


NEW USER SELF-REGISTRATION

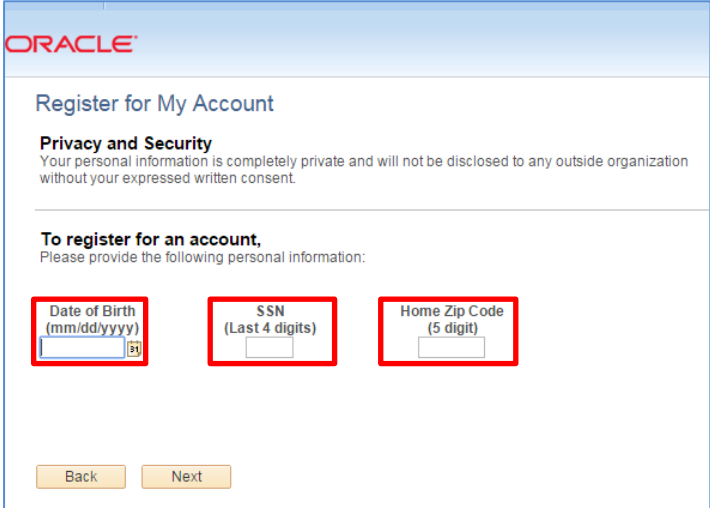
All GeorgiaFIRST Financials users must have a user account to access GeorgiaFIRST Financials. New users have the option to self-register which creates a base account and grants users basic sign-in rights to access GeorgiaFIRST. For institutions using the Travel & Expenses module, basic sign-in rights include access to create and print expense transactions.

Note: *If users need additional module functionality beyond that granted with basic sign-in rights no security form is required until users need additional roles. If users need additional functionality other than base access, contact your institutional Security Administrator and/or Department Manager as this often requires additional documentation and approval.*

Procedure

Below are step by step instructions on how to register a new user via self-registration.

Step	Action
1.	Open a browser
2.	Type in the following url: https://www.usg.edu/gafirst-fin/
3.	Scroll to the New GeorgiaFIRST Financials User section of the GeorgiaFIRST Financials webpage.
4.	Click on Register for My Account as shown below: <div style="text-align: center; margin-top: 20px;">  </div>

Step	Action
5.	Fill in the required fields below: <div data-bbox="505 365 1211 869" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;">  </div>
6.	Click the Next button.
7.	The system displays the job row for the user. Click the box beside the active job row and select next.
8.	At this point, registration is complete. To access the system, navigate to the GeorgiaFIRST Financials website . Click the “GeorgiaFIRST Self-Service” button as seen below: <div data-bbox="672 1205 1044 1478" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Self-Service Users</p> <p style="text-align: center;">Enter Travel, Approve ePro Requisitions and other Worklist Items.</p> <p style="text-align: center;">GeorgiaFIRST Self-Service</p> </div>