How to Request a MyID for my department or student organization

We call these accounts **Departmental MyIDs**.

In order to create a MyID for your Department or Organization, the individual responsible for the account will need to fill out the online form available on the MyID website. This form is only available to faculty and staff members; if you are a student requesting a Departmental MyID, you must have a UGA employee put in the request on your behalf. The UGA employee will own the account.

**Step-by-step guide**

1. Head to the [MyID Account Request form](#).
2. Click the "request myid" button on the right side of the page.
3. You may be sent to the CAS login page. Login with your MyID and MyID password.
4. Make sure to select **Departmental** under "Who will own this account?"
5. Fill out all required fields in the form.

*Once the form is completed, it can take up to 5 business days for the request to be reviewed and account to be created.*

**Related articles**

- [How to Request a MyID for a UGA Employee](#)
- [What is a MyID?](#)
- [What Special Characters can I use in my MyID password?](#)
- [How to find the UGA ID for new employees](#)
- [Who Can Use MyID Services?](#)