

Form 2 Upload User Guide

1. Navigate to the <u>Budget Development</u> page on the IBPA website and log in at the top right hand corner:

🖶 Georgia Tech Home 🛛 🖗 Map 🛔 Directory 🗒 Offices	Guest Sign In
Georgia Institute Budget Planning Tech I and Administration	
Budget Maintenance 👻 Calendars 👻 Reference 👻 Forms 👻 Resources 👻 Commitment Acctg 👻 CARES Act 👻 About 👻	Search
Budget Development	
FY2023 Budget Development	Historical
FY2023 Budget Calendar	
Proposed FY2023 Budget Development Form 2 and Business Case	
Please log in to see the Upload Budget Development Form 2 link	
De Budget	
Ticking this icon will take you to the oneBudget application to maintain & develop your department's budget.	

If you are not logged in, the third link will say "Please log in to see the Upload Budget Development Form 2 link"

2. Click the link to go to the Upload page, and click the Enter Info button:





3. Enter your name and email address and click Save.

Enter Information

Name	Brian McRae	
Email Address:	bmcrae6@gatech.edu	

4. Now click the Upload Form 2 button and select the Form 2 excel file; then click Upload. You may only upload excel files:

Upload Form 2	
Click on Choose File and navigate to the file you wish to up Upload button.	load. Then click on the
Browse	
	Upload Cancel

5. Users may upload revisions as needed. The upload process will save and number each version. Each version will also have a day/time stamp:



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