

## PeopleSoft Self-Service

New users who need access to PeopleSoft Self-Service for Travel and Expenses can self-register via the following link: <http://fprod-selfservice.gafirst.usg.edu> .

PSFIN Self-Service is available 24-hours a day, 7 days a week. The standard maintenance window is from 11:00 p.m. to 7:00 a.m. However, if you try to access the database between 11:00 p.m. and 7:00 a.m. and are unable to access it successfully, it generally means that maintenance is being performed.

## Registration Instructions

1. Select **Faculty/Staff**.
2. Select **Information Technology** --> Select **Access a System**.
3. Select **Access OneUSG / PeopleSoft**.
4. Select **Travel Reimbursement Submissions (PeopleSoft Self-Service)**.
5. Select **“Register For My Account”**
6. Enter the following information and then select the **Next** button:
  - a. Date of Birth (mm/dd/yyyy)
  - b. SSN (last four digits)
  - c. Home Zip Code (5 digits)

Register for My Account

**Privacy and Security**  
Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent.

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**To register for an account,**  
Please provide the following personal information:

Date of Birth (mm/dd/yyyy)	SSN (Last 4 digits)	Home Zip Code (5 digit)
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Review the following information and then select the **Next** button:
  - a. Employee Status (Active)
  - b. Business Unit (73000)
  - c. Description
  - d. Name
  - e. Employee ID

Register for My Account

Employee Status	Business Unit	Description	Name	Employee ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Create a **User ID** and **Password**. 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.
9. Log out of the system and log back in with your new User ID and password.

✳ **Congratulations!** Please allow 24hrs for your account to finalize the activation process and contact Accounts Payable to modify your budget information. Note: You will be unable to submit an expense report until this has been completed.

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