KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

How To
Get to the GeorgiaFIRST Marketplace

KSU uses the University System of Georgia's administered application of PeopleSoft. That means multiple universities use the same application – so some modules will be active for some universities and deactivated for others. If you run into an error when issuing a GFM requisition, you have likely followed an incorrect path. Please follow the instruction below, and contact purchasing@kennesaw.edu with any questions.

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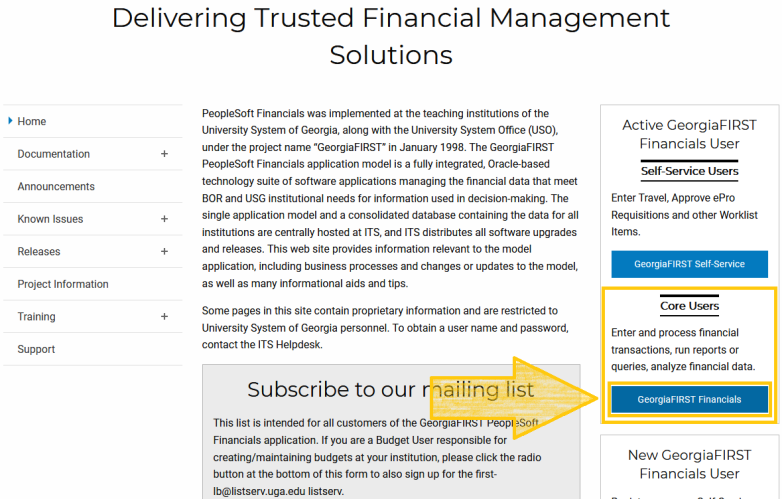
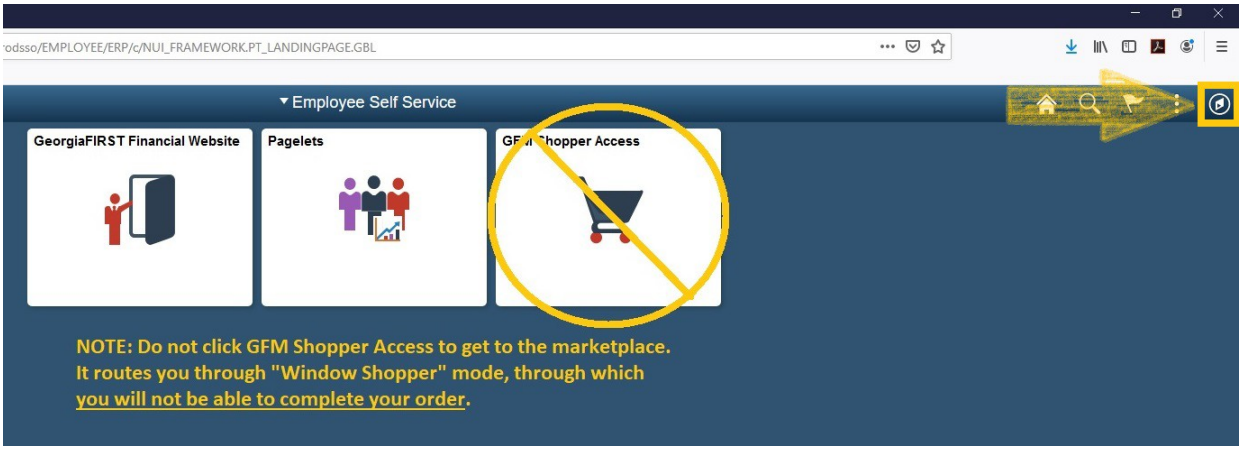
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking **GeorgiaFIRST Financials** under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.

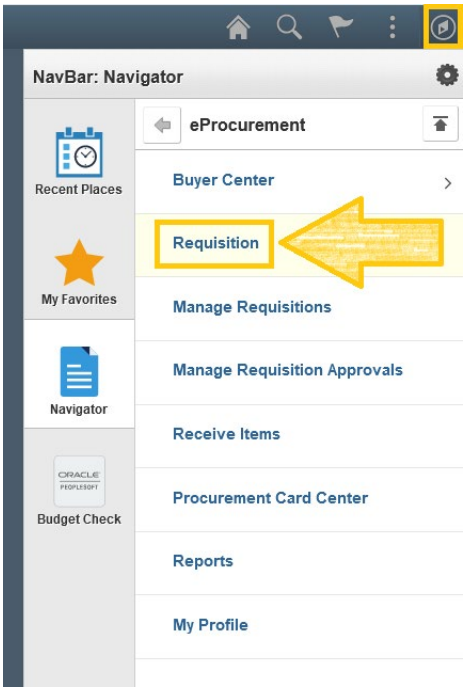
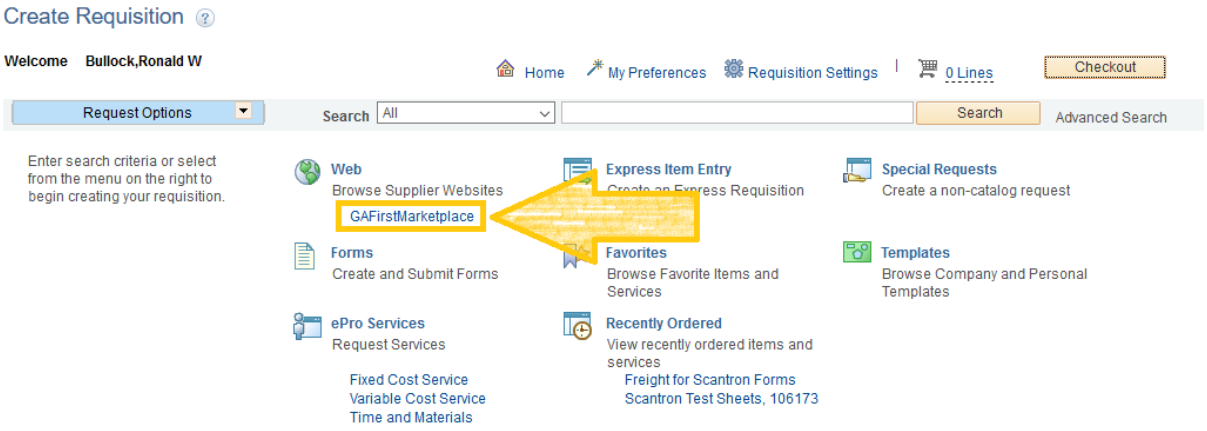


2. When in PeopleSoft, click the compass icon at the top right of the page. This opens the **NavBar menu**.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to



complete your order.

3. In the NavBar menu, click **Navigator** > **eProcurement** > **Requisition**.



4. On the new page, click **GAFirstMarketplace** under **Web**. From here you will be able to proceed with issuing a requisition.