

HOW TO SELF REGISTER FOR EXPENSE REPORTS

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



2. Click **Information Technology**



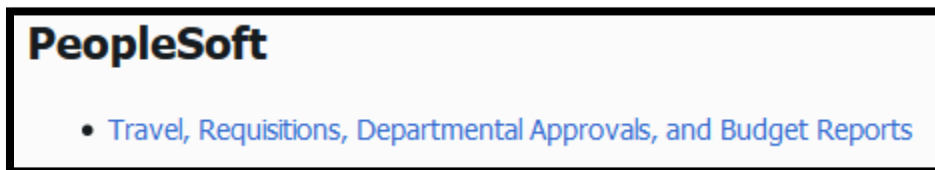
3. Click **Access a System**



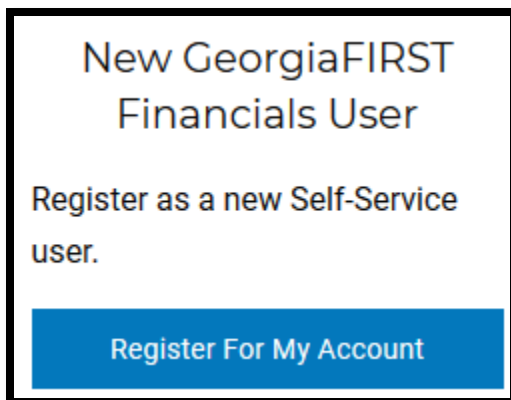
4. Click **Access OneUSG / PeopleSoft / Careers**

[OneUSG / PeopleSoft / Careers](#)

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



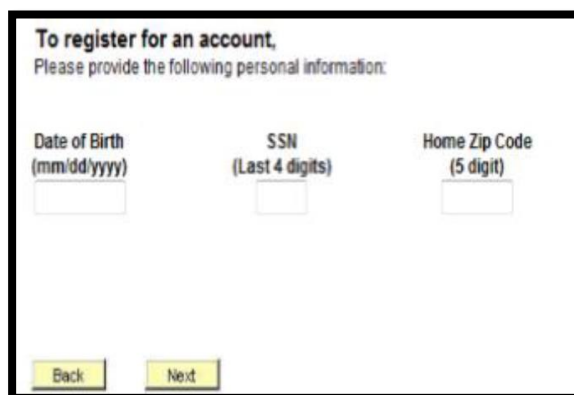
6. In the middle, right hand side of the page, click Register For My Account



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**

A screenshot of a registration form with a white background. At the top, it says "To register for an account, Please provide the following personal information:". Below this, there are three input fields arranged horizontally. The first is labeled "Date of Birth (mm/dd/yyyy)", the second is labeled "SSN (Last 4 digits)", and the third is labeled "Home Zip Code (5 digit)". At the bottom left, there are two yellow buttons: "Back" and "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

<u>Employee Status</u>	<u>Business Unit</u>	<u>Name</u>	<u>Employee ID</u>
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10. Create **User ID, Password** following instructions online, and use your **GHC email account**.

- a. Click **Next**

Register for My Account

Enter a User ID. Your User ID is case sensitive and must be a minimum of 6 characters and a maximum of 30 characters and must not contain spaces or prohibited special characters ; : & , < > \ / * [] ()

User ID

Enter and confirm your password. Your password is case sensitive and must be at least 8 characters and contain at least 2 numbers. Spaces are not permitted.

Password

Confirm Password

Enter and confirm your email address using the following format: jane.doe@XXXXX.edu

Email Address

Confirm Email

Select NEXT to continue.

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*

Registration Complete

Congratulations [redacted]

You have successfully created a self service account for [redacted]

Click the Sign out link at the top of the page. This will return you to the login page where you may then log into your self service account.

