

## Registering for a PeopleSoft Account

- You must have a permanent ADP Employee ID prior to registering for PeopleSoft.
- Go to the following site <https://fprod-selfservice.gafirst.usg.edu>
- Click on the “Register for My Account” link.
- Enter your birthdate, last four digits of your SSN and your zip code.
- The PeopleSoft system should locate your employee profile based on this information.
- You will need to establish your User ID **Please use the first part of your email (before the @) as your user id.** (For example [jdoe@westga.edu](mailto:jdoe@westga.edu) would use “jdoe” as his user id.)
- You will be asked to enter a password. Because you will be prompted to immediately change your password upon first login, it is recommended that you use **Changeitnow12!** as your initial password. You can then change to a password that you want to keep upon your first login.
- Once the registration process is finished you will need to login. You will be prompted to immediately change your password.
- Verify your email address. This is the email address where notifications regarding your expense report will be sent.
- Click on My System Profile on the left hand menu to locate the email address.
- Scroll to the bottom to ensure the correct email address is entered.
- Upon completion of your registration, please email [cbetrain@westga.edu](mailto:cbetrain@westga.edu) with your default chartstring information and your user id (do not send your password). This will be the fund code, department ID, program code and class code for your home department. If you do not know this information, please consult the administrative support staff person in your department to obtain this chartstring information. Upon receiving this information, your profile will be updated and your account will be ready for data entry.

If you would like to establish a delegate to enter transactions on your behalf, please complete the Delegate Entry Authority Form at [http://www.westga.edu/assetsDept/controller/Delegate\\_Entry\\_Authority.pdf](http://www.westga.edu/assetsDept/controller/Delegate_Entry_Authority.pdf). Sign this form and send it to the Center for Business Excellence, Row Hall Room 317.