



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 access includes the ability to create and print expense transactions.

Note: If users need additional functionality other than base access, contact the institutional Security Administrator and/or Department Manager, as this often requires additional documentation and approval.

Procedure

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

Step	Action
1.	Open a browser
2.	Navigate to the GeorgiaFIRST Financials website
3.	Scroll to locate the option that reads “New GeorgiaFIRST Financials User Register as a new Self-Service user”
4.	<p>Click Register for My Account as shown below:</p> <div data-bbox="651 1115 1062 1411" data-label="Image"> </div>



Step	Action
5.	Fill in the required fields below:
6.	Click the NexN





Step	Action
11.	<p>To login to the system, navigate to the GeorgiaFIRST Financials website. Click the “GeorgiaFIRST Self-Service” button as shown below. Login will be completed using single sign-on.</p> <div data-bbox="675 436 1040 705" style="text-align: center;"></div>