GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

ANNOUNCEMENT

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: July 6, 2023

SUBJECT: Password Change for Georgia*FIRST* PSQUEST Accounts Effective 8:00 a.m. on September 6, 2023

Georgia*FIRST* will conduct maintenance on **Wednesday, September 6, 2023, from 6:00 a.m. - 8:00 a.m.** The purpose of this maintenance is to change PSQUEST account passwords in FPROD. The PSQUEST account is used to make a database-level connection to the PeopleSoft Financials database for data extraction and reporting purposes.

During this maintenance, window only PSQUEST access to FPROD is affected. FPROD will still be available for web access. New passwords will be applied to all Georgia*FIRST* PSQUEST accounts at approximately 8:00 a.m. on September 6, 2023.

PEOPLESOFT SECURITY ADMINISTRATORS: PeopleSoft Security Administrators may contact the ITS Helpdesk to request the new PSQUEST password beginning **Friday, August 4, 2023**. The ITS Helpdesk will provide the new password only to the authorized PeopleSoft Security Administrator for each institution. The passwords are made available a month ahead of the change so that the PeopleSoft Security Administrators can securely share the password with those using the PSQUEST account.

In addition, please do not attempt to use the institution's PSQUEST account during the maintenance window of **6:00 a.m. - 8:00 a.m. on Wednesday, September 6, 2023.** If users have any automated scripts, please take steps to ensure those scripts do not run during this maintenance window. Any institution-specific applications, processes or scripts which use the PSQUEST account (pqst###) should not run during the maintenance window and they need to be updated to reflect the new password as of 8:00 a.m. on Wednesday, September 6, 2023.

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the ITS Customer Services website.