GeorgiaFIRST Financials Portal Information

To access the Georgia*FIRST* Financials application, new users must register for a user account, or one must be created for them by the institution's Security Administrator. For more information, see either the [New User Self-Registration](#) job aid or the Creating User Accounts section of the [Security Administrator User Guide](#).

After a Georgia*FIRST* Financials account is created, the user can access Georgia*FIRST* Financials application via a portal. A portal is a webpage that serves as a central point of access for users to interact with applications, data, and services. A portal acts as a gateway, consolidating resources and providing a unified interface.

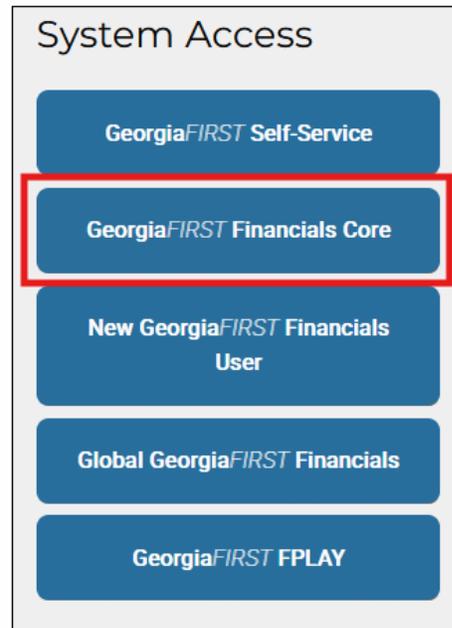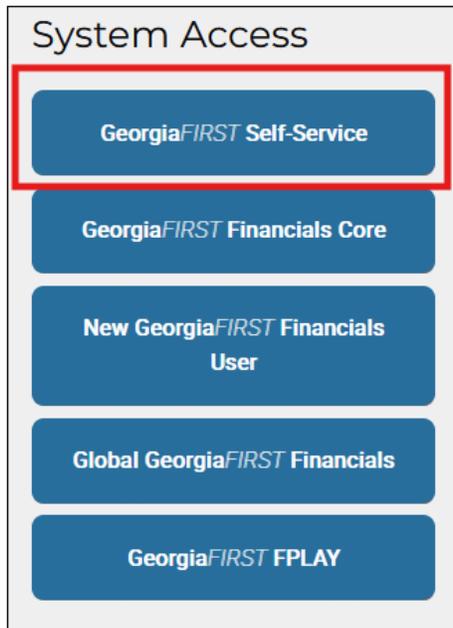The Georgia*FIRST* Financials application uses the following portals:

- **Self-service**: All employees have access to this portal. This portal is most used for entering Travel & Expense transactions, an approver accessing their worklist and approving transactions as well as accessing the Georgia*FIRST* Marketplace.

- **Core**: Access to this portal is restricted due to the increased level of access and highly sensitive data transactions available. Used by administrators for multiple tasks including application account maintenance, workflow administration, processing transactions, running reports and queries, and analyzing financial data.

Note: If accessing either Georgia*FIRST* Financials Self-Service or Core portals, users will be required to be on a University System of Georgia secure network. For more information, contact the institution's networking IT staff.

For enhanced security, portals are setup with multi-factor authentication. Multi-Factor authentication (MFA) is a security measure that requires a user to provide multiple forms of verification to access the GeorgiaFIRST Financials application. MFA helps to protect sensitive data and systems from cyberattacks and unauthorized access to the GeorgiaFIRST Financials system.

To access a Georgia*FIRST* Financials portal, follow the instructions below:

1. Navigate to the Georgia*FIRST* Financials website: https://www.usg.edu/gafirst-fin/
2. Locate the System Access section.
3. Select the first button for Georgia*FIRST* Self-Service or the second button for Georgia*FIRST* Financials Core.

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

People**So**ft 9.2

4. A picker page will display showing the logo of each institution. Select your institution.

Note: If a multicampus user is trying to access the Georgia*FIRST* Financials system, they must select the logo for the institution they wish to access.

5. Enter your institution network credentials (i.e. the same username and password used to access your work computer).

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

6. Complete the Multi-Factor Authentication (MFA) step.
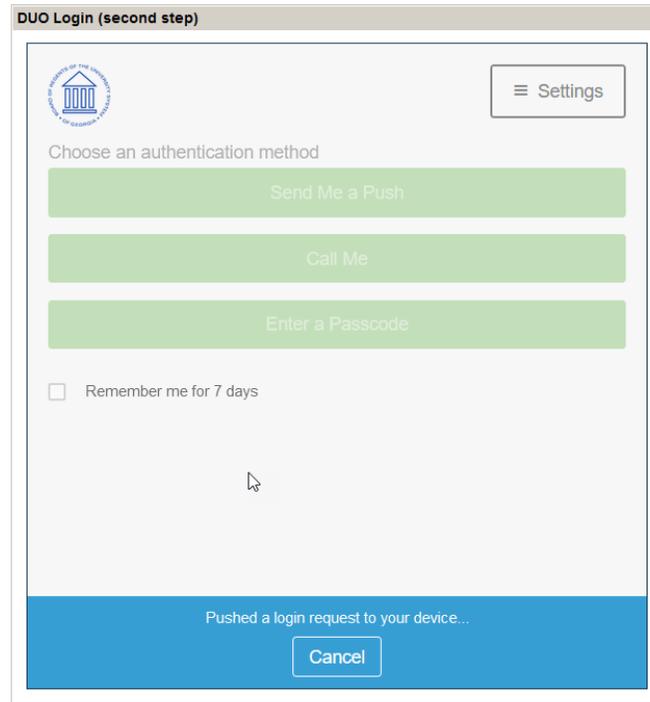
7. If verification has been successfully completed, the browser will now land on the homepage of the Georgia*FIRST* Financials application.