

Interpreter Registration

New Applications

Create and Activate User Account

1. On the [Georgia Courts Registrar](#) home page under “New User?,” Click the “Create Account” button. Select “**Interpreter**” from the list, and then click “Continue.”
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.

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 the “My Dashboard” page, review and answer the question in the License Requirements section.
2. Next find the “Register for Orientation” section.
3. Identify and click the circle next to the desired Orientation date.
4. Click the green “Continue” button
5. When the Special Accommodations screen appears, click the green “Add to Cart” button.

If you would like to register for the English Written Exam, follow steps 3-5 above in the English Written Exam section.

6. Next click on the green “Checkout” button.

To complete payment, 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.

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.

To access the Georgia Courts Registrar, go to <https://gcr.onegovcloud.com>.
For technical support, contact us by email, gcr@georgiacourts.gov,
or telephone, 404-463-3808.

Complete the Questionnaire and Submit Documents

1. On the My Dashboard page, you may begin the process by clicking items on the “To Do List” or click “Next”.
2. Complete all items on the “To Do List” or complete each segment of the application by using the “Next” and “Previous” buttons to progress through the application. You must complete each event prior to moving on to the next requirements.

Please do not submit payment for the application until you have completed the two-day orientation, passed the English Written Exam, and pass the Oral Certification Exam requirements.

Note: To submit documents click the green Choose Document button, select Choose Document to identify the document on your personal device. Click the Green Submit button to finalize the upload.

Submit Payment

1. Once all tiles are yellow or green, click “Payment” or the “Next” button until you reach the application summary page.
2. Review your application summary.
3. Click the green “Pay My Fees” button.
4. Select the appropriate fees to add fees to the cart.
5. Select the green “Checkout” button.

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 payment via email. You can also print a copy of your receipt by clicking the green “Print Receipt” button.

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 Receipt” button. Please mail your check to 244 Washington St. SW Suite 300, Atlanta, GA 30334.

6. You may sign out of your account by clicking your username in the top right corner of the screen, then selecting “Log Out.”

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Renewal Applications

Complete the Questionnaire, and Submit Documents

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the My Dashboard page, you may begin the process by clicking items on the “To Do List” or click “Next”.
3. Complete all items on the “To Do List” or complete each segment of the application by using the “Next” and “Previous” buttons to progress through the application. Answer every question, and then click “Submit.”

Note: To submit documents click the green Choose Document button, select Choose Document to identify the document on your personal device. Click the Green Submit button to finalize the upload.

Submit Payment

1. Once all tiles are yellow or green, click “Payment” or the “Next” button until you reach the application summary page.
2. Review your application summary.
3. Click the green “Pay My Fees” button.
4. Select the appropriate fees to add fees to the cart.
5. Select the green “Checkout” button.

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 payment via email. You can also print a copy of your receipt by clicking the green “Print Receipt” button.

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 Receipt” button. Please mail your check to 244 Washington St. SW Suite 300, Atlanta, GA 30334.

6. You may sign out of your account by clicking your username in the top right corner of the screen, then selecting “Log Out.”

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Resetting Passwords

From the Homepage

1. On the [Georgia Courts Registrar](#) home page, under the password field, click “Forgot your password?”
2. Enter the username or email address associated with the account you would like to access and select the method to reset your password. Click the green “Next” button.
3. Follow the prompts on the screen to complete the reset process.
4. Once you have successfully reset your password, you will be able to use your username or email address and newly created password, to log into the system.

From the Profile Page:

1. On the gray menu in the top left corner select your username to view the available menu options.
2. Select “Reset Password”.
3. Enter your existing password in the “Old Password” field.
4. Enter your desired password in the “New Password” field.
5. Confirm your new password in the “Confirm Password” field and click the blue “Reset Password” button.