage

1. On the [Georgia Courts Registrar](#) home page under “Login,” click Forgot Password-Click Here. Enter the username or email address associated with the account you would like to access and click Submit
2. Select the desired reset method, you can reset by answering security questions or receiving an email with a reset link.
3. Follow the prompts on the screen to complete the reset process. Once you have successfully reset your password, you will receive a red message on the screen indicating you have reset your password.
4. To logout, click your username in the top right hand corner of the screen and select Logout.

From the Profile Page:

1. On the profile page, click “Reset Password”.
2. Enter your existing password in the “Old Password” field.
3. Enter your desired password in the “New Password” field.
4. Confirm your new password in the “Confirm Password” field and click the blue Reset button.

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