User Verification Detailed Process Walkthrough for Supervisor

This document describes the process for a Supervisor to confirm their employee’s access. The steps for a user can be found here.

If you are a supervisor, you will have to approve your employees’ access to UGA systems that contain financial data.

This may include:

- The Banner Student and Financial Aid System
- The Financial Management System.
- The Budget Management System
- UGAJobs
- OneUSG Connect

After an employee lists you as their supervisor during the user verification process, you will receive an email asking you to approve their access to systems. If your employee needs access to Banner, the email will come from admininfo@uga.edu. If your employee needs access to OneSource systems, the email will come from onesource@uga.edu.

After you receive this email notification, visit jira.eits.uga.edu, and click Log In. You will need to log in with your MyID and use ArchPass to complete the log-in process.

You should see the issues you need to approve after you log in. If not, go to Issues, then click My Open Issues.

To approve your employee’s access, start by selecting an issue assigned to you.

You will see the employee’s access. To confirm or deny their access, click Confirm/Justify Access.

Please Note:

If you have any further questions or get stuck in this process:

- For Banner tools, please contact Access Services at 706-542-4000.
- For the UGA Budget Management System, UGA Financial Management System, UGAJobs and OneUSG Connect, please contact the OneSource Service Desk at 706-542-0202, option 2, or by email onesource@uga.edu.
If your employee still requires access to this system, click Yes, I confirm that this user does need to continue having full access.

If they no longer need access for their job, click No, this user do not need to maintain this access.

Then select Confirm/Justify Access.

You will need to complete this process for every system each of your employees has access to, so you may have multiple issues to review in JIRA.