



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/) (<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. 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.
9. Once the PeopleSoft account has been established, you should be able to log into the PeopleSoft Financials system with your normal UWG username and password.
10. 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.