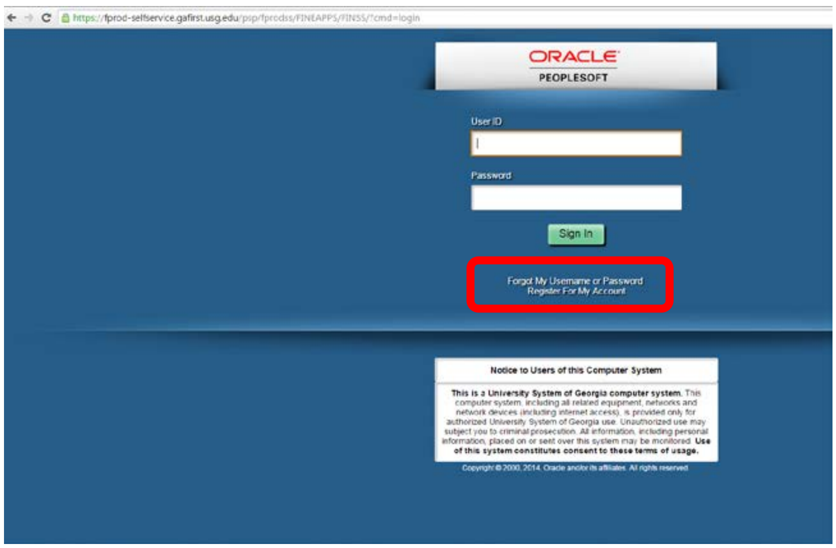
Registering as a New Self-Service User, Reviewing Profiles, and Delegating Entry Authority

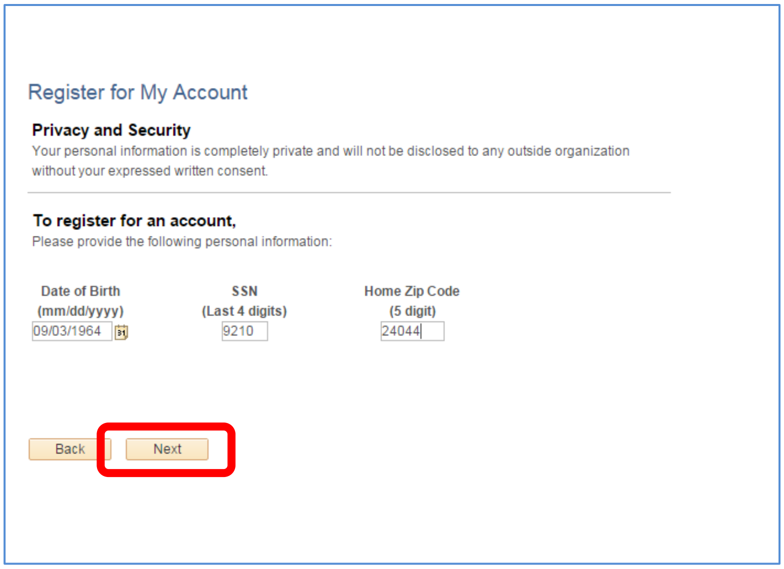
This job aid is designed to help you self-register, review your profile, and delegate entry authority in PeopleSoft Employee Self-Service.

Step 1. Self-Service Registration in PSFIN

1. Go to https://selfservice.fprod.gafirst.usg.edu.
2. Select "**Register For My Account**"

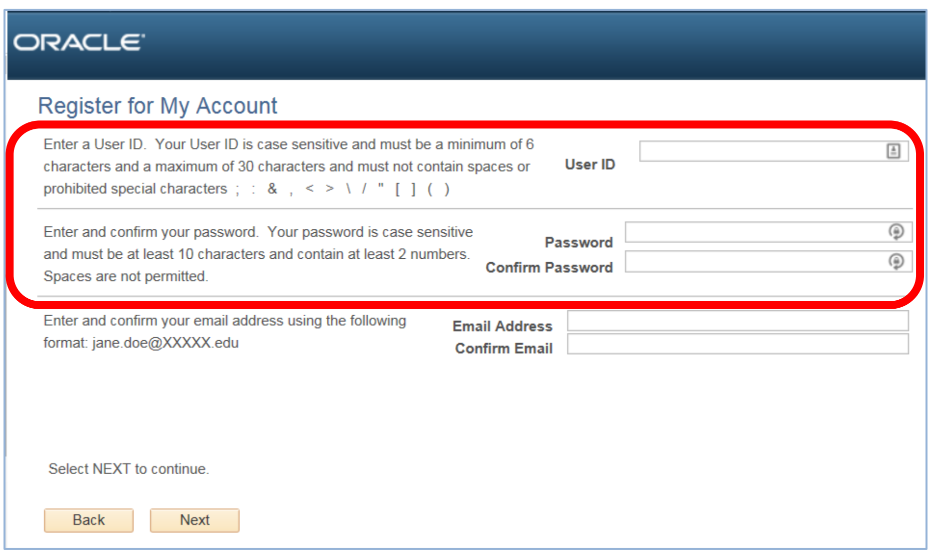


3. Enter the following information and select **NEXT**:
    a. Date of Birth (mm/dd/yyyy)
    b. SSN (last four digits)
    c. Home Zip Code (5 digits)



4. You should see your active job data. If it is correct, select **Next.**

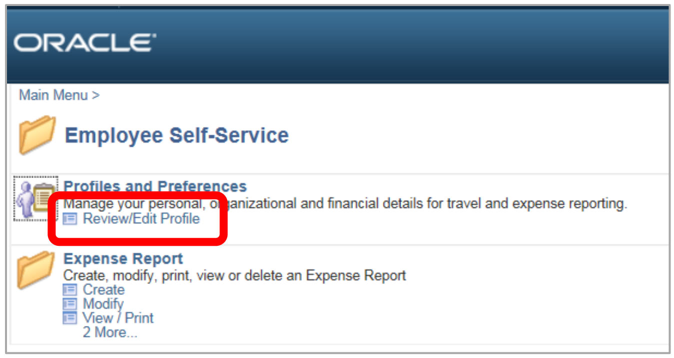
5. Create a **User ID** and **Password.** Your user ID must be unique. If you receive a message saying that the user ID you entered already exists, then you must choose another one. Also, note the above criteria for user ID and password. (You may want to ask if your department has a standard format for user IDs.)



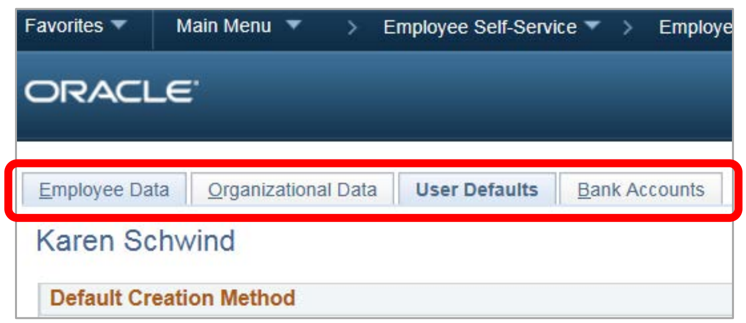
6. Log out of the system and log back in (using URL in Step 1) with your new user ID and password.

Step 2: Reviewing User Profile

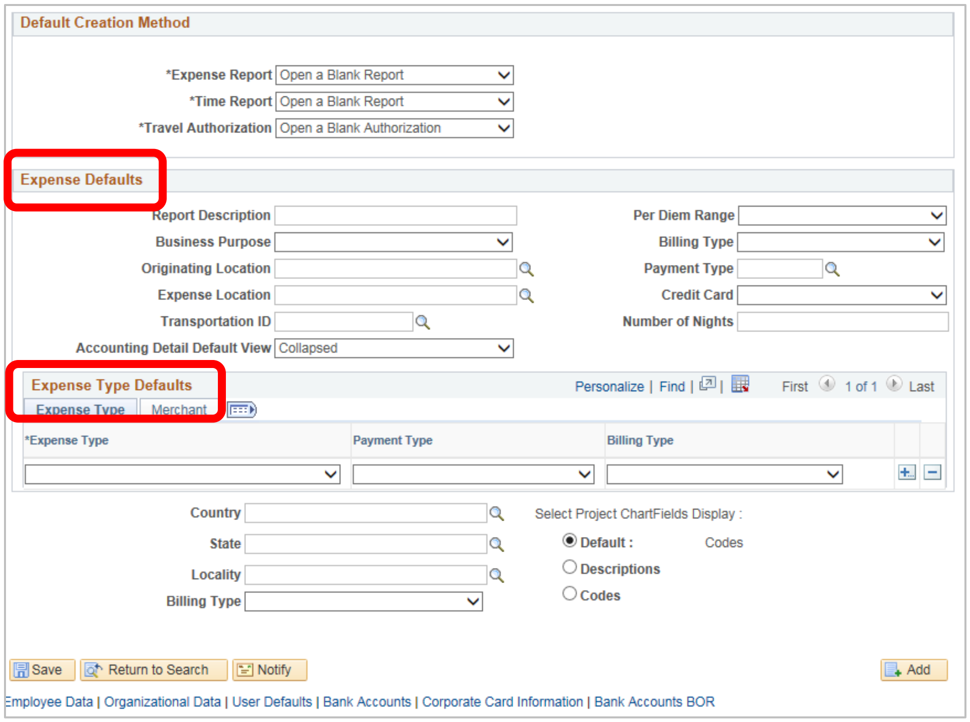
1. Access PSFIN Self-Service: https://selfservice.fprod.gafirst.usg.edu.
2. Select **Employee Self-Service.**
3. Select **Profiles and Preferences > Review/Edit Profile.**



4. Review information on **Employee Data** tab.



5. Review information on **Organizational Data** tab.
6. Set User defaults on **User Defaults** tab. (Optional: The **Default Creation Method** is automatically set to **Open a Blank Report**; however, if you create the same type of expense report each time, you may wish to add **Expense Defaults** or **Expense Types Defaults**. Each new expense report will be populated with these defaults. You can make manual changes to any fields or expense lines.)



7. Review information on **Bank Accounts** tab.

Step 3: Delegating Entry Authority

Please Note: A Delegate has the ability to create and submit expense reports on behalf of others. Because Adding Delegates can be performed only by an Expense Administrator, you must ask your administrator if you wish to delegate entry authority.

1. Access PSFIN Self-Service: https://selfservice.fprod.gafirst.usg.edu.
2. Select **Employee Self-Service.**
3. Select **Profiles and Preferences.**
4. Select **Delegate Entry Authority.**
5. Add a row by clicking the plus (**+)** button (multiple Delegates can be added).
6. Enter the user ID of the person you are giving authority to enter expense transactions on your behalf or select the Look Up icon and search for the user.
7. Select the **Save** button.