Job Aid
Step 1: Click “Log In”
Step 2: Enter Georgia State University’s Employer Code - 17941
Step 3: Select/Highlight Georgia State University and click “Select Employer”
Step 4: For UserID enter your complete Social Security Number and click “Continue”
Step 5: For Password enter (Last 4 digits of your social security number and your 4-digit year of birth (no spaces)). Click “Log In”
Step 6: Click “Continue” to create an account for “The Work Number”
Step 7: Enter the information as indicated and click “Continue”
Step 8: Continue to enter request information – click “Continue”
Step 9: Enter your Personal Phone and Personal email information. Click “Continue”
Step 10: Select method to receive your one-time passcode – click “Send Code”
Step 11: Enter the passcode that was received. Click “Continue”
Step 12: Create a new User ID (please remember what you create). Click “Send”
Step 13: Create a new Password (you must enter the current password first, which is the last 4 digits of your SSN and your 4-digit birth year). Click “Send”
Step 14: Select the “remember this device” option. Click “Continue”
Step 15: Under “Employment Data Report” select the “Request Instant Online Report”
Step 16: Select your State from the dropdown circled below.
Step 17: Select the reason from the dropdown highlighted below