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## Announcement

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** May 17, 2018

**SUBJECT:** Important Changes Being Made to GeorgiaFIRST Emails

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To prevent employees within the University System of Georgia (USG) from being the target of phishing schemes and to be consistent in our communications, GeorgiaFIRST is making the following changes to PeopleSoft Financials emails:

1. In an effort to exercise cybersecurity caution, we are removing URLs from all email notifications generated by PeopleSoft Financials. Beginning Monday, May 21, 2018, users must navigate to the appropriate page in PeopleSoft Financials to approve transactions or see system-generated messages.

Please educate your employees about this change so that if they receive PeopleSoft notifications with URLs, they will know that these emails could be phishing and they should not click the links in them.

2. Employees will receive all GeorgiaFIRST notifications from the email address [donotreply@usg.edu](mailto:donotreply@usg.edu).

Currently, notifications may be coming from an employee, manager, or PeopleSoft email address. This change will standardize the email address across all system email notifications. It should also prevent some email notifications from being routed to spam folders.

Please provide this information to users at your institution who receive system-generated emails from GeorgiaFIRST PeopleSoft Financials. Users may include:

- Travelers
- Requesters
- Approvers
- Core GeorgiaFIRST Financials Users

If you have questions, please contact the ITS Helpdesk at 706-583-2001 or 1-888-875-3697 (toll free within Georgia).

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**MORE INFORMATION AND SUPPORT:** For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES:** For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.

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