

## *Step By Step Instructions for EPROVE*

Please print this page for future reference.

1. Open your Internet Explorer browser. Netscape cannot be used because of performance issues.
2. Type in the following URL address  
<https://imageweb2.busfin.uga.edu>
3. Once you are able to see the login page, enter your UGA MyID for your login and your UGA MyID password for the password. For example, if you are **jdooe@uga.edu**, you would enter jdooe as your login and your password for that email account as the password.
4. If you do not know your UGA MyID, please visit the myid website at <http://www.arches.uga.edu/myid>. There will be a selection on the left that says Forgotten my MyID or MyID password. Click on it and follow the prompts.
5. Once you have entered your login and password on the login page, you will enter the program. Please click on your assigned item on the left and the image should load on the right. Periodically, a “security warning” box may appear on the screen. Please grant access for the up that you grant it access so the image can load.

Below is a space provided for you to record your UGA MyID and MyID password for future reference.

UGA MyID: \_\_\_\_\_

UGA MyID password: \_\_\_\_\_

If you login with your UGA MyID and cannot see your assigned items or if it states that you have no assigned items, please view our Eprove Troubleshooting page.