How to Request a MyID for a UGA Employee

This is for:

- New employees who need a MyID.
- Returning UGA employees.

Step-by-step guide

- The employee will need to already have a **UGAID** (81# number) before the department can request a MyID.
- The employee must have an HR status of active in the OneUSG Connect system.
- The request must be put in by the hiring department.

1. Visit [myid.uga.edu](http://myid.uga.edu)
2. Click on "Faculty, staff, and others" under "Request a MyID."
3. If you are not already logged into CAS, you will be taken to the CAS log-in page.
4. After you have logged in to CAS with your MyID and password, you will be able to access the Request a MyID form.
5. Fill out every required field (entries with asterisks). You will be prompted to enter the new employee’s UGAID Number (starts with 81# and omitting the last digit) and the new employee’s date of birth in MM/DD/YYYY format.
6. Enter the new employee's personal email address as the alternate email address. **This will be the email address the MyID will be sent to, and should not be an UGA email address.**
7. Finally, click finish. Once the MyID request has been successfully completed, the new employee will be informed of this by an email from accounts@uga.edu, sent to the email address provided on the form. The HR representative or manager requesting the MyID will also receive a confirmation/verification email when the MyID has been assigned.

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?