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.

- 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)

- 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 gtID#/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.

- 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.

- A new window will open for the Personal Services Reporting tutorial.   Please view the video presentation and then complete the assessment questions.
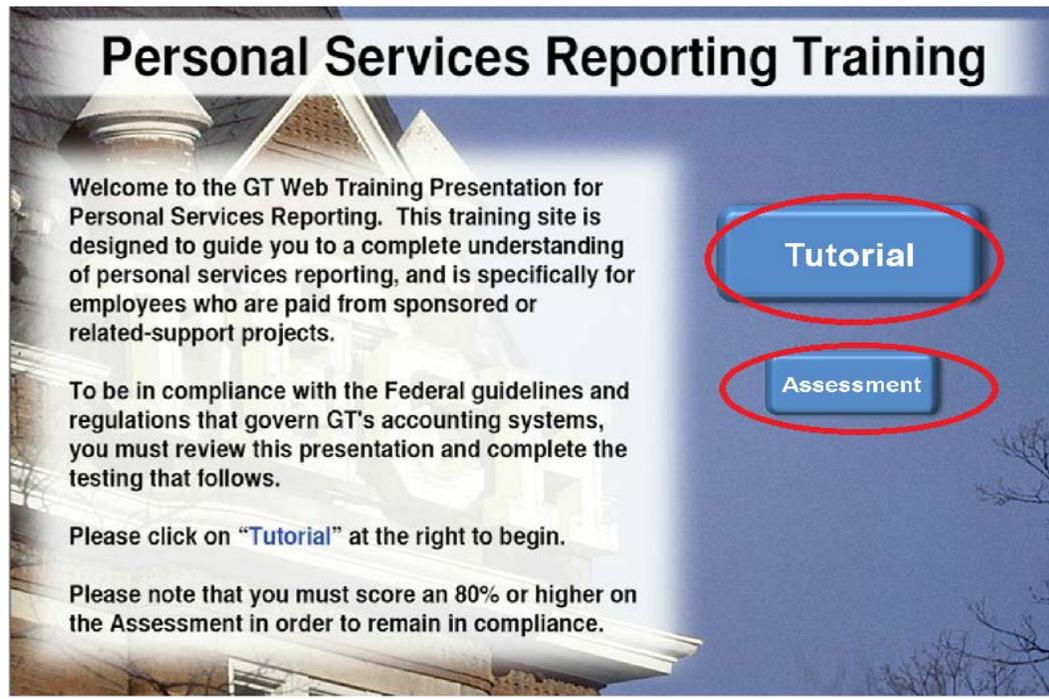
- You **MUST** score at least 80% on the assessment and click on the "I Confirm" button following the Personal Services Reporting Acknowledgement Form statement in order to receive credit for completing the training successfully. You can repeat the questions if you make less than 80%. You may print out 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 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.

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