



# 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](https://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.

Menu Bar →

### TechWorks







[Home](#) | [Map](#) | [Directory](#) | [Offices](#) | [New to TechWorks?](#) | [Help](#) ▼

- **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

### Most Popular Applications

 Concur Travel Booking & Legacy Pcard Management	 LITE	 OneUSG Connect	 OneUSG Connect (Core user - Practitioner access)
 Services & Support	 Workday Financials		

## General Applications

### General Applications

 Banner	 BuzzCard	 BuzzPort	 Electronic Annual Statement of Reasonableness (eASR)
 Electronic Workload Assignment Form	 Glacier	 GTCrossroads (formerly My Research Portal)	 GT-TRACS

## Quick Links

- Provides easy access to commonly used resources and information.

### Quick Links

#### General

- [Academic Calendar](#)
- [Campus Calendar](#)
- [Cognos Reports \(formerly WebWise Reports\)](#)
- [Conflict Of Interest Mgmt/eCOI](#)
- [Diversity](#)
- [EthicsPoint](#)
- [Georgia Tech Research Institute](#)
- [GT Reports](#)
- [Infrastructure & Sustainability](#)
- [OIT Service Status](#)
- [Policy Library](#)
- [Research Policy Library](#)

#### HR

- [Education Assistance](#)
- [Employment Policy Book](#)
- [Faculty Affairs](#)
- [Office of Human Resources](#)
- [Resources for Employees](#)
- [Work-Life Benefits](#)

#### Perks & Programs

- [Auxiliary Services](#)
- [BuzzCard Center](#)
- [Institute Communications](#)
- [Institutional Research & Planning](#)
- [Library](#)
- [Parking & Transportation](#)
- [Police](#)
- [Professional Education](#)
- [Room & Event Scheduling](#)

#### Financial

- [Budget Office](#)
- [Bursar's Office](#)
- [Controller's Office](#)
- [Finance & Planning](#)
- [Georgia Tech Research Corporations \(GTRC/GTARC\)](#)
- [Gifts in kind](#)
- [Grants & Contracts Accounting](#)
- [GTF Check Request](#)
- [Procurement & Business Services](#)
- [Treasury Services](#)

## News and Events

### News & Events

#### Cyber Threats Amid Russia-Ukraine War

As the conflict between Russia and Ukraine continues to mount, information security experts across...

-- MORE --

#### Manage Your Meetings and Appointments with Microsoft Bookings

May 11, 2022 - 11am

-- DETAILS --

News & Events Home Page

## **Troubleshooting**

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

For system access issues, you can visit [passport.gatech.edu](https://passport.gatech.edu) 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](mailto:buzzmart.ask@gatech.edu) for issues related to BuzzMart.