

Accessing GeorgiaFIRST Financials

All GeorgiaFIRST institution employees currently utilize USG Single Sign-on Authentication (SSO) to access OneUSG Connect and other USG services including OneUSG Connect Benefits. The requirement to use SSO has been extended to GeorgiaFIRST Financials as part of Release 5.40 effective Monday, December 3, 2018.

Login and Access GeorgiaFIRST Financials

With GeorgiaFIRST Financials, you will log in using single sign-on. The credentials you use on your local campus will be the same ones you use to access GeorgiaFIRST Financials. You will no longer have to remember another username and password!

Prior to logging into Financials for the first time following release 5.40, all active GeorgiaFIRST users should complete the following steps:

1. Delete all existing GeorgiaFIRST Financials browser bookmarks/favorites
2. Create a new browser bookmark/favorite to the GeorgiaFIRST Financials website:
www.usg.edu/gafirst-fin/

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Section 1- GeorgiaFIRST Financials Single Sign-On for Active Users

1. Go to <https://www.usg.edu/gafirst-fin/> or your saved bookmark/favorite to access the GeorgiaFIRST Financials home page.



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PeopleSoft Financials was implemented at the teaching institutions of the University System of Georgia, along with the University System Office (USO), under the project name "GeorgiaFIRST" in January 1998. The GeorgiaFIRST PeopleSoft Financials application model is a fully integrated, Oracle-based technology suite of software applications managing the financial data that meet BOR and USG institutional needs for information used in decision-making. The single application model and a consolidated database containing the data for all

Active GeorgiaFIRST Financials User

Self-Service Users

Enter Travel, Approve ePro Requisitions and other Worklist

2. Look at the available sign in options on the right side of the home page and determine your appropriate sign in option.
 - a. **Self-Service User** – click this button if you are entering Travel or approving items in your Financials worklist.
 - b. **Core User** – click this button if you are entering or processing financial transactions or running reports/queries.

Active GeorgiaFIRST Financials User

Self-Service Users

Enter Travel, Approve ePro Requisitions and other Worklist Items.

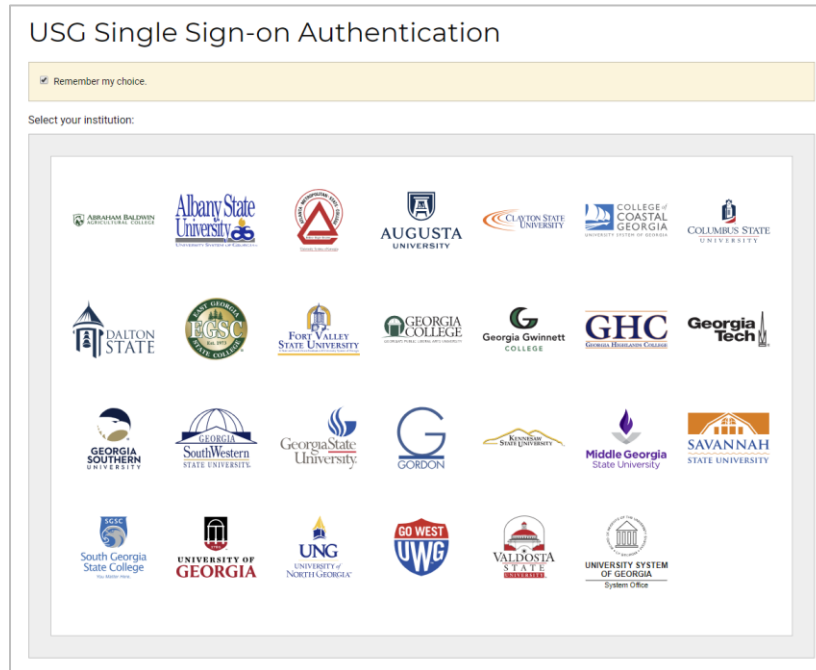
[GeorgiaFIRST Self-Service](#)

Core Users

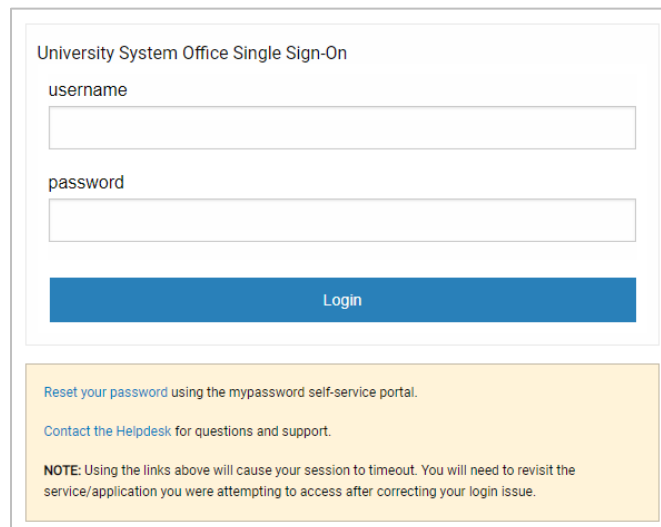
Enter and process financial transactions, run reports or queries, analyze financial data.

[GeorgiaFIRST Financials](#)

3. Select your Institutions logo.



4. Sign into single sign-on using your local network credentials.



5. If your institution is currently using multi-factor authentication (e.g. Duo), it will work for Financials as well.

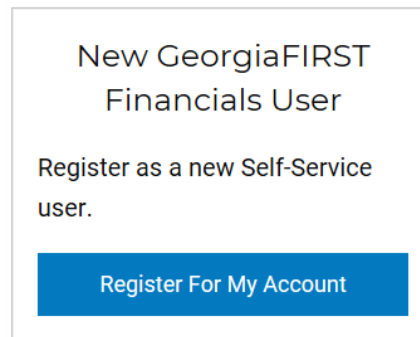
Section 2 - Creating a GeorgiaFIRST Financials New User Account

There are two options for setting up new user accounts in GeorgiaFIRST Financials:

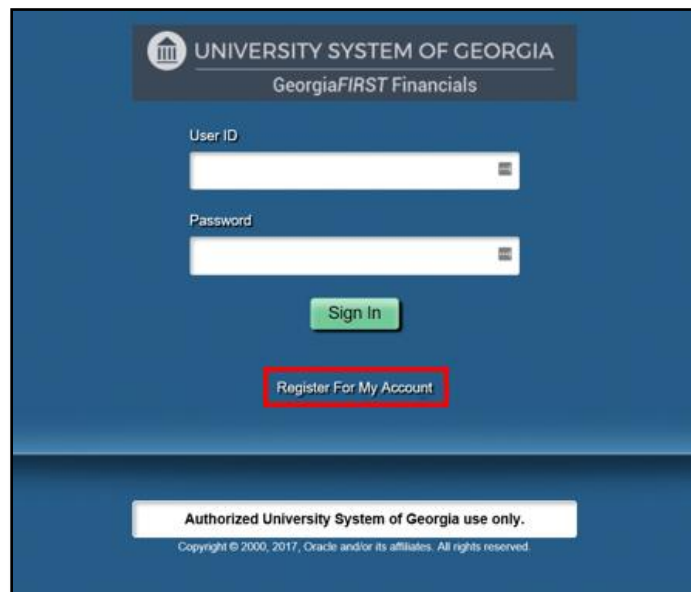
1. Security Administrators can setup new users.
2. New employees can self-register and create an account.

If using self-registration, complete the following steps:

1. Go to <https://www.usg.edu/gafirst-fin/> or your saved bookmark/favorite to access the GeorgiaFIRST Financials home page.
2. Look at the available sign in options on the right side of the home page and click the **Register For My Account** button under the New GeorgiaFIRST Financials User section.



3. Click on the Register For My Account link on the PeopleSoft sign in page.



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)

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)

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

Register for My Account

Register for My Account

Employee Status	Business Unit	Description	Name	Employee ID
<input checked="" type="radio"/> Active	88000	South Georgia State College	██████████	██████
<input type="radio"/> Terminated	88000	South Georgia State College	██████████	██████
<input type="radio"/> Retired	88000	South Georgia State College	██████████	██████

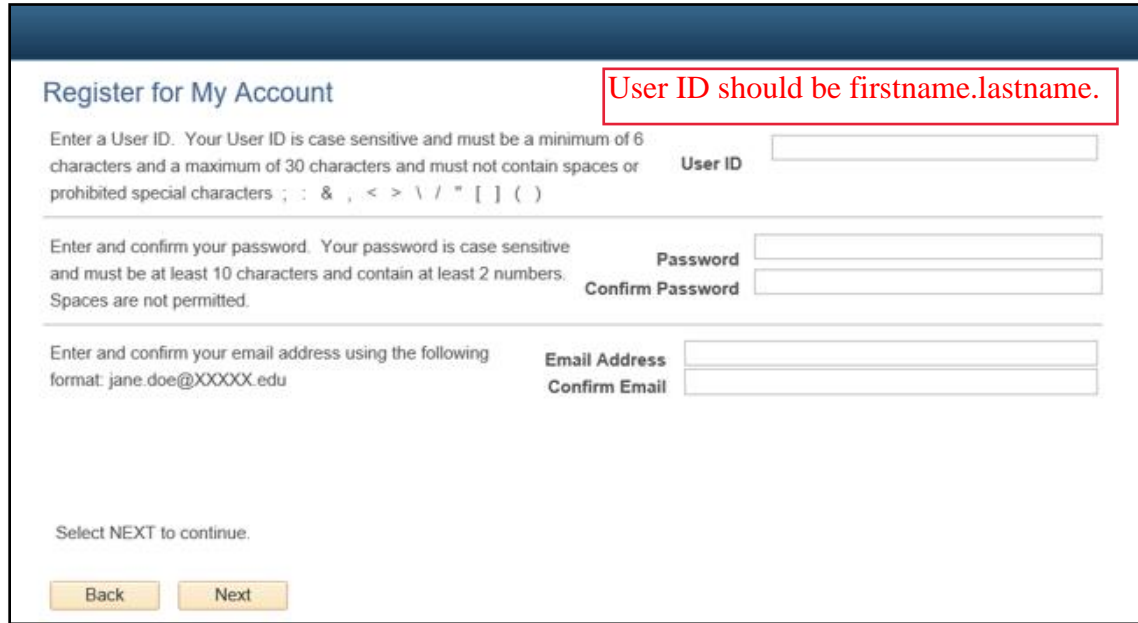
You have more than one Job Record. Please select the institution where you will be using this account, then select NEXT to continue.

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.

6. Create a User ID and Password.
 - a. Your user ID must be unique. If you receive a message saying that the user ID you entered already exists, then you must choose another one. Also, note the above criteria for user

ID and password. (You may want to ask if your department has a standard format for user IDs.)

- b. It is recommended that your User ID and password for Financials, be different than your local network credentials.



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 password. Your password is case sensitive and must be at least 10 characters and contain at least 2 numbers. Spaces are not permitted.

Password

Confirm Password

Enter and confirm your email address using the following format: jane.doe@XXXXX.edu

Email Address

Confirm Email

Select NEXT to continue.

- 7. Log out of the system and log back in using the Self-Service User instructions in Section 1 above.