Accessing GeorgiaFIRST Financials

All GeorgiaFIRST institution employees currently utilize USG Single Sign-on Authentication (SSO) to access OneUSG Connect and other USG services including OneUSG Connect Benefits. The requirement to use SSO has been extended to GeorgiaFIRST Financials as part of Release 5.40 effective Monday, December 3, 2018.

Login and Access GeorgiaFIRST Financials

With GeorgiaFIRST Financials, you will log in using single sign-on. The credentials you use on your local campus will be the same ones you use to access GeorgiaFIRST Financials. You will no longer have to remember another username and password!

Prior to logging into Financials for the first time following release 5.40, all active GeorgiaFIRST users should complete the following steps:

1. Delete all existing GeorgiaFIRST Financials browser bookmarks/favorites
2. Create a new browser bookmark/favorite to the GeorgiaFIRST Financials website: www.usg.edu/gafirst-fin/

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Section 1 - GeorgiaFIRST Financials Single Sign-On for Active Users

1. Go to https://www.usg.edu/gafirst-fin/ or your saved bookmark/favorite to access the GeorgiaFIRST Financials home page.

2. Look at the available sign in options on the right side of the home page and determine your appropriate sign in option.
   a. **Self-Service User** – click this button if you are entering Travel or approving items in your Financials worklist.
   b. **Core User** – click this button if you are entering or processing financial transactions or running reports/queries.
3. Select your Institutions logo.

4. Sign into single sign-on using your local network credentials.

5. If your institution is currently using multi-factor authentication (e.g. Duo), it will work for Financials as well.
Section 2 - Creating a GeorgiaFIRST Financials New User Account

There are two options for setting up new user accounts in GeorgiaFIRST Financials:

1. Security Administrators can setup new users.
2. New employees can self-register and create an account.

If using self-registration, complete the following steps:

1. Go to https://www.usg.edu/gafirst-fin/ or your saved bookmark/favorite to access the GeorgiaFIRST Financials home page.
2. Look at the available sign in options on the right side of the home page and click the Register For My Account button under the New GeorgiaFIRST Financials User section.

3. Click on the Register For My Account link on the PeopleSoft sign in page.
4. Enter the following information and select NEXT:
   a. Date of Birth (mm/dd/yyyy)
   b. SSN (last four digits)
   c. Home Zip Code (5 digits)

5. You should see your active job data. If it is correct, select Next.

6. Create a User ID and Password.
   a. Your user ID must be unique. If you receive a message saying that the user ID you entered already exists, then you must choose another one. Also, note the above criteria for user
ID and password. (You may want to ask if your department has a standard format for user IDs.)

b. It is recommended that your User ID and password for Financials, be different than your local network credentials.

7. Log out of the system and log back in using the Self-Service User instructions in Section 1 above.
Section 3 - Accessing GeorgiaFIRST Financials with a Global User Account

Global GeorgiaFIRST Financials users include ITS and Shared Services Center support staff, Office of Fiscal Affairs, Department of Audits, and Department Of Administrative Services employees. Global users have job functions that require access to all institutions (business units). This is also classified as having “SHARE” access.

For these employees, they typically have two accounts:

- Self-Service User Account – used to access self-service to enter employee travel expense reports, etc.
  - For this access, refer to Section 1 above.
- Global/SHARE Account – used to perform job functions that require access to all institutions.
  - When logging in to perform Global/SHARE account job functions, complete the following steps:

  1. Go to [https://www.usg.edu/gafirst-fin/](https://www.usg.edu/gafirst-fin/) or your saved bookmark/favorite to access the GeorgiaFIRST Financials home page.
  2. Look at the available sign in options on the right side of the home page and click on the Global GeorgiaFIRST Financials button.

  ![Global GeorgiaFIRST Financials Sign In](image)

  3. Global users will not use single sign-on. You will be taken to the GeorgiaFIRST Financials sign in page. Enter your Financials User ID (e.g. XXX_USG, BOR_SHARE, etc.) and Password.

  ![GeorgiaFIRST Financials Sign In](image)