User Verification Detailed Process Walkthrough for User

This is the process for users. The process for supervisors is available here.

In preparation for UGA’s annual financial audit, we must examine users with certain levels of access to UGA systems that hold financial data.

If you have access to the following systems, you may be asked to verify you still need access for the coming year.

- Banner
- The UGA Financial Management System
- The UGA Budget Management System
- UGAJobs
- UGAmart
- OneUSG Connect

Your supervisor will also have to approve your access.

How to view your access as a user

If you are required to approve your access to systems for the coming year, you will receive an email from notify@teamdynamix.com. The email will include a link to view your access in Banner and/or OneSource systems, and a link to verify or change your access to those systems.

To view your access in Banner and/or OneSource systems, choose, “Click here to view your access.” You’ll be prompted to log in via UGA SSO with your MyID and password.

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
How to verify your access as a user

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To verify or change your access in Banner and/or OneSource systems, choose, “Click here to view your access.”

You’ll be prompted to log in via UGA SSO with your MyID and password. Once you log in, you’ll be taken to a new screen to verify or change your access.

Choose Yes, I still need access if:

- You need to maintain your access to listed systems.
- You need to maintain access to some, but not all, of the listed systems. Your supervisor will also need to complete the Banner Request access form or the OneSource access form to request roles that need to be removed.

Choose No, I don’t need this access if:

- You no longer need access to the listed systems.

After choosing, you will be taken to a new screen, where you will have the option to put in comments. Type in your comments and click Save.

Your access verification will now be sent to your supervisor for their approval.