HR Tip: Policy Change for MyID & UGAMail Address

Did you know that the UGA MyID and UGAMail addresses for new students and new employees are no longer one and the same? This was instituted by EITS in October 2013 as a security measure given that the MyID is the logon name for many online systems.

EITS is encouraging employees hired prior to this change that have a MyID and UGAMail address that are the same to request a new email address. Or, knowing that changing their email could be a real hassle for employees, EITS will allow employees to change their MyID.

To change your UGAMail address:
- Go to: http://eits.uga.edu/access_and_security/myid
- Click on “Change my UGAMail address”
- Log in using MyID and password
- Click on “Requests”
- Click on “Request new email”

To change your MyID:
- Go to: http://eits.uga.edu/access_and_security/myid
- Click on “Change my UGAMail address”
- Click on “Change my UGAMail address”
- Log in using MyID and password
- Click on “Requests”
- Click on “MyID Rename Request”*

*NOTE: If your MyID and UGAMail address are not the same, you may not see the “MyID Rename Request” link. Contact EITS Helpdesk for assistance at helpdesk@uga.edu.

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