

Instructions for Registering for a PeopleSoft Account

1. You must have a permanent Employee ID prior to registering for a PeopleSoft account.
2. Navigate to the GeorgiaFIRST Financials webpage (<https://www.usg.edu/gafirst-fin/>).
3. Select **Register for My Account** button.

GEORGIAFIRST
Information Technology Services

Delivering Trusted Financial Management Solutions

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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 institutions are centrally hosted at ITS, and ITS distributes all software upgrades and releases. This web site provides information relevant to the model application, including business processes and changes or updates to the model, as well as many informational aids and tips.

Some pages in this site contain proprietary information and are restricted to University System of Georgia personnel. To obtain a user name and password, contact the ITS Helpdesk.

Subscribe to our mailing list

This list is intended for all customers of the GeorgiaFIRST PeopleSoft Financials application. If you are a Budget User responsible for creating/maintaining budgets at your institution, please click the radio button at the bottom of this form to also sign up for the first-lb@listserv.usg.edu listserv.

* indicates required

Email Address *

First Name *

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

New GeorgiaFIRST Financials User

Register as a new Self-Service user.

Register For My Account

Global GeorgiaFIRST Financials

4. Click the **Register for My Account** link on the PeopleSoft login page.

UNIVERSITY SYSTEM OF GEORGIA
GeorgiaFIRST Financials

User ID

Password

Sign In

Register For My Account

5. Enter your birthdate, last four digits of your social security number and your zip code.
6. The PeopleSoft system should locate your employee profile based on this information.
7. You will need to establish a PeopleSoft username. It is recommended for the user to use the same PeopleSoft ID as the UWG username/credentials, if possible. This will help the University ITS verify the user and avoid confusion.
8. Your registration information will need to feed overnight in the PeopleSoft system so data entry of an expense report will not be available until the next day.
9. Once the PeopleSoft account has been established you should be able to log into the PeopleSoft Financials system with your normal UWG username and password.
10. Upon completion of your registration, please email your default chartstring information to the Travel Manager at asaunder@westga.edu. Your default chartstring should include your fund code, department ID, program code and class code for your home department. If you do not know this information, please consult with the budget manager in your department to obtain this information.