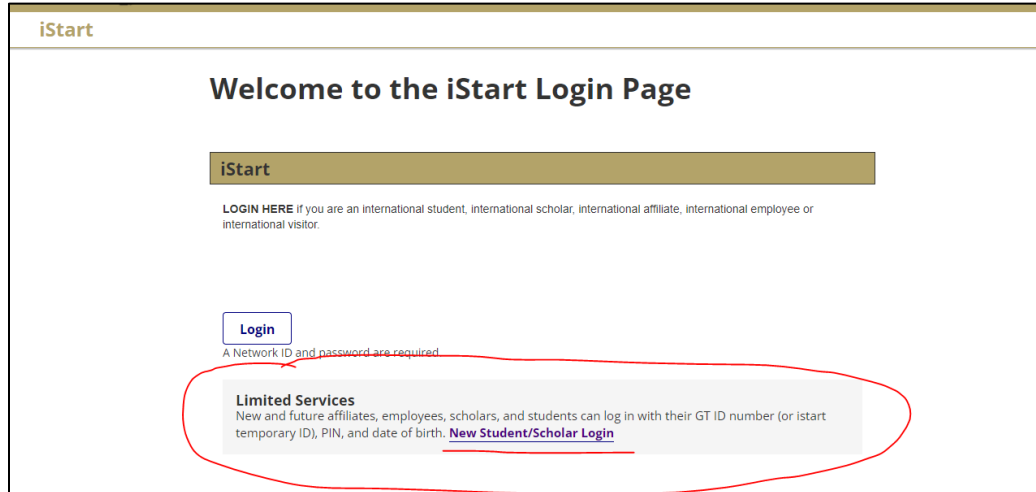


1. Visit istart.gatech.edu
2. Click on the “New Student/Scholar Login” button under the “Limited Services” Section



3. Before clicking on the “Login” button ensure you have the following:
 - a. **University Identification Number:** This is either going to be your GTID or the Temporary number provided to you by the HR coordinator in your office. If you do not have this number, please first contact your HR coordinator and ask that they provide this number to you.
 - b. **Date of Birth:** Be sure you enter this with the month/date/year format. So for example if you were born on January 16, 2000, then it would be listed as 01/16/2000.
 - c. **Limited Access PIN:** If you do not already have this or you have forgotten what this number is, click on the “E-mail me my Limited Access PIN” button. You will receive an email with your 8-digit “Limited Access PIN.”

4. To access the Check-In e-forms, click on the “J Scholar and Student Intern Check-in” on the left side of the screen.

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**J Scholar and Student
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5. You will then have access to complete the OIE Check in e-forms. If you have any questions about this process, please contact jscholars@oie.gatech.edu