Signing up for UGA Google Workspace account

To access your UGA Google Workspace account for the first time, follow the steps below:

2. Sign into the UGA Single Sign-On Service with your MyID and password
3. Complete the Archpass Duo login
4. Read and Accept the Terms of Service and Privacy Policy

If you already have an existing Google account with your UGAMail address when signing up

**MyID@uga.edu email**

For a MyID@uga.edu account, you will have the option to migrate your account to UGA’s Google Workspace for Education instance. Please note that ALL content in your account becomes subject to Georgia Open Records Law if migrated. If you have personal files in your @uga.edu Google account, we recommend you move them elsewhere before converting.

**Email Alias/firstname.lastname@uga.edu email**

For an EmailAlias@uga.edu account, you will not be able to migrate the account to UGA’s G Suite instance. Instead, you will be prompted to rename your existing @uga.edu account to an account ending in @gmail.com or another non-@uga.edu email. Then, you will have a new @uga.edu Google Workspace account available to you. Any files you wish to have in your new UGA Google Workspace account will need to be moved after the conversion.

Google Voice Number

If you have a Google Voice number attached to the existing @uga.edu Google account, you must transfer that number to an @gmail.com account. If you do not, you will lose the number. Instructions for transferring a Google Voice number can be found on Google’s website.

Related Articles

- Signing up for UGA Google Workspace account
- Sharing Google Workspace files or folders with people outside UGA
- Renaming your non-migrated Google account to use gmail.com
- How to update your Google Workspace profile picture
- How to Copy Files from a Google Account Drive to your UGA Google Workspace Drive