

## Personal Services / Effort Reporting - Detailed Login Instructions

**PLEASE USE** a campus computer (not accessible off campus unless logging in to Institute systems through the Citrix Portal). Internet Explorer and Firefox **ONLY** are recommended to successfully complete this training.

- Go to the Georgia Tech Training page: <http://www.trainsweb.gatech.edu/>
- Click on **Create new Profile** or **Login** on the left side menu of page.

Georgia Tech Office of Human Resources

YOUR HR | New Employees | Current Employees | Former Employees | Managers | Student Employees | DIRECTORIES | CAMPUS MAP | Search

Georgia Tech Home > OHR Home > TRAINS

Home

- Register for classes
- Create New Profile**
- Certificate Programs
- Computer Courses
- Classes by Category
- Online Tutorials
- Administrative Systems
  - Classes by Tasks
- New Employee Orientation
- Training Team

**Login**

Cancellations

Help!

Contact Us

**Quick Reference Links**

- Access Class Registration Roster
- Access Your Transcript
- Complete A Tutorial
- Establish Trainer Access Account
- Evaluate A Course
- Print Class Registration Roster
- Print Tutorial Completion Certificate
- Verify Certificate Program Status
- Verify Tutorial Completion Status

Trainer Access Required

MASTER TRAINING CALENDAR (CLICK HERE)

Search classes by name or keyword:

CLASSES BY CATEGORY

CERTIFICATE PROGRAMS

- On the Georgia Tech Login Service page, type in your **employee** GT Account and password ( usually first initial, last name, and a number, example: jsmith123)

Login requested by: trains.gatech.edu

Enter your GT Account and Password

GT Account:

Password:

Warn me before logging me into other sites.

LOGIN clear

When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine.

[I don't know my GT Account](#)

[I don't know my password](#)

For assistance, please contact the OIT Technology Support Center at 404-894-7173 (Mon-Fri 8am-5:00pm EDT).

[Click here](#) for additional documentation including how to integrate your application with GT Login

- If you don't know your employee GT account, click on the **I don't know my GT Account** link.
- On the GTID#/GT Account Lookup, complete required fields of First Name, Last Name, Date of Birth and click "continue".
- The resulting information is your GTID#, GT Account, and Name:

GTID#:	909019010
GT Account: BuzzPort, TechWorks, and/or WebCT User Name	re555
Name:	Elliott,Roger

Close

Press Close when finished or the Page will return to the entry page in 60 seconds

**Questions about qtID#/GT Account data**

- Write down your GT Account and click the Close button to return to the GTID#/GT Account Lookup page.
- Back browser one page to return to the Georgia Tech Login Service page. Now enter your GT Account and Password. If you do not know your password, you will have to contact the [OIT Technology Support Center](#) at 404-894-7173 (Mon-Fri 8am-5:00pm EDT ) and they can help you reset your password with information you provide.
- Do not use the **I don't know my password** link as that usually requires you to have setup password hints previously.

**IF YOU HAVE NEVER USED GT TRAINS, YOU WILL NEED TO CREATE A PROFILE. Follow instructions for profile. Then you should be logged in properly.**

- Now that you are logged in, select **Online Tutorials** option from the menu on left side of page.

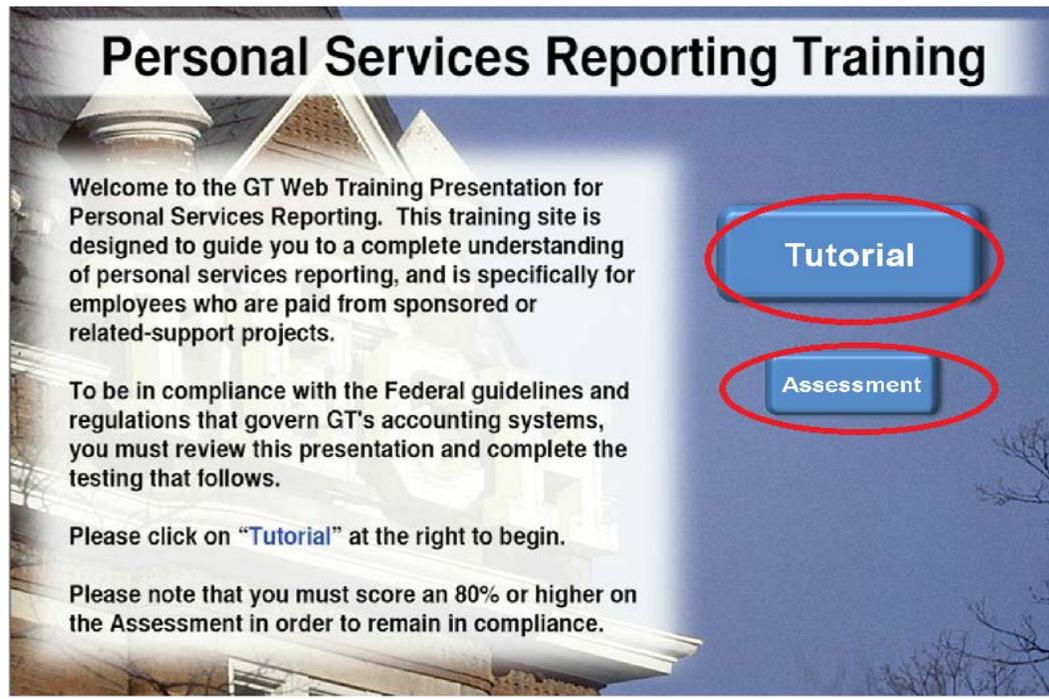
The screenshot shows the Georgia Tech Office of Human Resources website. The navigation bar includes 'YOUR HR' and various employee categories. The main content area has a search bar with 'Upcoming Sessions' selected. Below the search bar, the search results for 'Personal Services Reporting \*NEW\*' are displayed in a table. The table has columns for Date, Name, Location, and Category. The search results show a session on 01/01/2013 titled 'Personal Services Reporting \*NEW\*' located as an 'Online Tutorial' in the 'Compliance' category. A red circle highlights the search criteria 'Personal Services Reporting \*NEW\*' and the 'Go' button. Another red circle highlights the 'Online Tutorials' link in the left-hand navigation menu.

- Type in Personal Services Reporting \*New\* in the “Search by Name” field and click GO
- Click on **Personal Services Reporting \*New\***
- You will see the following screen. Click **>Take this tutorial <** to begin.

The screenshot shows the course page for 'Personal Services Reporting \*NEW\*'. The page includes a bookmark URL, a description of the course, and several sections: 'Prerequisites' (None), 'Curriculum Information' (None), and 'Session Information' (Online Tutorial). On the right side, there is a 'Totals' section with a table showing 'Up', 'Re', 'Yo', 'thi', 'Cl', 'Ac', and '0 c'. A red circle highlights the '> Take this tutorial <' link at the top of the page.

The screenshot shows a browser update notification box. The text reads: 'For the best performance and to automatically update your transcript upon completion, be sure to use the appropriate browser below:'. Below this text, there are two columns: 'PCs' and 'MACs'. Under 'PCs', there are icons for Internet Explorer and Firefox, both with checkmarks. Under 'MACs', there are icons for Firefox and Safari, with a checkmark for Firefox and an 'X' for Safari. A red circle highlights the '> Take this tutorial <' link from the previous screenshot, which is now pointing to this notification box.

- A new window will open for the Personal Services Reporting tutorial. Please view the video presentation and then complete the assessment questions.



- You **MUST** score at least 80% on the assessment and click on the "I Confirm" button following the Personal Services Reporting Acknowledgement Form statement in order to receive credit for completing the training successfully. You can repeat the questions if you make less than 80%. You may print out a certificate upon completion or you can verify successful completion of the tutorial by printing your OOD transcript. **Personal Services Reporting \*NEW\*** will appear on the transcript.
- Additional information on Personal Services Reporting using the Plan Confirmation System can be found in our Personal Services Reporting booklet located at this link: [http://grants.gatech.edu/sites/default/files/documents/SPD\\_Pages/psrbook-bookstyle.pdf](http://grants.gatech.edu/sites/default/files/documents/SPD_Pages/psrbook-bookstyle.pdf) You should print the booklet or bookmark the page for future reference.
- If you experience difficulties with this tutorial or questionnaire, please click the **Help!** or **Contact Us** links on the left side of the Training website.