



## Georgia Department of Transportation

### HANDOUT INFORMATION FOR GUPS

#### Training Site

IT has developed the software for a training module in GUPS. This module works exactly like the GUPS production software except that email notifications will not be sent to GDOT employees, and, any information entered into and saved in the training site will be viewable and editable for a period of 30 days by *anyone* using the training site. **NOTE: The map section in the training module does not work. Please do not use.**

The site address for the training module is: <http://gupstraining.dot.ga.gov/gups-training/secure/securityBanner.do>

This site displays “.... **Training Site For** ....” at the top of the home page to distinguish it from the production site. The sign-in codes are as follows:

#### For Utility company external users

Member Group Code – 300000

User ID – exttrainer

Password – trainer1

The utility company user will have the ability to create other users (Manager and User) for the training site and to simulate applying for all types of permits. The application will not send email to the District office members to approve or decline permits.

#### Help Site

Below is the link to GUPS Help Site. Utilities can use the information found on this site to create training material. **NOTE: If your company has posted a GUPS Help Site link on its web site, ensure the link is using the correct address.**

#### **Help Link:**

[http://gupstraining.dot.ga.gov/gups-training/help/external/GUPS\\_Help.htm](http://gupstraining.dot.ga.gov/gups-training/help/external/GUPS_Help.htm)

#### Production Site

Utility Companies and individuals can access the GUPS production application from their company site, home, or anywhere else there is an internet connection by using the following address:

<http://gups.dot.ga.gov/Gups/secure/securityBanner.do>

**NOTE:** The link to the production site can be provided to the Utility Company users, at any time, but preferably after they have taken the training. **WARNING: ALL INFORMATION PLACED IN THE PRODUCTION SITE WILL BE STORED FOREVER.** Please do not practice or train on the production site; it is intended to be used for applying for actual permits only. **Use the training site for practice, training, playing, or assisting the Utilities with creating permit applications.**