GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

NEW USER SELF-REGISTRATION

All Georgia*FIRST* Financials users must have a user account to access Georgia*FIRST* Financials. New users have the option to self-register, which creates a base account and grants users basic sign-in rights to access Georgia*FIRST*. For institutions using the Travel & Expenses module, basic sign-in access includes the ability to create and print expense transactions.

Note*: If users need additional functionality other than base access, contact the institutional Security Administrator and/or Department Manager, as this often requires additional documentation and approval.*

Procedure
Below are step-by-step instructions to register as a new user via self-registration.

Step	Action
1.	Open a browser and type in the following URL: https://www.usg.edu/gafirst-fin/
2.	Click on **New GeorgiaFIRST Financials** User option.

Important Notes for Using the Expense Portal

Wait 24 hours after registering before logging in, so your account has time to activate.

The portal can only be accessed while on campus or connected to VPN.

We strongly recommend using your GSW User ID in the format: FirstName.LastName as your username.
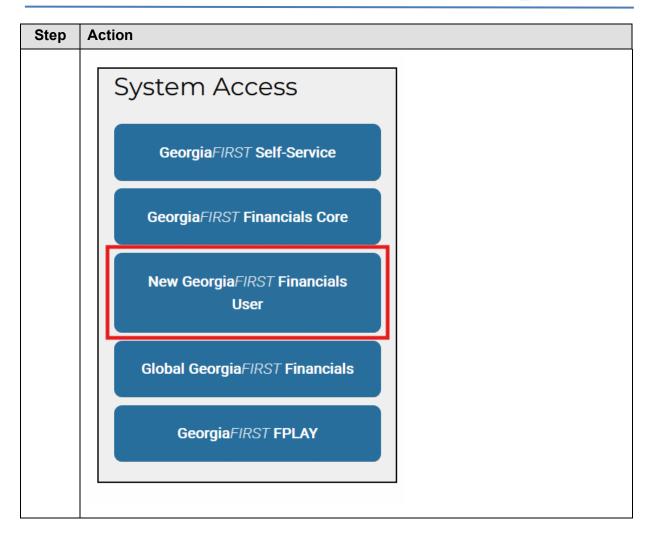
This matches the beginning of your GSW email address (before the "@").

Example: If your email is John.Doe@gsw.edu, your username should be John.Doe

Your password will be automatically assigned and should match the password you use to log into your GSW email and work computer.

![GEORGIAFIRST - FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW - University System of Georgia • Information Technology Services]

![PeopleSoft 9.2]

Step	Action
	System Access GeorgiaFIRST Self-Service GeorgiaFIRST Financials Core **New GeorgiaFIRST Financials User** Global GeorgiaFIRST Financials GeorgiaFIRST FPLAY

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Step	Action
3.	Fill in the required fields below: **Register for My Account** **Privacy and Security** Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent. **To register for an account,** Please provide the following personal information: **Date of Birth (mm/dd/yyyy)** **SSN (Last 4 digits)** **Home Zip Code (5 digit)** Back Next
4.	Click the **Next** button. **Note:** *If you receive a message that reads "The information provided does not match any self-service eligible employee" please contact the Human Resources office to confirm the correct Date of Birth, SSN and Home Zip Code were entered into OneUSG Connect as this information feeds to GeorgiaFIRST Financials.*
5.	The system displays the job record for the user. Click the radio button beside the active job record and select **Next**. **Register for My Account** | Employee Status	Business Unit	Description	Name	Employee ID
---	---	---	---	---
Active	40000	GEORGIA GWINNETT COLLEGE			 You have more than one Job Record. Please select the Institution where you will be using this account, then select NEXT to continue. If you need an account at the other Institution, please contact the Security Administrator at the other Institution. If you do not see the Institution where this account will be used, please contact the Security Administrator at the Institution where you require the account. Back Next

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft
9.2

Step	Action
6.	Enter a User ID in the **User ID** field. **User ID Notes:** • *The User ID must be unique. If a message displays stating that the User ID is not unique/already exists, please try a different User ID.* • *The User ID cannot contain spaces or any of the following special characters ; : & , < > \ / " [ ] ( ) ` ! @ # $ % ^ * + = {} ? |* • *It is recommended that you use a variation of your name, for example, your first initial and full last name in all caps as your User ID. John Watkins could use JWATKINS.* • *If User ID JWATKINS already exists for another user, try JWATKINS_39. (_39 is the business unit number in GeorgiaFIRST Financials.) Other variations are also acceptable, such as JOWATKINS, JOHN_WATKINS, JOHNWATKINS_390, JohnWatkins390, etc.*
7.	Enter and confirm your work email address and click **Next**. **Register for My Account** Enter a User ID. Your User ID is case sensitive and must be a minimum of 6 characters and a maximum of 30 characters and must not contain spaces or prohibited special characters ; : & , < > \ / " [ ] ( ) ` ! @ # $ % ^ * + = { } ? | **User ID** [ ] Enter and confirm your email address using the following format: jane.doe@XXXXX.edu **Email Address** [ ] **Confirm Email** [ ] Select NEXT to continue. [Back] [Next]
8.	"Registration Complete" message will display.

Step	Action
	Registration Complete
	Congratulations,
	You have successfully created a self service account for , Employee ID . Click the Sign out link at the top of the page. This will return you to the login page where you may then log into your self service account.
	At this point, registration is complete.
9.	To access the system, navigate to the Georgia*FIRST* Financials website. Click the "GeorgiaFIRST Self-Service" button as shown below. Login will be completed using single sign-on.