

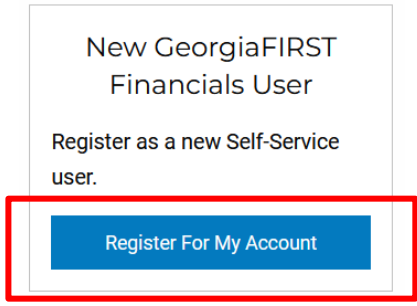
NEW USER SELF-REGISTRATION

All GeorgiaFIRST Financials users must have a user account to access GeorgiaFIRST Financials. New users have the option to self-register, which creates a base account and grants users basic sign-in rights to access GeorgiaFIRST. 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 |
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| 1. | Open a browser |
| 2. | Navigate to the GeorgiaFIRST Financials website |
| 3. | Scroll to locate the option that reads “New GeorgiaFIRST Financials User Register as a new Self-Service user” |
| 4. | Click Register for My Account as shown below: <div data-bbox="649 1113 1063 1417" data-label="Image">  </div> |

| Step | Action | | | | | | | | | | |
|---|---|--------------------------|---------------|-------------|------|-------------|---|-------|--------------------------|--|--|
| 5. | <p>Fill in the required fields below:</p> <div><div>Register for My Account</div><div><p>Privacy and Security</p><p>Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent.</p></div><div><p>To register for an account,</p><p>Please provide the following personal information:</p></div><div><div><p>Date of Birth (mm/dd/yyyy)</p><div></div></div><div><p>SSN (Last 4 digits)</p><div></div></div><div><p>Home Zip Code (5 digit)</p><div></div></div></div><div><div>Back</div><div>Next</div></div></div> | | | | | | | | | | |
| 6. | <p>Click the Next button.</p> <p>Note: 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.</p> | | | | | | | | | | |
| 7. | <p>The system displays the job row for the user. Click the radio button beside the active job row and select Next.</p> <div><div>Register for My Account</div><div><table><tr><th>Employee Status</th><th>Business Unit</th><th>Description</th><th>Name</th><th>Employee ID</th></tr><tr><td><div><input type="radio"/></div> Active</td><td>40000</td><td>GEORGIA GWINNETT COLLEGE</td><td></td><td></td></tr></table><p>You have more than one Job Record. Please select the Institution where you will be using this account, then select NEXT to continue.</p><p>If you need an account at the other Institution, please contact the Security Administrator at the other Institution.</p><p>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.</p><div><div>Back</div><div>Next</div></div></div></div> | Employee Status | Business Unit | Description | Name | Employee ID | <div><input type="radio"/></div> Active | 40000 | GEORGIA GWINNETT COLLEGE | | |
| Employee Status | Business Unit | Description | Name | Employee ID | | | | | | | |
| <div><input type="radio"/></div> Active | 40000 | GEORGIA GWINNETT COLLEGE | | | | | | | | | |
| 8. | <p>Enter a User ID in the User ID field.</p> <p>User ID Notes:</p> <ul style="list-style-type: none">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. | | | | | | | | | | |

| Step | Action |
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| | <ul style="list-style-type: none"> 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. |
| 9. | <p>Enter and confirm your email address and click Next.</p> <div> <div>Register for My Account</div> <div> <p>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 ; : & , < > \ / " [] () ` ! @ # \$ % ^ * + = { } ? </p> <p>User ID <input type="text"/></p> </div> <div> <p>Enter and confirm your email address using the following format: jane.doe@XXXXX.edu</p> <div> Email Address <input type="text"/> Confirm Email <input type="text"/> </div> </div> <p>Select NEXT to continue.</p> <p>Back Next</p> </div> |
| 10. | <p>"Registration Complete" message will display.</p> <div> <div>Registration Complete</div> <div> <p>Congratulations,</p> <p>You have successfully created a self service account for _____, Employee ID _____</p> <p>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.</p> </div> </div> |

| Step | Action |
|------|--|
| 11. | <p>To login to the system, navigate to the GeorgiaFIRST Financials website. Click the “GeorgiaFIRST Self-Service” button as shown below. Login will be completed using single sign-on.</p> <div data-bbox="673 436 1036 705"> <p>Self-Service Users</p> <p>Enter Travel, Approve ePro Requisitions and other Worklist Items.</p> <p>GeorgiaFIRST Self-Service</p> </div> |