**Verify and claim your departmental MyID accounts by May 24**

EITS is conducting its annual clean-up of unused departmental MyID accounts.

Departmental MyID accounts are often used by units, colleges and departments for testing systems, running automated processes and to establish a contact email for a department or program.

If you maintain a departmental MyID account, you should have received an email notice with instructions on how to verify and claim the account for another year. This notice will be sent to the departmental email address and the departmental MyID owner’s UGAmail address, if one is on file.

If you maintain a departmental MyID account, but do not receive an email notice, please contact Access Services at [adminfo@uga.edu](mailto:adminfo@uga.edu) or 706-542-4000.

Access Services can also provide a complete list of departmental MyID accounts. If you would like a copy of the list sent via SendFiles, please send an email to [adminfo@uga.edu](mailto:adminfo@uga.edu).

Please verify and claim your departmental MyID accounts by May 24. If an account is not claimed, it will be deactivated.

More information can be found on the Departmental MyID page: <https://eits.uga.edu/access_and_security/myid/departmental_myids/>