UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

TO: Georgia*FIRST* PeopleSoft Financials Users

DATE: Friday, November 2, 2018

SUBJECT: Implementation of Single Sign-on for Georgia*FIRST* Financials

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University System of Georgia (USG) institutions currently using Georgia*FIRST* Financials will be required to use Single Sign-on (SSO) Authentication to access all PeopleSoft Financials services. This change will take effect 7 a.m. on Monday, December 3, 2018.

SSO is already required to log in and access other USG services (e.g., OneUSG Connect - Benefits) using their local credentials (i.e., ID and password) assigned by your institutions. Employees will use those same credentials to log in to Georgia*FIRST* Financials including Self-Service Travel and Expenses. When an employee is logged in to a service using SSO, they will be able to log in to other services using SSO without having to re-enter their credentials.

The URL to access Georgia*FIRST* Financials will not change:
- o Georgia*FIRST* Financial practitioners (core users) will continue go to: https://core.fprod.gafirst.usg.edu.
- o Self-service users will continue go to: https://selfservice.fprod.gafirst.usg.edu.

All institutions are required to implement multifactor authentication (e.g., Duo) for securing information. Most institutions have completed implementation of a multifactor solution, while some are in progress. If your institution is currently using multifactor authentication for OneUSG Connect access, users will use it for Georgia*FIRST* as well.

Please share the message with your employees using the template below as guidance.

If you have questions or need additional information about the Single Sign-on requirement, please contact Donna Wooddell (donna.wooddell@usg.edu).

If you have questions or need assistance with Georgia*FIRST* Financials, please email helpdesk@usg.edu.

TEMPLATE MESSAGE FOR EMPLOYEES:

[Insert name of institution] employees who use Georgia*FIRST* Financials will be required to use Single Sign-on (SSO) Authentication to access all PeopleSoft Financials services. This change will take effect 7 a.m. on Monday, December 3, 2018.

SSO is already required to log in and access other services (e.g., OneUSG Connect - Benefits) using your local credentials (i.e., ID and password) assigned by [INSTITUTIONAL CONTACT WHO ASSIGNS CREDENTIALS].

- You will use those same credentials to log in to Georgia*FIRST* Financials including Self-Service Travel and Expenses.

- When you log in to a service using SSO, you will be able to log in to other services using SSO without having to re-enter your credentials.

- The URL to access Georgia*FIRST* Financials will not change:
  - Georgia*FIRST* Financial practitioners (core users) will continue go to: https://core.fprod.gafirst.usg.edu.
  - Self-service users will continue go to: https://selfservice.fprod.gafirst.usg.edu.

If you have questions or need additional information about the Single Sign-on requirement, please contact ADD INSTITUTIONAL CONTACT INFORMATION.

If you have questions or need assistance with Georgia*FIRST* Financials, please email helpdesk@usg.edu.

[SIGNATURE]