



UNIVERSITY SYSTEM OF GEORGIA

Information Technology Services

TO: GeorgiaFIRST PeopleSoft Financials Users

DATE: Friday, November 16, 2018

SUBJECT: Accessing GeorgiaFIRST Financials after Release 5.40 (SSO)

NOTE: This announcement replaces the previous announcement for this topic dated 11/02/18

University System of Georgia (USG) institutions currently using GeorgiaFIRST 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 GeorgiaFIRST 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.

Access to GeorgiaFIRST Financials will be initiated from the GeorgiaFIRST Financials website. It is recommended that on Friday, November 30th you delete all existing GeorgiaFIRST Financials browser bookmarks or favorites and create a new bookmark/favorite for <https://www.usg.edu/gafirst-fin/>. A job aid is available to guide employees through how to log in.

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 GeorgiaFIRST 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 email helpdesk@usg.edu.



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TEMPLATE MESSAGE FOR EMPLOYEES:

[Insert name of institution] employees who use GeorgiaFIRST 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 GeorgiaFIRST 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.
- To access GeorgiaFIRST Financials beginning Monday, December 3rd:
 - Delete all existing browser bookmarks/favorites to the GeorgiaFIRST Financials URL.
 - Create a new bookmark/favorite to the GeorgiaFIRST Financials homepage <https://www.usg.edu/gafirst-fin/>.
 - Refer to the [Accessing GeorgiaFIRST Financials](#) job aid for instructions to log in utilizing the new single sign-on authentication. https://www.usg.edu/gafirst-fin/documents/Accessing_GeorgiaFIRST_Financials_SSO_Job_Aid.pdf

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 GeorgiaFIRST Financials, please email helpdesk@usg.edu.

[SIGNATURE]
