How To Request A gtID#

(Georgia Tech Identification Number)
What Is a gtID#?

The Georgia Tech Identification Number, or gtID#, serves as a unique identifier for each individual (constituent) in the Georgia Tech community, replacing the use of Social Security Numbers as the identification number. The unique gtID# is assigned at the beginning of an individual’s association with the Institute.

The gtID# is used across all systems, applications, and many business processes throughout the lifetime of an individual’s relationship with the Institute. For instance, an individual may start out as a student, return a few years later as a consultant, decide to complete his/her Doctorate Degree, and return again years later as a faculty member. Regardless of the association/relationship that individual has with Georgia Tech, he/she will have/use the same gtID#.
What Is a gtID#?

The gtID# eliminates usage of the SSN as the key identifier in administrative systems and applications which addresses two critical issues:

1. The gtID# provides campus-wide continuity in identifying all constituents regardless of their association with Georgia Tech.

2. The Institute is taking another important step in reducing the risk of identity theft for the Georgia Tech community.
Who Needs a gtID#?

All constituents - students, faculty, staff, affiliates, etc. - associated with Georgia Tech need to be assigned a single unique identifier known as the gtID#.

The gtID# will be used across all systems, applications, and for many business processes throughout the lifetime of an individual’s association with Georgia Tech.
Who Needs a gtID#? (Cont)

On March 1, 2003, all Georgia Tech constituents were assigned a gtID#.

-- new student applicants
-- all students (back to the ’30s)
-- all employees/retirees back through the early ’90s
-- any contractors, consultants, or affiliates.

(Affiliates include Athletic Assoc, the Foundation, visiting scholars/faculty, Campus Recreational Center (CRC); anyone who had any association with Georgia Tech.)

Only an individual with no prior relationship with Georgia Tech needs to be assigned a NEW gtID#.
Students Already Have One

Prospective students are assigned a gtID# as soon as they apply to Georgia Tech. Assigning a unique identifier so early in the application process streamlines the acceptance and registration process as well as all future communications from the Institute to the student.

You never have to request a gtID# for a student.

You must request a gtID# for everyone else.
Who Doesn’t Need One?

✓ **Temporary/conference guests** such as those attending summer programs even though they are housed in the residence halls.

✓ **Continuing Education participants** attending workshops or seminars.

**Conference BuzzCards are available for groups who might need temporary access to GT services.**

**********

Check with the BuzzCard Center for details on obtaining group Buzzcards or help in determining if a gtID# is necessary.
gtl D# Request Process

Gather required information
Name, SSN, Birth Date, & Gender

Authorized user submits a request for a gtlD#

Enter required data and submit the request

Buzzcard Center reviews and assigns a gtlD# within eight business hours

gtlD# is propagated to automated systems and ready for the new constituent to use

Before they arrive, the sooner the better!
When Can I Enter a Request?

As soon as you officially know an individual will be joining Georgia Tech.

The gtID# is designed to help facilitate obtaining GT services. We can best serve our new constituents by processing the gtID# request before they arrive on campus.
What Information Do I Need?

Collect **required** data before entering a gtID# request.

<table>
<thead>
<tr>
<th><strong>Full Legal Name</strong></th>
<th>* no nicknames</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Birth</strong></td>
<td>* critical to help identify individuals with the same name</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>* critical to help identify individuals with the same name</td>
</tr>
<tr>
<td><strong>Social Security Number</strong></td>
<td>* absolutely critical as it is the best way to identify an individual. (Note: Non-resident aliens may not have been assigned a SSN yet.)</td>
</tr>
</tbody>
</table>

**Accuracy is essential!**

You are creating a master record for this individual that will be propagated to the Institute’s administrative systems. The data must be entered correctly from the beginning to avoid costly mistakes and confusion later.
What Information Do I Need?

If applicable

✓ Home Dept/Mail Code
✓ Anticipated Arrival Date
✓ Supervisor/Campus Sponsor’s Name, Email, and Phone

TIP

Hiring a new employee?

In your Offer Letter request the new employee to provide the required information in his/her acceptance letter.
Entering a gtID# Request

Go to www.techworks.gatech.edu

Click on gtID# Request
Entering a gt ID# Request

Enter your PeopleSoft ID and password.
Entering a gtID# Request

Main Menu is displayed

Select New gtID# Request
Entering a gtID# Request

Step 1: Search gtID# Database

Instructions:
- Please complete the form below to search the gtID# database. Required fields are in red italics.
- Utilize ONLY the Legal First and Last Name. DO NOT use nicknames.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name/Surname</td>
<td></td>
</tr>
<tr>
<td>Birth Date</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>SSN</td>
<td></td>
</tr>
</tbody>
</table>

Continue Request  Back

Having a problem with this site?
Entering a gtID# Request

Enter the required fields

Click Continue Request
**Entering a gtl D# Request**

**The system displays all possible matches.**

This ensures that you do not inadvertently request a gtlID# for an individual who already has one, causing a duplicate record to be created.

<table>
<thead>
<tr>
<th>gtlID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>SSN</th>
<th>Address</th>
<th>Birth Date</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>900187157</td>
<td>Bradshaw</td>
<td>Samuel</td>
<td>Hamilton</td>
<td>7157</td>
<td>03/26/1935</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>901637680</td>
<td>Bradshaw</td>
<td>Samuel</td>
<td></td>
<td>7680</td>
<td>07/29/1984</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>

**Instructions:** Please review the following results. If you do not find a match, please click the continue button at the bottom of the page. If you are unsure about a possible match, please contact the BuzzCard Center at (404) 894-2699.

If you find your individual already has a gtlID#, click “Cancel.”

If none of the displayed records are the same as your individual, click **“Continue Request”** and enter the required information.
Entering a gtID# Request

If the system does not find any possible matches, the application automatically moves to the request page and displays the data you entered on the search criteria page.
# Entering a gtld D# Request

Data entered on search page is displayed.

## Step 2: gtld D# Request

Note: Required fields are in *red* italics

<table>
<thead>
<tr>
<th>Request Status: New</th>
<th>Birth Date (MM/DD/YYYY): 12/07/1960</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN: 123 45 6789</td>
<td></td>
</tr>
<tr>
<td>Recipient Type:</td>
<td>BuzzCard Type:</td>
</tr>
<tr>
<td>Proximity Card: No</td>
<td></td>
</tr>
<tr>
<td>$15 Departmental Fee Per Proximity Card</td>
<td></td>
</tr>
<tr>
<td>Last Name/Surname:</td>
<td>First Name: Susan</td>
</tr>
<tr>
<td>Anticipated Arrival Date (MM/DD/YYYY):</td>
<td>Gender:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor's Name:</td>
<td>Supervisor's e-mail:</td>
</tr>
<tr>
<td>Comments:</td>
<td>Supervisor's Phone: (404) 894-3442</td>
</tr>
</tbody>
</table>

Enter the appropriate information
Entering a gtl D# Request

SSN and Date of Birth are displayed from the search criteria entered on the previous page.
If the individual does not have a SSN, enter 000000000.

Remember – accuracy is critical, review your data.
Entering a gtl D# Request

Select the **Recipient Type** from the drop down box.

Some fees may apply depending upon the recipient type. Typically, fees are paid by the cardholder.

**Card Type (Label)** | **Recipient Type** | **Initial Card Fee** | **Replacement Card Fee**
--- | --- | --- | ---
Consultant | CONS | $10.00 | $20.00
Facilities Contractor | FCON | $10.00 | $20.00
Faculty/Staff | FCST | No Charge | $20.00
GT Department/Other | DEPT | $10.00 | $20.00
Outside Temporary Agency | OTMP | $10.00 | $20.00
Visiting Faculty | VFAC | $10.00 | $20.00
Visiting Researchers | VRES | $10.00 | $20.00
Visiting Scholars | VSCH | $10.00 | $20.00

If prompted, enter **Home Department and Mail Code.**  
(Required for new hire)
Entering a gtID# Request

Department Administrators are authorized to request a gtID# for the specific recipient types listed in the application. (Your list may vary from the example depending on your department’s requirements.)

The BuzzCard Center also issues gtID# and BuzzCards for all other recipient types (see list) not normally requested through a department but requiring Georgia Tech services.

<table>
<thead>
<tr>
<th>Recipient Type</th>
<th>Initial Card Fee</th>
<th>Replacement Card Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROTC Administrator</td>
<td>No Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>No Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>Athletic Association</td>
<td>No Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>GT Foundation</td>
<td>No Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>Georgia Tech Research Corp.</td>
<td>No Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>EmTech Biotechnology</td>
<td>No Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>Alumni</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Athletic Assoc. Contractor</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Barnes &amp; Noble</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>GTRI Contractor</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>OIT Contractor</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Sodexo Campus Services</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Outside Organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atlanta Dive</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>SAC Coach</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Master Swimmer</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Peach SYNC</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Rainbow Trout</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Swim Atlanta</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Campus Minister</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Housing Resident</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Summer Programs for Non-Youth</td>
<td>Contact Card Center</td>
<td>$20.00</td>
</tr>
<tr>
<td>Yamacraw</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>ATDC Participant</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Intensive English Participant</td>
<td>No Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>Student/Faculty/Staff Immediate Family</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>(Members age 18 &amp; Higher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Partner</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Individuals from Outside Georgia Tech</td>
<td>Contact Card Center</td>
<td>$20.00</td>
</tr>
<tr>
<td>(Youth Camps – Age 16 &amp; Under)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Subject to change
Entering a gtl D# Request

Proximity cards are required to access select campus buildings. There is a departmental charge for each card produced. (Unsure? Check with the BuzzCard Center.)

<table>
<thead>
<tr>
<th>Proximity Card?</th>
<th>$15 Departmental Fee Per Proximity Card</th>
<th>Defaults to “No”</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proximity Card</th>
<th>$15.00</th>
<th>$25.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Department Fee</td>
<td>Cardholder Replacement Fee</td>
<td></td>
</tr>
</tbody>
</table>

If a Proximity Card is required, select **Yes**.

Enter the PeopleSoft Project ID to be charged for the Proximity Card fee. (Flashlight icon indicates search function is available.)
**Entering a gtl D# Request**

<table>
<thead>
<tr>
<th>Last Name/Surname:</th>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Anticipated Arrival Date (MM/DD/YYYY):</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor's Name:</th>
<th>Supervisor's e-mail:</th>
<th>Supervisor's Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments:</th>
<th>Requestor's Name:</th>
<th>Requestor's e-mail:</th>
<th>Requestor's Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Debbie Bradshaw</td>
<td></td>
<td>(404) 894-5146</td>
</tr>
</tbody>
</table>

- Enter **full legal Name**.
- Enter **Anticipated Arrival Date**, if known.
- Select **Gender**.
- Enter **Supervisor/Campus Sponsor** information.
- Enter **Comments** (Optional, use for special circumstances).

Click **Submit Request**
Entering a gtID# Request

Submit your request.

Confirmation message and Request ID are displayed.

Request New gtID# Submission

Step 3: Confirmation
Request ID: 539

Thank you BRADSHAW, DEBORAH K, OIT-EIS
Your gtID# request has been sent.

Having a problem with this site?

gtID# Request Menu          Logout
Who Assigns the gtID D#?

The BuzzCard Center processes all *non-student* gtID# requests within (8) business hours.
Has My Request Been Processed?

An e-mail is automatically generated confirming your request has been processed. The newly created gtID# is included in the e-mail.
Enter gtID# on the PSF

You have received the New gtID# e-mail confirmation.

Enter the gtID# on the New Hire/Affiliate PSF.

Once the gtID# is assigned you can create the Personal Services Form (PSF) and forward to OHR for processing. The PSF is still a manual process so it can be created as soon as the number is assigned.

(An employee is also assigned an Employee ID in the People Soft HRMS system that is used for payroll and HR processing.)
When Is The gtl D# Ready To Use?

The Next Day -
At midnight of the same day the request has been processed, the gtlID# is automatically propagated throughout the Institute’s various administrative systems - such as BuzzCard, Library, Parking and Transportation, Campus Recreation Center, OIT-Computer Accounts, and Building Access - ready for use the next morning.
Give gtID# To Constituent

Give the gtID# to the new employee/affiliate.
Send the new employee/affiliate to the BuzzCard Center after the gtID# has been propagated to the administrative systems. (Day after confirmation e-mail received.)

A BuzzCard is required for many of the activities and services offered at Georgia Tech. The BuzzCard Center should be the first stop for the new employee/affiliate.
gtl D# Required for Buzzcard

A new employee/affiliate needs a gtID# prior to obtaining a BuzzCard.

Initial BuzzCard fees may apply. See the recipient type list on page 21.

Government issued identification is required!

Request employee/affiliate to bring one of the following:

- Driver’s License
- State ID Card
- Military ID
- Passport
When Is the BuzzCard Used?

The following Georgia Tech services will require a BuzzCard:

- Activating GT Computer Account
- Activating E-mail
- Requesting Parking
- Accessing Library Resources
- Using Campus Recreation Center Facilities
- Entering Restricted Buildings
- Requesting other services as appropriate
Can I Lookup a gtID D#?

Select gtID# Lookup
Enter the search criteria and click “Continue.”
gtID# Lookup

All records matching your search criteria are displayed.
Oops! Now What?

Need to make a change to a pending request?

As long as the BuzzCard Center has not processed your gtID# Request you can still make changes.
Modify a Pending Request

Select Modify Pending Requests
Modify a Pending Request

Please enter one or more search criteria

Request ID: 
Last Name: 
First Name: 
Middle Name: 
Request Status:

Search
Approved - A
Cancelled - C
Pending - P

Having a problem?

Enter your search criteria and click Search
Modify a Pending Request

Only **Pending** Requests can be modified or cancelled.

Click on "**Request ID**" to select the record and make the appropriate change(s).
Delete a Pending Request

You can also delete a pending request before it is processed by the BuzzCard Center. Click “Delete Pending Request.”
Questions?  Contact the BuzzCard Center

gtid.request@buzzcard.gatech.edu
Phone: 404-894-2899
www.buzzcard.gatech.edu

Welcome to the BuzzCard Center Online!

The BuzzCard serves a variety of functions to support your life experience at Georgia Tech. All students, faculty and staff of Georgia Tech are required to have a BuzzCard for identification purposes.

So what else can your BuzzCard do for you? Beyond identification, your BuzzCard is your ticket for meal plans, access to athletic events and key to various services and facilities on campus. The BuzzCard can even serve as your on-campus debit card.

BuzzCard News

Older (blue) BuzzCards may not work with new security upgrades

New BuzzCard is here!

New locations accepting the BuzzCard Debit Account for payment

New VTS Location in Library