
GeorgiaFIRST Financials Portal Information

To access the GeorgiaFIRST Financials application, new users must register for a user account, or one must be created for them by the institution's Security Administrator. For more information, see either the [New User Self-Registration](#) job aid or the Creating User Accounts section of the [Security Administrator User Guide](#).

After a GeorgiaFIRST Financials account is created, the user can access GeorgiaFIRST Financials application via a portal. A portal is a webpage that serves as a central point of access for users to interact with applications, data, and services. A portal acts as a gateway, consolidating resources and providing a unified interface.

The GeorgiaFIRST Financials application uses the following portals:

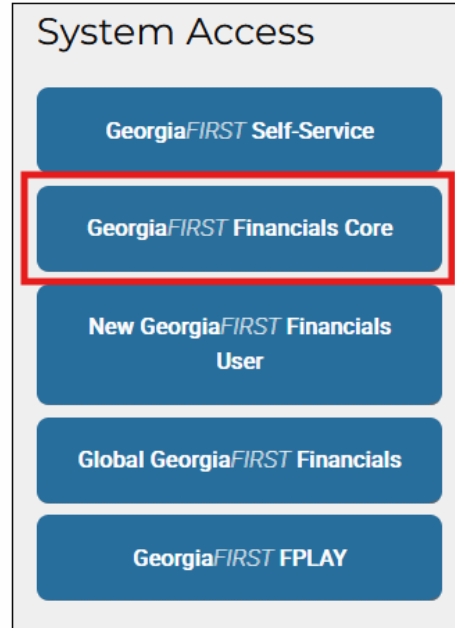
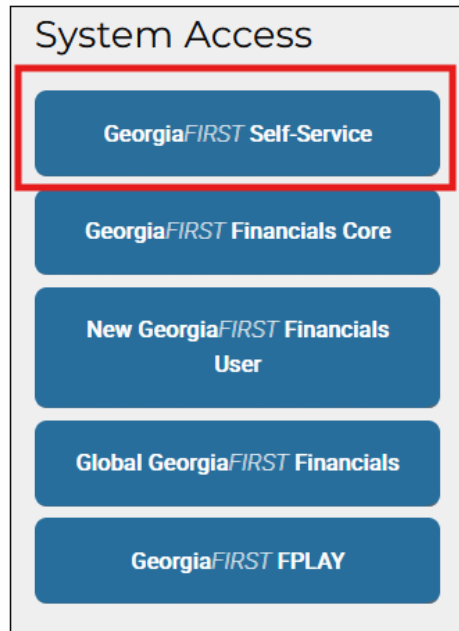
- **Self-service:** All employees have access to this portal. This portal is most used for entering Travel & Expense transactions, an approver accessing their worklist and approving transactions as well as accessing the GeorgiaFIRST Marketplace.
- **Core:** Access to this portal is restricted due to the increased level of access and highly sensitive data transactions available. Used by administrators for multiple tasks including application account maintenance, workflow administration, processing transactions, running reports and queries, and analyzing financial data.

Note: If accessing either GeorgiaFIRST Financials Self-Service or Core portals, users will be required to be on a University System of Georgia secure network. For more information, contact the institution's networking IT staff.

For enhanced security, portals are setup with multi-factor authentication. Multi-Factor authentication (MFA) is a security measure that requires a user to provide multiple forms of verification to access the GeorgiaFIRST Financials application. MFA helps to protect sensitive data and systems from cyberattacks and unauthorized access to the GeorgiaFIRST Financials system.

To access a GeorgiaFIRST Financials portal, follow the instructions below:

1. Navigate to the GeorgiaFIRST Financials website: <https://www.usg.edu/gafirst-fin/>
2. Locate the System Access section.
3. Select the first button for GeorgiaFIRST Self-Service or the second button for GeorgiaFIRST Financials Core.




4. A picker page will display showing the logo of each institution. Select your institution.

USG Single Sign-on Authentication

☐ Remember my choice.

Select your institution:



Note: If a multicampus user is trying to access the GeorgiaFIRST Financials system, they must select the logo for the institution they wish to access.

5. Enter your institution network credentials (i.e. the same username and password used to access your work computer).

University System Office Single Sign-On

username

password

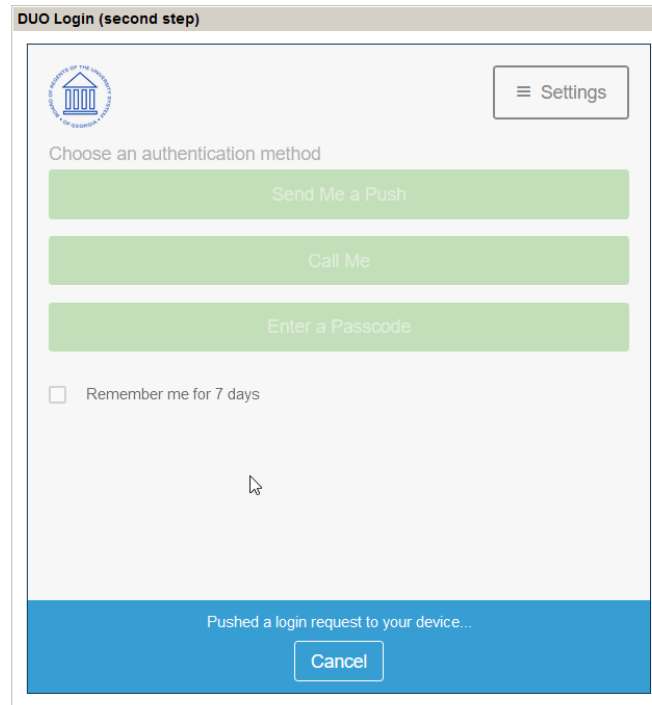
LOGIN

[Reset your password](#) using the mypassword self-service portal.

[Contact the Helpdesk](#) for questions and support.

NOTE: Using the links above will cause your session to timeout. You will need to revisit the service/application you were attempting to access after correcting your login issue.

6. Complete the Multi-Factor Authentication (MFA) step.



The image shows a 'DUO Login (second step)' dialog box. At the top left is the University of Georgia logo. At the top right is a 'Settings' button. Below the logo is the text 'Choose an authentication method'. There are three green buttons: 'Send Me a Push', 'Call Me', and 'Enter a Passcode'. Below these is a checkbox labeled 'Remember me for 7 days'. At the bottom of the dialog is a blue bar with the text 'Pushed a login request to your device...' and a 'Cancel' button.

7. If verification has been successfully completed, the browser will now land on the homepage of the GeorgiaFIRST Financials application.