

How to Create a GaCounts Account

For Assistance
email
gacounts@uga.edu

GaCounts v. 3

Rev 4/17

- ✓ Go to the GaCounts 3.0 homepage, which can be accessed from the link below:

<http://apps.caes.uga.edu/gacounts3/>

- ✓ On the GaCounts homepage, click on "Request an Account" (Screenshot 1).

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FACULTY & STAFF INTRANET
GACounts 3.0 System

CAES Intranet
GACounts 3.0
Help

GACounts 3.0 System
Welcome to the GACounts 3.0 System

LOG IN

Username
Password

Log In

NEED HELP LOGGING IN?

- Request an account
- Forget your password?
- Help to create a new account

Screenshot 1

- ✓ On the "Request an Account" screen, type in your last name and click "Submit" to find your name in the CAES personnel database (Screenshot 2 and 3).

You will not be able to create an account if your name is not listed in this database.

If you need to be added to the CAES personnel database, please contact your district office.

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GACounts 3.0 System
Request an account / Forget your password?

PLEASE IDENTIFY YOURSELF

Last name:

Submit

Screenshot 2



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PLEASE IDENTIFY YOURSELF

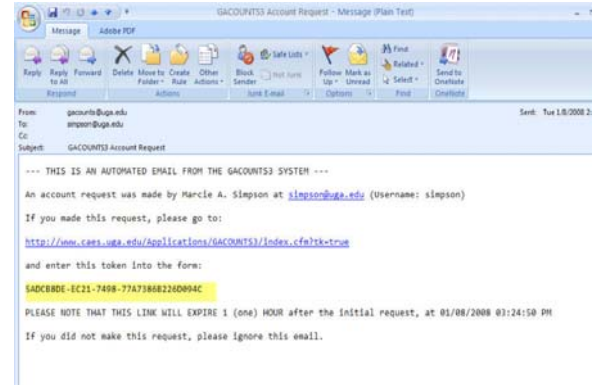
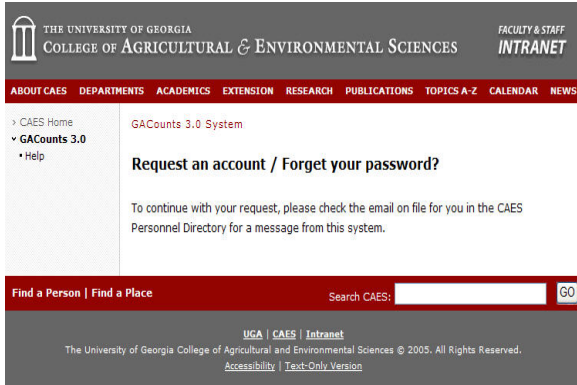
Please choose your name from the list below and click the submit button at the bottom (if you are not on this list but should be, please contact the person responsible for your unit's Personnel Database records).

- Hurt, Ransom, Todd

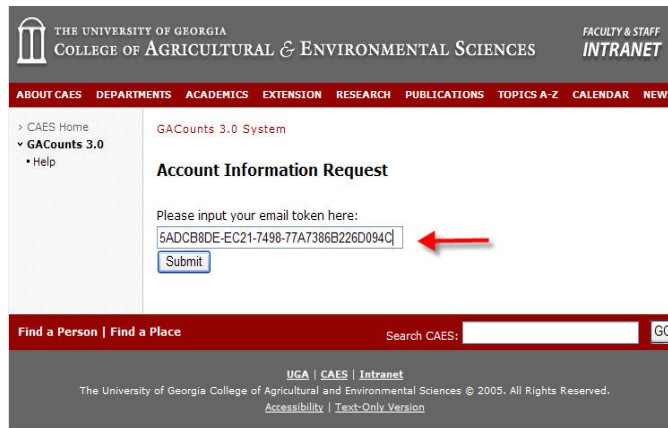
Submit Request

Screenshot 3

- ✓ Once you identify yourself from the CAES Personnel Database and click "Submit Request," an email which contains a token number (highlighted in yellow below) will be sent to the email address that is listed in the CAES personnel database (Screenshot 4 and 5).



- ✓ You will need to copy (because it is almost impossible to type it without typos).
- ✓ Click the link in the email to get the page pictured below.
- ✓ Paste this token number into the page pictured below and click "Submit" (Screenshot 6).



- ✓ You will then be able to create a username and enter a password.
- ✓ With this username and password, you will then be able to log into GACounts 3.0.