Editing Completed Employees in System Access Review

Important Note: It is critical that Editing Completed Employees in System Access Review be completed in Internet Explorer. Other browsers, including Microsoft Edge (commonly mistaken for Internet Explorer) will not work correctly and may cause problems accessing the form. If you do not have IE or access to a Windows machine, please contact MyTech Support. Our representatives will work with your local technician to get a laptop for your use.

1. In your Internet Explorer browser, navigate to http://forms.georgiasouthern.edu/itforms/sar/default.aspx. On the home screen, click the “My Completed Employees” link on the right side of the screen. You’ll be redirected to the “My Completed Employees screen.

2. On the My Completed Employees Screen, click the row of the employee-role/class you wish to edit. Click the “Edit Item” link in the toolbar at the top of the screen to make changes.

Have questions or need technical support? Contact MyTech Support:
(912) 478-2287 | Helpdesk@GeorgiaSouthern.edu | MyTechHelp
3. You’ll be redirected to an edit screen for the item you selected. Edit the “Access Status” field and click “Save” to change the status.

4. After completing Editing Completed Employees in System Access Review process, be sure to check your work on the “My Completed Employees” screen. If you have questions or need technology assistance, please contact MyTech Support. Our representatives will be happy to assist you in completing this process.