The USG ITS will be implementing new software for PeopleSoft December 12th through December 16th. PeopleSoft will not be available after the noon hour Thursday December 12th until the morning of December 16th. An email will be sent notifying the campus when the PeopleSoft system is available for use.

On or after 12/16 if you have problems/issues logging into PeopleSoft or in the software, you may need to restart your computer. If the problem persists, call the helpdesk at 678.839.6587 or email: helpdesk@westga.edu. Please refer to the Daily Report announcements of 12/3/2013 'Important Information from USG ITS' for transaction cut-off in preparation for the implementation.

We expect minimal impact to our campus users but want to make you aware of this update and some changes you will see.

**Change #1:** Workstation Configuration. If a workstation is currently accessing the PeopleSoft system, then it will most likely still be able to access it after the upgrade. In rare circumstances, you may need to disable your pop-up blocker or add the PeopleSoft Financials website to the list of trusted sites in your web browser. The browsers that are certified by PeopleSoft are Internet Explorer version 8, 9 and 10. You must turn the compatibility mode on if using version 10. Users should clear their browser cache/history upon logging in for the first time after the upgrade.

**Change #2:** The PeopleSoft URL will change. You will receive a new URL (web address) when the upgraded system is available and ready for processing. We anticipate the URL to be distributed on December 16, 2013.

**Change #3:** Your PeopleSoft password will change. All users will be prompted to change their password when they log in for the first time to a password that meets audit and ITS requirements. New passwords must be at least 10 characters in length, with at least two numbers and one upper case letter. Password history must be different for eight consecutive passwords. If you have issues resetting your password or logging in, please contact the ITS helpdesk at 678.839.6587.

For operational issues affecting specific transactions, please contact the appropriate department or office.