User Verification Detailed Process Walkthrough for Supervisor

This is the process for supervisors. The process for users can be found [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 are a supervisor and your employees have access to the following systems, you may be asked to verify they still need access for the coming year.

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

How to view access for your users

If you are required to approve your employees’ access to systems for the coming year, you will receive an email alerting you to do so.

This email will have the employee’s name as the sender, and the email address as notify@teamdynamix.com. You will receive an email notification for every employee you have to verify access for.

The email will include a link to view the employee’s access in Banner and/or OneSource systems, and a link to verify or their access to those systems.

To view their 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 screen to view the employee’s access.
How to verify access for your users

If you are required to approve your employees’ access to systems for the coming year, you will receive an email alerting you to do so.

This email will have the employee’s name as the sender, and the email address as notify@teamdynamix.com. You will receive an email notification for every employee you have to verify access for.

The email will include a link to view the employee’s access in Banner and/or OneSource systems, and a link to verify or their access to those systems.

To verify their access in Banner and/or OneSource systems, choose, “Click here to verify 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 screen to verify the employee’s access.

Choose Access is correct:
• Your employee needs to maintain access to listed systems.
• Your employee needs to maintain access to some, but not all, of the listed systems. You will also need to complete the Banner Request access form or the OneSource access form to request roles that need to be removed.

Choose Access is not needed if:

• Your employee 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.

User access verification for that employee is now complete

You can view pending approvals for all your employees on the My Approvals page. Click on the name of the Step to complete the verification process.