



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 [PeopleSoft Financials website](#).
3. Click on the **Register for My Account** link.
4. Enter your birthdate, last four digits of your social security number and your zip code.
5. The PeopleSoft system should locate your employee profile based on this information.
6. You will need to establish a USERID and a password. Please use the first part of your email (information before the @ sign) as your USERID. For example, jdoe@westga.edu would use "jdoe" as his USERID.
7. Once you are logged in, you will need to verify your email address.
8. Click on the **NavBar** (compass icon) in the top right hand corner of the PeopleSoft Expense Self Service page.
9. Click on the **Navigator** icon.
10. Click on the **My System Profile** link in the menu list.
11. 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.
12. 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.
13. Upon completion of your registration, please email your default chartstring information and Employee ID# to cbetrain-list@westga.edu Your default chartstring is 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.