Georgia*FIRST* Online Courses
Earn Continuing Professional Education (CPE) Credits

ON-DEMAND PEOPLESOFT FINANCIALS TRAINING

Access PeopleSoft Financials v9.2 training courses specifically designed for USG and Georgia*FIRST* audiences anytime, anywhere you have an Internet connection.

ONLINE, SELF-PACED

Learn PeopleSoft Financials online at your own pace. Average course completion times range from 1 3 hours. Courses are open to enrollees for 3 months at a time, so take the course, practice exercises, and quizzes as many times as you like!

CONTINUING EDUCATION CREDITS

Earn Continuing Professional Education (CPE) credits, accepted by the Georgia State Board of Accountancy, and training hours for each Georgia*FIRST* online course completed.

Georgia*FIRST* offers PeopleSoft Financials v9.2 courses on-demand—online training anywhere, anytime via D2L Brightspace!

To enroll:

1. Complete the enrollment form on the next page (also available electronically here) and submit it to the ITS Helpdesk at helpdesk@usg.edu.
2. Once enrolled, you will receive notification and login instructions, as well as beginning and ending course access dates.
3. Upon successful completion of the end-of-course assessment, you will receive a training certificate indicating your continuing education credits earned.

Available Courses

Introduction to PeopleSoft Financials v9.2 — **3.0 CPEs**

Query Course 1: Introduction to PeopleSoft Financials Web Query — **1.5 CPEs**

Query Course 2: Creating a Basic Query — **2.5 CPEs**

Query Course 3: Adding Selection Criteria — **3.5 CPEs**

Query Course 4: Using Run-Time Prompts — **1.5 CPEs**

Query Course 5: Using Aggregates — **0.5 CPEs**

Query Course 6: Joining Tables in Your Queries — **2.0 CPEs**

Asset Management Course 1: Introduction to Asset Management — **1.5 CPEs**

Asset Management Course 2: Creating Assets Manually — **3.5 CPEs**

Asset Management Course 3: Integrating Asset Management with Purchasing and Accounts Payable — **6.5 CPEs**

Asset Management Course 4: Working with Existing Assets — **6.5 CPEs**

More information, including full course descriptions, available here. Questions? Contact the ITS Helpdesk at helpdesk@usg.edu.

Online Georgia*FIRST* Training Enrollment Form

Use this form to request enrollment in one or more Online Georgia*FIRST* Training Courses. Submit the completed form to the ITS Helpdesk at Helpdesk@usg.edu. Please ensure all areas are complete before emailing the form.

All Online Georgia*FIRST* Training is hosted through D2L Brightspace (USG Train). After you have enrolled, you will receive notification and instructions on how to login and access the training. Once enrolled, you have three (3) months to complete the course(s) and successfully pass the end-of-course assessment. If you need more time to complete the course, please contact the ITS Helpdesk before the last day you have access to request an extension. Only one extension may be granted for each course.

Please complete all fields:

Name:	
Institution:	
Email Address:	
Business Phone:	
Job Title:	

Please select which course(s) you want to enroll in:

	Course Name	CPE Credit Hours
☐	Introduction to PeopleSoft Financials v9.2	3.0
☐	Query Course 1: Introduction to PeopleSoft Financials Web Query	1.5
☐	Query Course 2: Creating a Basic Query	2.5
☐	Query Course 3: Adding Selection Criteria to a Query	3.5
☐	Query Course 4: Run-Time Prompts	1.5
☐	Query Course 5: Using Aggregates in Your Queries	0.5
☐	Query Course 6: Joining Tables in Your Queries	2.0
☐	AM Course 1: Introduction to Asset Management	1.5
☐	AM Course 2: Creating Assets Manually	3.5
☐	AM Course 3: Integrating Asset Management with Purchasing and Accounts Payable	6.5
☐	AM Course 4: Working with Existing Assets	6.5