

October 17, 2017

**MEMORANDUM**

Business Services and HR Partners listservs

**FROM:** Michael Lucas, Chief Technology Officer

**SUBJECT:** New process for requesting MyIDs

Units who onboard new UGA faculty or staff are advised of a procedural change for setting up MyIDs for new employees. This change only applies to new faculty or staff without an existing MyID.

Effective November 1, 2017, HR representatives or their authorized delegates setting up MyIDs will first need to secure a UGA ID for the new employee. A UGA ID number is also referred to as an “810 or 811 number”.

In addition, an HR personnel record must have been started for the new employee by their HR representative.

These steps must be completed prior to starting the process to set up a new MyID. The process to secure a UGA ID may take up to three business days.

Requiring a UGA ID for new employees reduces the processing time for creating a MyID account. This ensures all new employees have their MyID accounts available on their first day and helps reduce the number of Help Desk calls.

For new faculty and staff, their unit’s HR representatives or authorized delegates are responsible for requesting new MyIDs.

The steps to request a MyID for new faculty and staff, including the process for requesting a UGA ID, are outlined on the EITS Help Desk website at: <https://confluence.eits.uga.edu/display/HDSH/MyID+FAQ>.

When requesting a MyID, please be sure to include an alternate email address, belonging to the new employee, to ensure that they receive their MyID.

If you have questions about the process for creating new MyIDs for individual faculty and staff members, please contact Kristi Wall in EITS at [kristi.wall@uga.edu](mailto:kristi.wall@uga.edu).

CC: Information Technology Managers Forum (ITMF)  
UGA Networking Group (UGANet)  
UGA Staff Listserv