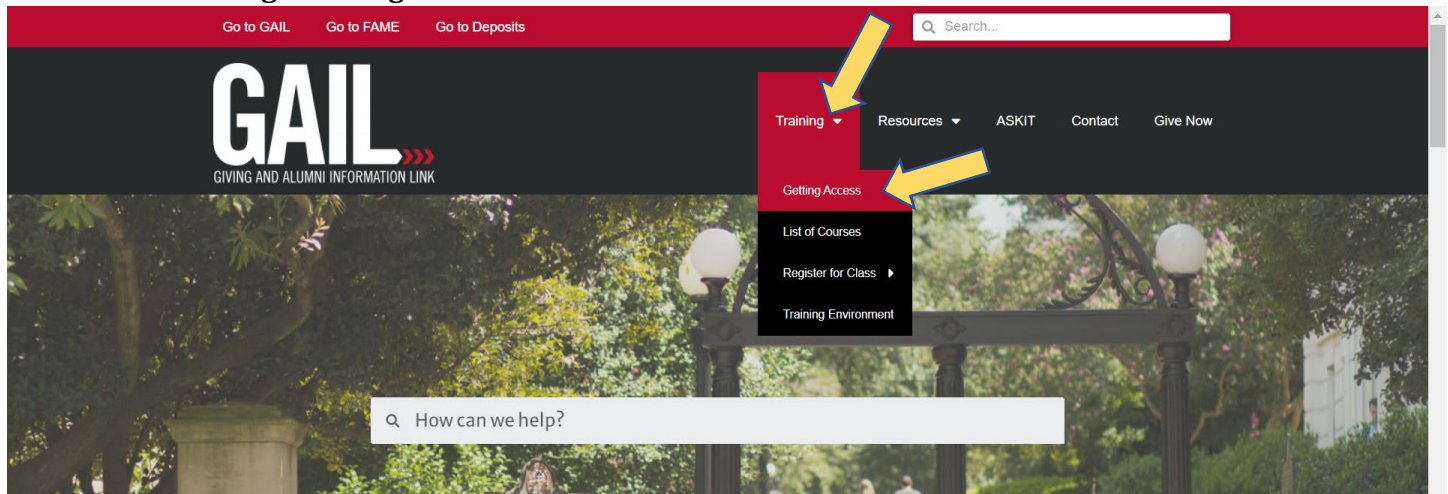


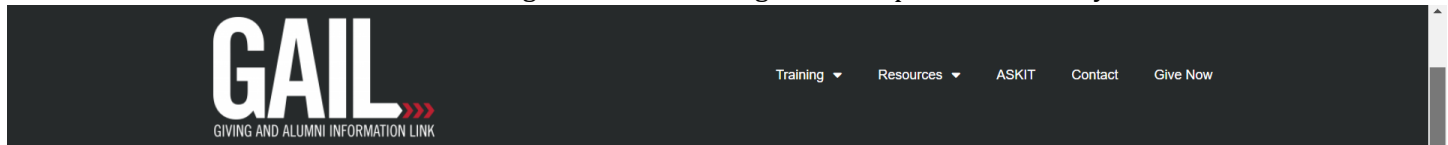
Process for submitting a GAIL user access request form

Navigate to support.dar.uga.edu/GAIL

Click on the **Training + Getting Access** buttons as shown below.



The following page will display. There are 5 steps in getting access to the GAIL system. Under Step 1, you will click the link for "GAIL Access Form". Don't forget to follow through with Steps 2 and 5 once your form is submitted.



How Do I Get Access to GAIL?

Steps for New GAIL Users



- Step 1: Submit a Completed GAIL Access Form
If you are new to GAIL and have never participated in a GAIL training class, you will need to fill-out a [GAIL Access Form](#).
Please note: If you're a *student worker*, please ensure that you include your work schedule. Your supervisor will need to provide details about your responsibilities in GAIL as well.
- + Step 2: Request Access to the O2 Restricted VPN
- + Step 3: Register for a GAIL 101 Class
- + Step 4: Enroll in Archpass and Download Duo Mobile
- + Step 5: Complete eLC Modules and Attend Class



On the DocuSign PowerForm Signer Information page, you will enter information for yourself **AND** your direct Supervisor. This will direct the electronic movement of the form in obtaining signatures so be sure you enter the names and email addresses correctly.

PowerForm Signer Information

Please enter your name (first and last) and your UGA email address, as well as the name and email address of your Supervisor. Please alert your Supervisor that an access form will be emailed to them via DocuSign, as it may be flagged as spam and fall into a junk mail folder.

Please enter your name and email to begin the signing process.

Employee

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Supervisor

Name:

Email:

BEGIN SIGNING

Once you've entered information for the Roles, click **Begin Signing** button which will initiate the access form, as shown below.

To start completing the form, click the box for **I agree to use electronic records and signatures** as indicated by the yellow arrow. At that time, the **CONTINUE** button will become available, click it to continue.

Please Review & Act on These Documents

DAR - Askit
University of Georgia

PRIVATE MESSAGE: Dear UGA Employee, Please enter your name (first and last) and your UGA email address, as well as the name and email address of your Supervisors. Please alert your Supervisors that an access form will be emailed to them via DocuSign, as it may be flagged as spam and fall into a junk mail folder. Thank you, Client Services Division of Development and Alumni Relations University of Georgia
[View Less](#)

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE **FINISH LATER** **OTHER ACTIONS** ▾



The red boxes shown below indicate required fields. Your **UGA MyID** is *not* your UGA CAN # (810/811), it typically includes your initials and perhaps numbers (ex: abc12345).

***Do not click the **FINISH** button until after you've entered all required information and signed the form at the bottom. After you click FINISH, the form will then forward to the email you listed for your supervisor.

START

GAIL

GIVING AND ALUMNI INFORMATION LINK

The University of Georgia Development & Alumni Relations Access and Confidentiality Statement for the GAIL Alumni & Donor Database System

As an employee at the University of Georgia, I am aware that the information I will have access to in the GAIL database is to be treated in a confidential and professional manner. By signing this statement, I agree to abide by the following guidelines. Failure to follow these guidelines could result in the revocation of my User ID, access privileges, and other sanctions which may be appropriate.

- The information will only be used for the support of internal departmental functions and may **not** be disclosed to any third party or for any purpose other than University related business.
- Adequate physical security procedures will be implemented to guarantee that at no time will **unauthorized persons** have access to the information. I understand that GAIL is an Internet-based connection which should not be left running unless it is actively being used.
- Access codes, passwords, sign-on procedures, etc. will **not be divulged** to any other party, and their secrecy will be closely guarded.
- **Student Workers:** UGA Student Workers may be granted access to GAIL as approved by their full time UGA supervisor. Student worker access is limited to in office (no telework) during identified work schedules and access must be completed using a UGA provided device only.
- **Graduate Assistants:** UGA Graduate Assistants may be granted access to GAIL as approved by their full time UGA supervisor. Access must be completed using a UGA provided device only.

To be completed by the *Employee/Student Worker/Grad Assistant*:

Type/Print Name: <input type="text" value="Employee"/>	Today's Date: <input type="text" value="03/25/2021 1:34 PM EDT"/>
Signature: <input type="text" value="↓"/>	Phone #: <input style="border: 1px solid red;" type="text"/>
Position: <input style="border: 1px solid red;" type="text"/>	UGA MyID: <input style="border: 1px solid red;" type="text"/>
School/College/Dept.: <input style="border: 1px solid red;" type="text"/>	Email address: <input type="text" value="employee@uga.edu"/>

****Non-Full Time Workers – Include your work schedule here (Ex: M/W/F 9:00 am-1:00 pm):**
(Student Workers, Grad Assistants, etc.)