

TechWorks Getting Started Guide

Overview

TechWorks Getting Started Guide Overview TechWorks is designed to provide information that will help you complete personal and work-related business transactions at Georgia Tech. Resources that support Georgia Tech's administrative and financial services are organized to meet the needs of faculty and staff, campus administrators, student employees, retirees, and surviving spouses. Former employees retain limited access to TechWorks for two years in order to access tax forms and other relevant information.

To access TechWorks, go to techworks.gatech.edu and click the Login button. If you are not already logged in to another Georgia Tech application through the Central Authentication Service (CAS), you will be prompted to provide your GT Account and password after you click the Login button.

For more information about login requirements, click on the links to the right of the Login box

Once you successfully log into TechWorks, you will be presented with information that may be of interest to you as a Georgia Tech employee.

Navigation

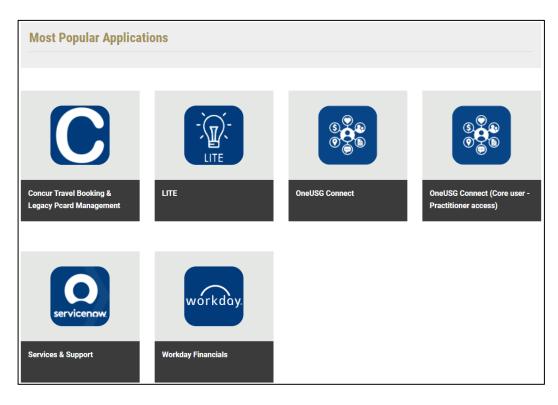
Navigation TechWorks' icons, buttons, and hyperlinks can be used to navigate to the majority of functions you need to access.



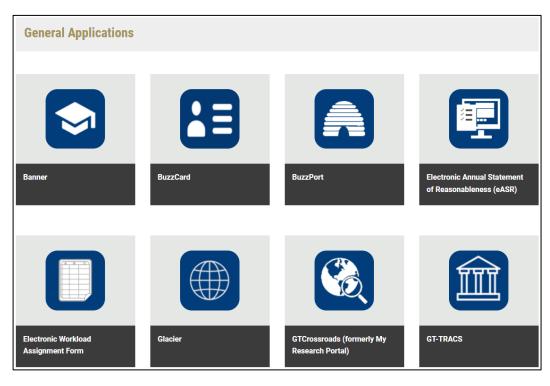
- Map Locations and Tours offered at Georgia Tech.
- **Directory** Locate information on faculty, staff, and students at Georgia Tech.
- Offices Offices and Departments at Georgia Tech.
- New to TechWorks? ServiceNow for services and support.
- Help Contact us and FAQs

Site Layout

Most Popular Applications

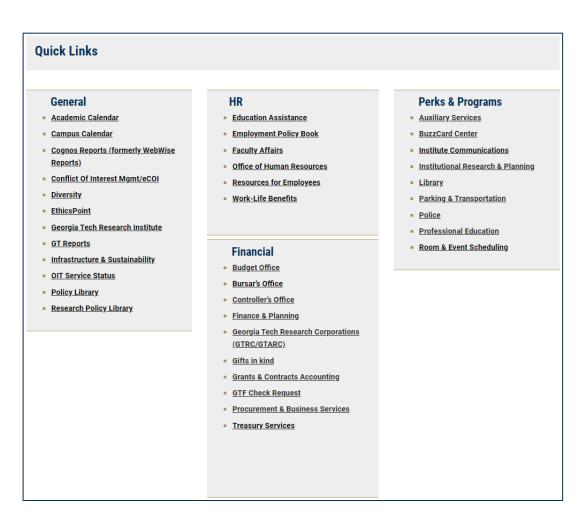


General Applications

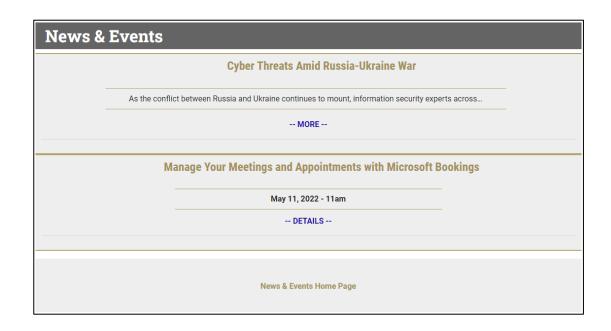


Quick Links

• Provides easy access to commonly used resources and information.



News and Events



Troubleshooting

For technical assistance, contact your local CSR/CSS (Computer Support Representative/Computer Support Specialist).

For system access issues, you can visit <u>passport.gatech.edu</u> or contact the Technology Support Center at 404-894-7131 (Monday - Friday, 8:00 a.m. - 5:00 p.m.)

For application-specific issues, utilize the designated contact/support mechanism. For example, send an email to buzzmart.ask@gatech.edu for issues related to BuzzMart.