BuzzPort How-to Guide

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Login	WELCOME TO BUZZPORT This secure site provides students, faculty and administrative staff with Intranet and Internet services. This is where you can check e-mail, register for courses, and explore the Internet.
	Maintenance Outages Oct 14-17
By logging on to this application, I agree to adhere to all policies governing the appropriate use of Institute resources. Given the potential for intentional or	The Office of Information Technology will be performing maintenance on GT information systems on Oct 14th - 17th This work will impact your access to the following systems:
unintentional disclosure of sensitive information through the use of BuzzPort Groups, users are strongly accounted to consult the following:	
GIT Computer & Network Usage and Security Policy (CNUSP)	Fri Uct 14th 5pm - Monday Uct 17 5pm The Banner/OSCAR student information system will be unavailable for hardware, application, and OS
GIT Data Access Policy (DAP) GIT BuzzPort Usage Policy	upgrades. BuzzPort/OSCAR channels and the imaging system will be unavailable.
	Sat Oct 15th 5am - 11am
	MyGatech Email and Calendar will be down for an upgrade
To save a bookmark to this page press (CTRL-D) To make BuzzPort your home page :	Other services could be impacted depending upon their dependency on the systems listed above, so please
Click the Tools menu	try to plan around the posted outage times.
Select Options. Click the Basics tab.	
In the Home page section, select the option Open tins page"	
the text field. Click on the "Close" button.	
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- 1. Go to https://www.buzzport.gatech.edu
- 2. Log Into BUZZPORT, you will click LOGIN
- Use your GT Username and Password



Buzzport.gatech.edu provides you access to all the Georgia Tech resources you need as a student. Through **Buzzport**, you can access the following:

- Tuition payment
- Registering and updating your address
- Schedule
- Grades
- Course Survey
- Immunizations

Paying Tuition



On the homepage, click PAY NOW-BURSAR.

It is found under the title REGISTRATION AND STUDENT SERVICES and looks like a credit card

Another window will pop up on your computer screen



On the new screen, <u>CLICK on the HOME tab.</u> This will show how much money you

owe.

Click on **MAKE A PAYMENT**, then, you will type in your credit card information for a payment.



On the new screen, <u>CLICK on Pay.</u> This will take you to a new page to select your payment options.

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Change/Update Address



To change your address: On the home page: CLICK THE STUDENT TAB



Click on the REGISTRATION-OSCAR button. It looks like a lock.



PHONE(S)

Update Emergency Contact Info

To update your emergency contact information, click on the STUDENT tab on the home page.

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Then, click on UPDATE EMERGENCY CONTACTS

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The PASSPORT website offers tools for GT Account password changes, email aliasing and GT Directory options.	
GT Account Username:	
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Log In	
Help:	
I need to activate my account (Students Only)	
I don't know my username	
For assistance, please contact the OIT Technology Support Center at 404-894-7173 (Mon-Fri 8am-5:00pm EDT).	
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A new window will come up, and then you will log in using your GT USERNAME and PASSWORD	ACCOUNT

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After you log in, click on EMERGENCY under the CONTACT INFO.

EMERGENCY will be highlighted green, and then you will click on UPDATE CONTACTS to update your emergency contact information.

To view your schedule

To view your schedule: CLICK on the STUDENT TAB

To view your grades

To see your grades: on the home page, click on the STUDENT tab

Under the STUDENT GRADES TITLE, you will select the session you want, and click GO!

To view fill out your Course Survey

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anonymously report issues of concern to	CAMPUS EVENTS	
Georgia Tech Library	No events scheduled for the next 15 days	
An intellectual center for the campus community		CAMPUS EVEN I CALENDARS Athletic Association

At the end of the course, you will need to fill out course surveys. To do this: <u>CLICK</u> on the STUDENT TAB.

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On the Student RESOURCES TITLE, Click on COURSE/INSTRUCTOR OPINION SURVEY

(it looks like a CHECK MARK)

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