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?