HOW TO SELF REGISTER FOR EXPENSE REPORTS

1. From the GHC home page, click **Faculty and Staff**

   FACULTY/STAFF

2. Click **Information Technology**

   Information Technology
   Click to enter Information Technology

3. Click **Access a System**

   Access a System

4. Click **Access OneUSG / PeopleSoft / Careers**

   OneUSG / PeopleSoft / Careers

5. Click **Travel, Requisitions...link**

   PeopleSoft
   
   - Travel, Requisitions, Departmental Approvals, and Budget Reports
6. In the middle, right hand side of the page, click Register For My Account

New GeorgiaFIRST Financials User
Register as a new Self-Service user.

Register For My Account

7. Click Register For My Account

8. Enter: Date of birth, Last four digits of your Social Security Number, and Home Zip Code
   a. Click Next

9. The next screen should show your name and an Employee Status: Active.
   a. If this is not you or your status is other than active, please revise your information on the prior screen. It is likely that you did not type the proper information.
b. Click **Next**, if everything looks correct

10. Create **User ID, Password** following instructions online, and use your **GHC email account**.
   a. Click **Next**

11. You will receive a **congratulations message**.
   a. **Please allow 1 business day for your profile to be set up by PeopleSoft Oracle**
   b. **Please contact a travel auditor to modify your budget numbers, otherwise you will not be able to submit your first expense report**