Accessing GeorgiaFIRST Financials requires a secure connection. If you are not located on campus, you must be connected to our institution's VPN (Virtual Private Network) or logged into remote desktop of a computer located on campus. Once you are connected securely, please proceed.

1. Go to <u>https://www.usg.edu/gafirst-fin/</u> (I recommend adding this site as a favorite in your internet browser as you will need to access it each time you login to GeorgiaFIRST Financials.)

 Locate the box on the right side of the page that reads: New GeorgiaFIRST Financials User Register as a new Self-Service user.

3. Click the blue "Register For My Account " button.

- 4. Enter the following information and select NEXT:
- a. Date of Birth (mm/dd/yyyy)
- b. SSN (last four digits)
- c. Home Zip Code (5 digits)

5. You should see your active job data. If it is correct, select Next.

6. Create a User ID and Password. *User ID needs to be in the firstname.lastname format.* Click Next.

7. You have successfully registered.

You will be able to enter expense reports on the day following your registering for a GeorgiaFIRST PeopleSoft Financials User ID.

To login to PeopleSoft Financials going forward, simply return to <u>https://www.usg.edu/gafirst-fin/</u> and select either the top option for GeorgiaFIRST Self-Service or the second option for Core. Your login will be completed via single-sign-on using your institution network credentials, so the same password that you log into your computer with.