

## External Account Creation and Login Instructions

To login, go to <https://www.audits.ga.gov/auth>

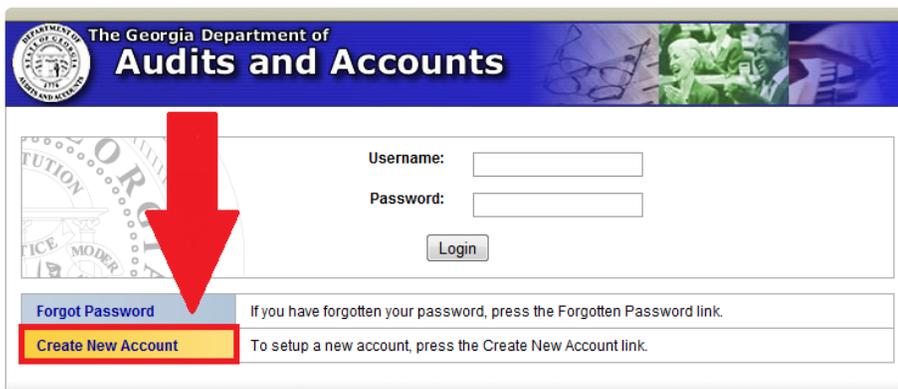
*If you did not have an account in the prior year or have never submitted data to the Department of Audits and Accounts (DOAA), you can use the “Create a New Account” link (see image below in Step 1) to create an account.*

*If you know your login name but have forgotten your password, you can use the forgot password feature which is a question and answer set, otherwise known as a challenge response. This will allow you to reset your password. It is highly recommended that you update your challenge/response questions each year. If you have forgotten your password, click on “Forgot Password” (see image below in Step 1) and then enter in your email address. You will then be taken to the challenge/response questions.*

*If you already have an account with DOAA, proceed to **Step 6**. Note: To submit data for any DOAA web application, you can use an existing account created in a prior year.*

*Also, you can use the same account to submit for multiple organizations and each organization can have multiple accounts. Therefore, if you work with more than one Entity in the submission process, see the *Request Access* section in **Step 8**. You will have to request access to each organization that you submit for.*

1. If you are a new user, you will need to create a new account by clicking “Create New Account” in bottom left corner. Once you have created a new account, you will then use your username (your email address) and password to login each time.



The Georgia Department of  
**Audits and Accounts**

Username:

Password:

Login

[Forgot Password](#) If you have forgotten your password, press the Forgotten Password link.

[Create New Account](#) To setup a new account, press the Create New Account link.

2. On the next screen you will need to enter your email address, choose your organization type, and then start typing in your organization name. Matches containing your organization will be displayed. Once you find your organization name, highlight the name. Then click Next.

**Note:** It is sometimes more effective to use keywords rather than the entire organization's name. Also note that abbreviations may not be consistent.

An Example:

If looking for "The City of St. Mary", try to put in **St.** or the word **Saint** or the actual city name (in this example **Mary**)

**The Georgia Department of Audits and Accounts**

**Welcome to the Account Creation Wizard**

1. Please enter your Email address
2. Then select an Organization type
3. Then enter your Organization's name
4. Where applicable, select your Organization's code
5. Proceed by pressing the next button

Email address:

Select an Organization type:

- Cities (including Consolidated Governments)
- Counties
- Higher Education Foundations and Similar Organizations
- Local Authorities
- Local Boards of Education (LEA)
- Regional Commissions
- Regional Educational Service Agencies (RESA)
- State Agencies, Boards, Authorities and Commissions
- Technical Colleges
- Units of the University System and Georgia Military College

Select an Organization name:

(Begin by typing Organization name - minimum of 1 letter - no special characters)

3. You will then be taken to a screen to fill out contact information and password challenge questions and answers. The person that is submitting the file should fill out the User Details. Then fill out the manager information with details of your supervisor.



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### Account Creation Wizard - Step 2

All information needs to be filled to complete the registration process.

#### User Details

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Job Title:	<input type="text"/>	Telephone:	<input type="text"/>
Email address:	<input type="text" value="username@domain.com"/>		

\* Please enter the phone number using the following format: 404-732-9100

#### Manager Details

Manager First Name:	<input type="text"/>	Manager Last Name:	<input type="text"/>
Manager Phone:	<input type="text"/>	Manager Email:	<input type="text"/>

\* Please enter the phone number using the following format: 404-732-9100

#### Security Questions

Please select a question:	<input type="text" value="Please select a question."/> ▼	Please enter an answer:	<input type="text"/>
Please select a question:	<input type="text" value="Please select a question."/> ▼	Please enter an answer:	<input type="text"/>
Please enter a question:	<input type="text"/>	Please enter an answer:	<input type="text"/>

#### Password

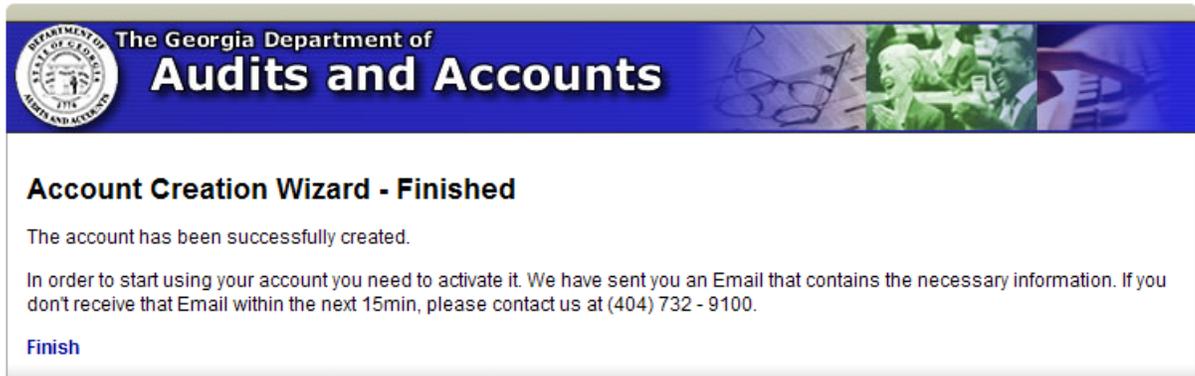
You must setup a password for your account. Please enter the password below. The password you choose MUST meet the following criteria:

1. At least 1 character
2. At least 1 number
3. The minimum length of your password must be 8 characters
4. The maximum length of your password is 20 characters

Please enter a Password:	<input type="password"/>
Please re-enter the password:	<input type="password"/>

4. Once everything is complete you will be presented with the following message:

**The account has been successfully created.**



The screenshot shows a confirmation page from the Georgia Department of Audits and Accounts. At the top, there is a blue header with the department's logo on the left and the text "The Georgia Department of Audits and Accounts" in white. Below the header, the main content area has a white background with a blue border. The title "Account Creation Wizard - Finished" is displayed in bold. The text below reads: "The account has been successfully created. In order to start using your account you need to activate it. We have sent you an Email that contains the necessary information. If you don't receive that Email within the next 15min, please contact us at (404) 732 - 9100." A blue "Finish" button is located at the bottom left of the content area.

5. **Important:** In order to start using your account you need to **activate** it. We have sent you an email that contains the necessary information. You will receive the email notification within 15 minutes from the Department of Audits and Accounts which will look like the following email. You will click on the link or copy/paste the link to activate the account.

**Note: This email may be in your junk or spam box. Please check your spam if it does not appear.**



The screenshot shows an email verification message. The header includes "FROM: webmaster@audits.ga.gov" and "SUBJECT: Department of Audits and Accounts - Account Verification". The body of the email starts with "Dear USERNAME,". The main text reads: "You have setup an account with the Department of Audits and Accounts. Please activate your account by either clicking on the link below: <https://www.audits.ga.gov/auth/accountActivation.html?activationCode=xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx> OR you can manually go to <https://www.audits.ga.gov/auth/accountActivation.html> copy and paste the following code into the text field: [xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](#)".

- Once you have **activated** your account, you will then be able to login using your email address for the username and password to begin working with an application.

The Georgia Department of Audits and Accounts

Username:

Password:

Login

**Forgot Password** If you have forgotten your password, press the Forgotten Password link.

**Create New Account** To setup a new account, press the Create New Account link.

- Once logged in you will see several menu options which are:

- Home – lists current application access
- Account - update account information
- Request Access – this is to gain access to an application. **Also if you manage information for another entity you will need to request access to manage that entity from this screen. (A user can upload files for several organizations but the user must request access for each organization.)**
- Password – allows changing of password
- Logout – leave system securely

The Georgia Department of Audits and Accounts

Home Account **Request Access** Password Logout

Welcome to the Department of Audits and Accounts

Below you will find links to applications as you are authorized to use.

If you do not see the application you need to access, [Please Click Here](#)

	Description

When you first login, you will see the page above. This page shows you the menu option and what applications you have access to. If you have logged in before or used other DOAA applications, you will see the listing of applications that you currently have access to.

If you do not see the Architectural and Engineering Collection System, follow the [Please Click Here](#) link above the box, or you can click the **“Request Access”** link on the blue bar across the top to request access to the application.

8. If you pressed the **Request Access** button you will be brought to the Request Access page. You will need to select an organization type and then start typing an organization. Then you should select the application you need access to.

**Request Access**

If you would like to request access to an application, choose the organization name from the drop down menu then choose the name of the application. Once submitted this request will be reviewed and approved by the appropriate business unit.

**Select an Organization type:**

- State Agencies,Boards,Authorities and Commissions
- Units of the University System and Georgia Military College
- Regional Educational Service Agencies (RESA)
- Technical Colleges
- Local Boards of Education (LEA)
- Counties
- Cities (including Consolidated Governments)
- Regional Commissions, and Local Authorities
- Higher Education Foundations and Similar Organizations

**Select an Organization name:**   
(Begin by typing Organization name - minimum of 1 letter - no special characters)

**Select an Application:** -- Please Select --

**Request Access** **Cancel**

Note: It is sometimes more effective to use keywords rather than the entire organization’s name.

9. After you click “Request Access” this page will be shown:

Your request for access Application has been sent to the Account Manager.

NOTE: If you manage another organization’s information and you are responsible for submitting data for that organization, you may select that organization from the Request Access screen and then select the applications you will need to access.

10. To check if your request has been granted, login to the system or if you are already logged in press the **Home** page tab and to see a list of applications that you have access to. Once approved, the new application should be listed and will show up as an application that you can now access. You should double click Architectural and Engineering Collection System that is highlighted in blue to go to the application.

## Welcome to the Department of Audits and Accounts

Below you will find links to all applications you are authorized to use.

If you do not see the application that you need to access, [Please Click Here](#)

	Name	Description
✘	Architectural and Engineering Collection System	The Architectural and Engineering Collection System

**Note:** the red X beside the application name is for deleting / removing access to a system