Instructions for Registering for a PeopleSoft Account

1. You must have a permanent Employee ID prior to registering for a PeopleSoft account.
2. Navigate to the GeorgiaFIRST Financials webpage (https://www.usg.edu/gafirst-fin/).
3. Select the Register for My Account button.
4. Click the Register for My Account link on the PeopleSoft login page.
5. Enter your birthdate, last four digits of your social security number and your zip code.
6. The PeopleSoft system should locate your employee profile based on this information.
7. You will need to establish a PeopleSoft username. It is recommended that you create a username that is slightly different than your UWG username. For example, if your username is jdoe, you could utilize jdoe1.
8. Once you are logged in, you will need to verify your email address.
9. Click on the NavBar (compass icon) in the top right hand corner of the PeopleSoft Expense Self Service page.
10. Click on the Navigator icon.
11. Click on the My System Profile link in the menu list.
12. You should see a primary email account which should be your work email address. This is the email address where notifications regarding your expense report will be sent.
13. Your registration information will need to feed overnight in the PeopleSoft system so data entry of an expense report will not be available until the next day.
14. Upon completion of your registration, please email your default chartstring information to the Travel Manager at asaunder@westga.edu. Your default chartstring should include your fund code, department ID, program code and class code for your home department. If you do not know this information, please consult with the budget manager in your department to obtain this information.