

Tutorial for Registering for Smoke School

(1) Enter the following URL into your address window: <http://airpermit.dnr.state.ga.us/>

You will see the following page.

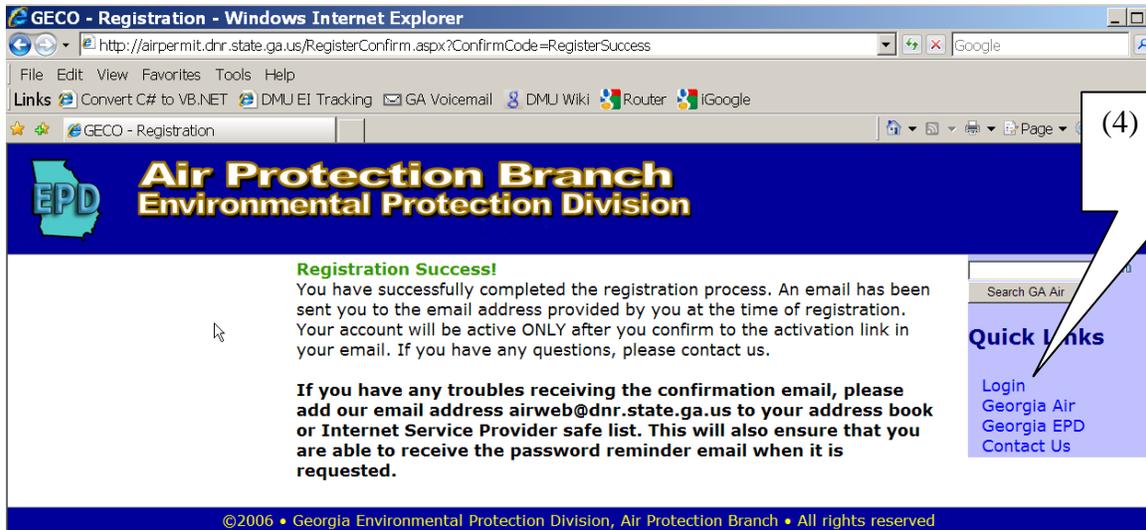
(1) Enter the URL here

(2) Register link

(2) If you are not registered in GEICO (Georgia Environmental Connections Online) you must complete the GEICO registration process. Begin by clicking on the “Register” link shown above.

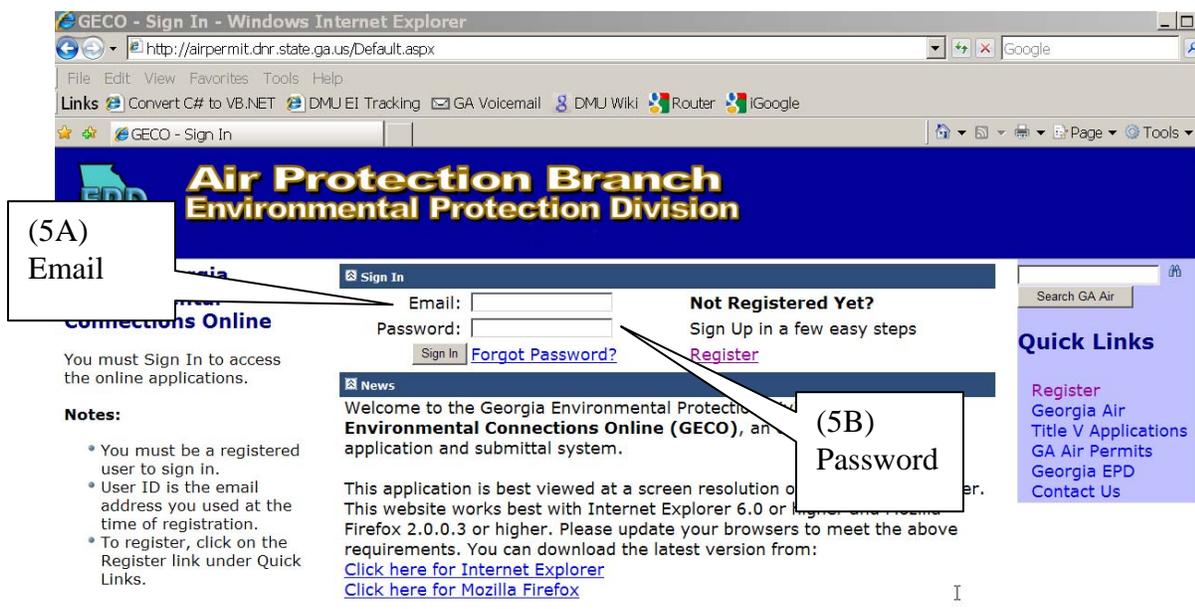
(3) Register Button

(3) Fill in the registration info and click on the “Register” button. Once you click the “Register” button, you will see the following:



(4) After completing the above step, you will need to check your email and click on the link in the confirmation email that you will receive. If you do not receive the confirmation email within 2 hours, please send an email to airweb@dnr.state.ga.us explaining that you did not receive the confirmation email. Include your first and last names and the email address that you used to register in the email message.

After confirming, click the “Login” link as shown above. You will see the “Login” page.



(5) Type in your Email address and password in the boxes above and click on the “Sign In” button..

If you forget your password, you can enter your email address and click on the link “Forgot Password?”, your password will be sent to your email address.

You will see the following page:

The screenshot shows a web browser window with the following content:

- Browser Title:** GECO - Arthur Hollis - Windows Internet Explorer
- Address Bar:** http://airpermit.dnr.state.ga.us/UserHome.aspx
- Page Header:** Air Protection Branch Environmental Protection Division
- Navigation:** Facility Access | My Profile | Change Password
- Message Box:** You have access to work on the following facilities: No facilities assigned
- Quick Links (Right Sidebar):** Sign Out, My Home, Fee Workshop, Smoke School, Georgia Air, Georgia EPD, Contact Us
- Callout Box:** (6) Smoke School Link

(6) Click on the “Smoke School” link in the right navigation area. You will see the registration page for Smoke School.

Smoke School Reservation - Windows Internet Explorer
 http://airpermit.dnr.state.ga.us/rs/Default.aspx

File Edit View Favorites Tools Help
 Links Convert C# to VB.NET DMU EI Tracking GA Voicemail DMU Wiki Router Google

Smoke School Reservation

EPD Online Applications Event Reservations
 Welcome Arthur Hollis

Event Reservations
 No help available for this area.

Smoke School Reservation

If your name or email address is incorrect below, go to the [User Home](#) page and correct the information in your profile then return to this page.
Remember: Your email address is your **GECO** login username.

Salutation: Mr
 First Name: Arthur
 Last Name: Hollis

NOTE: If you wish to register someone other than the person whose name appears immediately above, check the box below and enter that person's name in the area that appears.

Register someone other than the person above.

Will you be attending the lecture?

Before selecting the date make sure that the person and date are not already in the table of existing reservations above.

Preferred Location and Date:

* Title/Position:

* Company Name:

* Company Address:

* City:

* State:

* Zip: -

Email Address:

* Telephone: Ext:

Fax:

Quick Links

[Sign Out](#)
[My Home](#)
[Fee Workshop](#)
[Smoke School](#)
[Georgia Air](#)
[Georgia EPD](#)
[Contact Us](#)

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You can click on the “Populate from User Profile” button to fill in the information from your GECO registration information.

You can check the “Register someone other than the person above” to register someone else.

(7) Fill in the information and click on the “Submit” button.

You will see the following page.

The screenshot shows a web browser window titled "Smoke School Reservation - Windows Internet Explorer". The address bar shows the URL "http://airpermit.dnr.state.ga.us/rs/Default.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains "Google". The browser's toolbar includes "Links", "Convert C# to VB.NET", "DMU EI Tracking", "GA Voicemail", "DMU Wiki", "Router", and "iGoogle". The browser's status bar shows "Smoke School Reservation".

The main content area of the page is titled "Smoke School Reservation" and contains the following text:

Verify Your Request

Please confirm that the information below is correct then click the button at the bottom of the page to continue.

Preferred Location and Date: 2009 Spring - Atlanta: Apr-14-2009 thru Apr-16-2009

Attending Lecture? YES

Attendee's Name: Mr Arthur Hollis

Title/Position: ES

Company Name: Ga DNR EPD

Company Address: 4244 International Pkwy
ATLANTA
GA 30354

Email Address: art_hollis@yahoo.com

Telephone: 4043637084 **Ext:**

Fax: 4043637100

NOTE: You must click the Confirmation button below to complete the reservation and get a confirmation number

At the bottom of the page, there are four buttons: "Confirm Reservation", "Revise Request", "Return to User Home", and "Print".

The footer of the page contains the text: "©2008 • Georgia Environmental Protection Division, Air Protection Branch • All rights reserved".

(8) Please confirm that the information on this page is correct, and then click the button at the bottom of the page to continue.

There are four options at the bottom of the page:

- “Confirm the Registration” – this completes the process and gives you a confirmation page (see next page of these instructions).
- “Revise Request” this allows you to go back and make changes if necessary
- “Return to User Home” – takes you back to the User home page. Note that the registration is not done if you click this button.
- “Print” – prints the page.

Smoke School Reservation

Confirmation

Your reservation has been submitted. This page serves as your reservation confirmation for the Georgia EPD Smoke School session as shown below. Before leaving this page make sure to print a copy for your records. If any changes are necessary please call Art Hollis at 404.363.7084.

Confirmation Number: 102314820090091617
Preferred Location and Date: 2009 Spring - Atlanta: Apr-14-2009 thru Apr-16-2009
Attending Lecture? YES
Attendee's Name: Mr Arthur Hollis
Title/Position: ES
Company Name: Ga DNR EPD
Company Address: 4244 International Pkwy
ATLANTA GA 30354
Email Address: art_hollis@yahoo.com
Telephone: 4043637084 **Ext:**
Fax: 4043637100

[Return to User Home](#) [Print](#)

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At this point we highly recommend that you use the print option to print a copy of your confirmation page and bring it with you to the Smoke School class.

That's all Folks!!!

If you have any questions please, click on the "Contact Us" link. While reviewing the above page, there is a time out feature that will take you automatically back to the Login page. On the login page, you will see the "Contact Us" link in the navigation area on the right side of the page.

We are here to assist you and remember there is only one bad question. The only bad question is the one that you don't ask.