

Creating a new user account

- 1) Choose "Request an account" from the Login page.
<http://www.caes.uga.edu/Applications/GAccounts3/index.cfm>

Login

Login here **Need help logging in?**

Username

Password

- [Request an account](#)
- [Forget your password?](#)

- 2) Type in your last name and hit submit.

GAccounts 3.0 System

Request an account / Forget your password?

Please Identify Yourself

Last name:

- 3) Choose your name from the list provided and hit submit.

- 4) Leave the GAccounts 3.0 System and check your e-mail.

A message titled "GAccounts3 Request" will be sent to the e-mail account associated with your name in the CAES Personnel Directory. This email has a token that you will need to copy-and-paste into the next screen.

--- THIS IS AN AUTOMATED EMAIL FROM THE GACCOUNTS3 SYSTEM ---

An account request was made by Cayle Bywater at cayle@uga.edu

If you made this request, please go to:

<http://www.caes.uga.edu/Applications/GACCOUNTS3/index.cfm?tk=true>

and enter this token into the frm:

BDC6D226-423B-2556-BC14C63141A6982E

PLEASE NOTE THAT THIS LINK WILL EXPIRE 1 (one) HOUR after the initial request,
at 11/06/2006 10:58:13 AM

If you did not make this request, please ignore this email.

- 5) Go to the URL provided in the email.

Copy (Ctrl + c) and paste (Ctrl + v) the e-mail token into the provided space and click submit.

Account Information Request

Please input your email token here:

6) The "Account Information Request Form" should open.

Enter the username you'd like to use and a password following the guidelines. Click "Submit".

** It's strongly encouraged to use the same ID and password as created with the Extension Training System and for Impact Statements.*

Security Watch: Your password should:

Be 8 characters long

Contain letters and Numbers

Not be part of username and does not contain your username

8) Now you can log in and begin using the system.