GISP Certification Instructions for Accessing the Online Portfolio – New / 1st Time Applicant
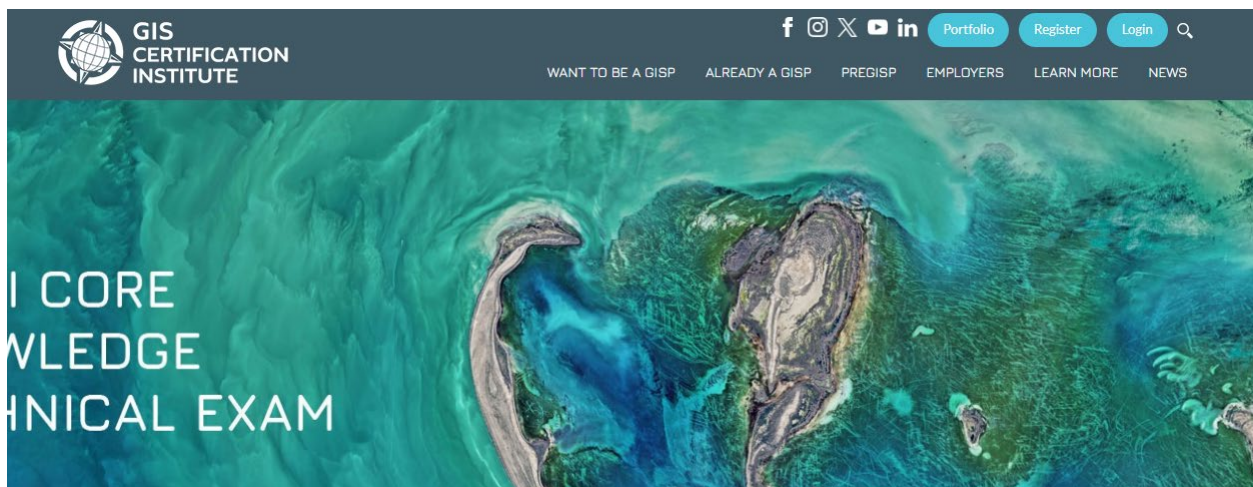
Welcome to the on-line certification process. Thank you for seeing the value in this credential!

The portal for a first-time applicant looks the same as the portal for a recertification, but the web site uses your existing GISP info to determine the correct number of points needed for a recertification.

First Time Applicant

If you are a first-time applicant to the GISCI, you must first create your profile. If you have already created your profile but forgot your login, please contact us at info@gisci.org.

Click the 'Register' button in the top, right-hand portion of the Home Page www.gisci.org. You will be prompted to fill out the required info. A registration email is automatically generated. To ensure that your registration was successful, confirm receipt of this email; if you do not see it be sure to check the spam folder. If you still do not see a confirmation email, please contact us at info@gisci.org.   When creating your account, we highly recommend that you use a personal email address, not one from your employer. Since folks will sometime change careers, using personal email is the best way to ensure we can always contact you.
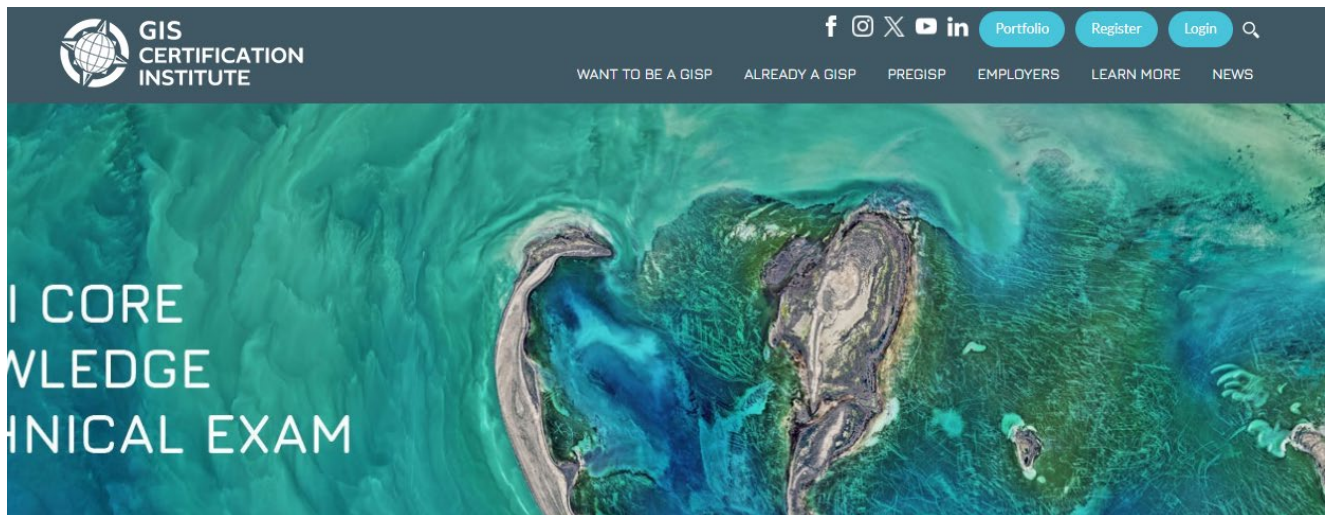
Returning Applicant

To log into your account, click the '**Login'** button on the top, right-hand portion of the screen. You will be prompted for your username and password. Enter both and click on the 'Login' button.

Submitting Information into your Portfolio

To enter your portfolio, click **Portfolio** in the middle of the screen or upper-right corner.

The first time you access the site for recertification, you will need to click the **Start Application** button at the bottom of the screen (see below). If you do not see that button, it likely means that you already started working on your portfolio. If that's the case, jump right in!

- The appropriate button will be found at the end of this page

If you are currently a GISP, please use your pre-existing profile to recertify. If you create a new registration, the site will not re an existing certificant. Please email us at info@gisci.org for your log in information.

The Portfolio Review is one part of a two-part process now necessary to obtain a GISP Certification. You must also take and pass th Technical Knowledge Exam®, offered separately from the Portfolio Review.

The Portfolio Application will allow you to return and update or modify your records at will before submitting. You do not need to process at one sitting, and you pay nothing until you are ready to submit. Payment of the Application Fee, Portfolio Review Fee, an be made in a separate contact after you have successfully submitted or applied online.

Registration and use of the online portal is free. For questions or comments relating to the process, please email us at info@gisci.c

Thank you for your interest in GISCI and the GISP Certification, and we are pleased to have you either as a visitor, an applicant, or a GISP!

Regards,

Anthony A. Spicci, GISP CGMP
Executive Director, GISCI

Thank you for taking an interest in becoming a certified GIS Professional.

When you are ready to start the renewal process click the button:
Start application

Only the **Application** tab and **Sign Up for Exam** buttons will be visible in succeeding logins.

If the **Start Application** button isn't visible at the bottom of the page, Click the **Application** tab on the top right.

To begin the Portfolio Application, click the **Application** tab on the top right portion of the screen and start filling out the Education, Experience and Contributions info under each tab.

To apply for the next, upcoming Exam, use the **Sign up for exam** button at the bottom of the screen.

When you begin the Portfolio Application portion, the screen will look similar to this:

If you hover over the **Points Calculator** button, you will see a summary of the points the web assigns to each section as you enter events.

Here is what the Points Calculator should look like:

Click '**Submit Application**' when the points calculator brings the '**Submit Application**' button into view after all point categories have been met. It will not appear until all point requirements have been met and you have submitted your Ethics Statement and Employer Supervisor Letter under **Required Forms**. You will not pay until you officially submit the application, and you can continue to access the info as long as you desire, as you continue your education and/or professional career. The information is automatically saved as you enter it.

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After you submit, you will be prompted to make payment for the Portfolio Review. Click '**Purchase'** which will bring you to the completion screens: provide updated contact info and submit payment. You may choose to pay on-line or request an invoice. If you request an invoice, it will be emailed to you automatically and include a link to make an online payment. If you need an alternative payment method, please contact Kent Park, our Certification Coordinator at kpark@gisci.org. We will automatically provide receipts upon payment or an invoice for organization reimbursement, if requested.

Please be sure to mail payment to the following address:

> GISCI
> 503 E. Nifong #338
> Columbia, MO 65201-3717

Helpful Links

Here are some helpful links to consider as you navigate the process:

- Applicant Information - https://www.gisci.org/Want-to-be-a-GISP
- Applicant Procedures Manual - https://www.gisci.org/Portals/0/Instructions/Applicant%20Procedures%20Manual%202023.pdf
- Exam Information – https://www.gisci.org/Want-to-be-a-GISP/The-Exam/Exam-Preparation-Info
- Portfolio Preparation - https://www.gisci.org/Want-to-be-a-GISP/Portfolio

Please send questions to info@gisci.org.

Updated 4/26/2024.