



NEW USER SELF-REGISTRATION

All Georgia*FIRST* Financials users must have a user account to access Georgia*FIRST* Financials. New users have the option to self-register, which creates a base account and grants users basic sign-in rights to access Georgia*FIRST*. For institutions using the Travel & Expenses module, basic sign-in access includes the ability to create and print expense transactions.

Note: If users need additional functionality other than base access, contact the institutional Security Administrator and/or Department Manager, as this often requires additional documentation and approval.

Procedure

Below are step-by-step instructions to register as a new user via self-registration.

Step	Action
1.	Open a browser and type in the following URL: <u>https://www.usg.edu/gafirst-fin/</u>
2.	Click on New GeorgiaFIRST Financials User option.





Step	Action			
	System Access			
	GeorgiaFIRST Self-Service			
	GeorgiaFIRST Financials Core			
	New GeorgiaFIRST Financials User			
	Global GeorgiaFIRST Financials			
	GeorgiaFIRST FPLAY			





Step	Action			
3.	Fill in the required fields below:			
	Register for My Account			
	Privacy and Security Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent.			
	To register for an account, Please provide the following personal information:			
	Date of Birth SSN Home Zip Code (mm/dd/yyyy) (Last 4 digits) (5 digit)			
	Back Next			
4.	Click the Next button. <u>Note:</u> If you receive a message that reads "The information provided does not match any self-service eligible employee" please contact the Human Resources office to confirm the correct Date of Birth, SSN and Home Zip Code were entered into OneUSG Connect as this information feeds to GeorgiaFIRST Financials.			
5.	The system displays the job record for the user. Click the radio button beside the active job record and select Next .			
	Register for My Account			
	Employee Status Business Unit Description Name Employee ID O Active 40000 GEORGIA GWINNETT COLLEGE COLLEGE COLLEGE			
	You have more than one Job Record. Please select the Institution where you will be using this account, then select NEXT to continue. If you need an account at the other Institution, please contact the Security Administrator at the other Institution. If you do not see the Institution where this account will be used, please contact the Security Administrator at the Institution where you require the account.			
	Back Next			





Step	Action			
6.	Enter a User ID in the User ID field.			
	 User ID Notes: The User ID must be unique. If a message displays stating that the User ID is not unique/already exists, please try a different User ID. The User ID cannot contain spaces or any of the following special characters ;: &, <> \/ "[]()`!@#\$%^*+={}? It is recommended that you use a variation of your name, for example, your first initial and full last name in all caps as your User ID. John Watkins could use JWATKINS. If User ID JWATKINS already exists for another user, try JWATKINS_39. (_39 is the business unit number in GeorgiaFIRST Financials.) Other variations are also acceptable, such as JOWATKINS, JOHN_WATKINS, JOHNWATKINS_390, JohnWatkins390, etc. 			
7.	Enter and confirm your work email address and click Next . Register for My Account			
	Enter a User ID. Your User ID is case sensitive and must be a minimum of 6 characters and a maximum of 30 characters and must not contain spaces or prohibited special characters ; : & , < > \ / " [] () ` ! @ # \$ % ^ * + = { } ?			
	Enter and confirm your email address using the following format: jane.doe@XXXXX.edu Email Address Confirm Email			
	Select NEXT to continue. Back Next			
8.	"Registration Complete" message will display.			





Step	Action				
	Registration Complete				
	Congratulations,				
	Click the Sign out link at the top of the page. This will return you to the login page where you may then log into your self service account.				
	At this point, registr	ation is complete.			
9.	To access the system, navigate to the Georgia <i>FIRST</i> Financials website.				
	Click the "GeorgiaF	IRST Self-Service" button as shown below. Login will be			
		igle sign-on.			
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		System Access			
		GeorgiaFIRST Self-Service			
		GeorgiaFIRST Financials Core			
		New GeorgiaFIRST Financials User			
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		GeorgiaFIRST FPLAY			
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