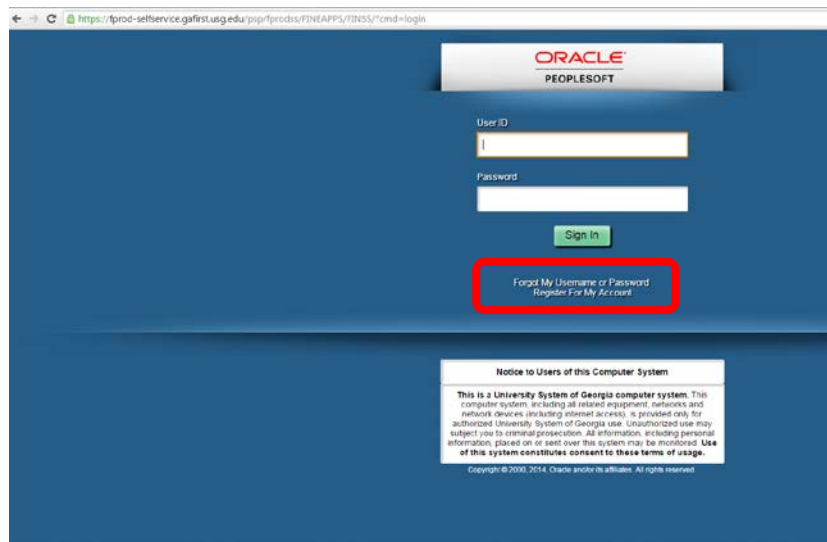# Registering as a New Self-Service User, Reviewing Profiles, and Delegating Entry Authority

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)

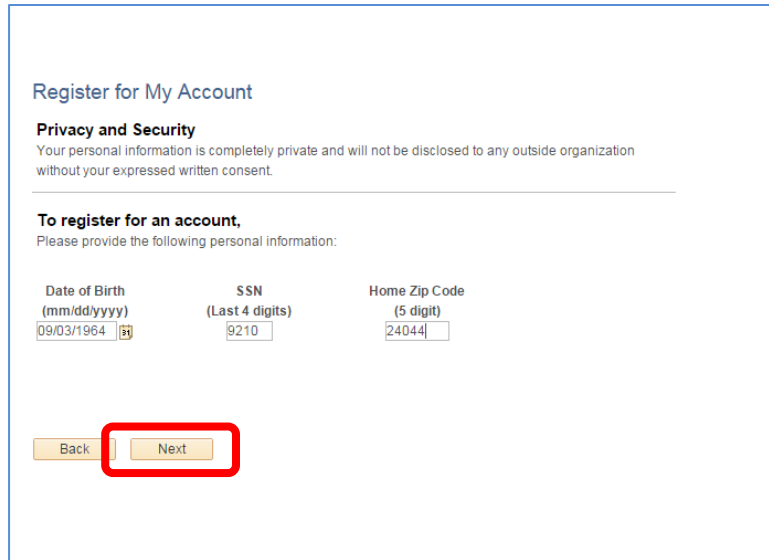Job Aid: Registering as a New Self-Service User, Reviewing Profiles, and Delegating Entry Authority
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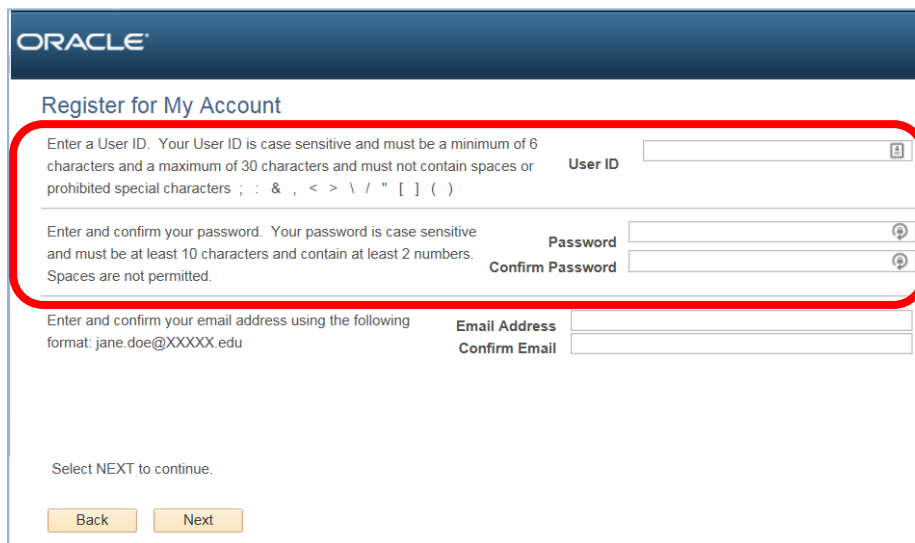11.07.17

Register for My Account

Privacy and Security
Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent.

To register for an account,
Please provide the following personal information:

Date of Birth (mm/dd/yyyy)	SSN (Last 4 digits)	Home Zip Code (5 digit)
09/03/1964	9210	24044

Back   Next

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.)

ORACLE

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 10 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.

Back   Next

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

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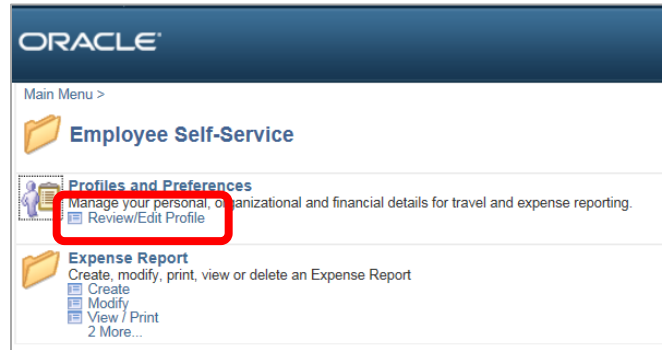
4. Review information on **Employee Data** tab.
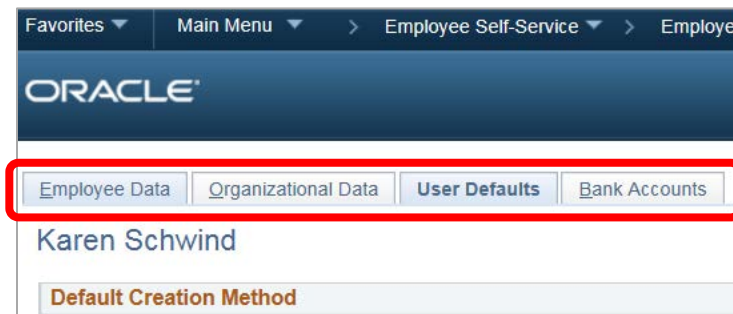
5. Review information on **Organizational Data** tab.
6. Set User defaults on **User Defaults** tab. (Optional: The **Default Creation Method** is automatically set to **Open a Blank Report**; however, if you create the same type of expense report each time, you may wish to add **Expense Defaults** or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

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![PeopleSoft 9.2]

Default Creation Method

*Expense Report	Open a Blank Report
*Time Report	Open a Blank Report
*Travel Authorization	Open a Blank Authorization

Expense Defaults

Report Description		Per Diem Range	
Business Purpose		Billing Type	
Originating Location		Payment Type	
Expense Location		Credit Card	
Transportation ID		Number of Nights	
Accounting Detail Default View	Collapsed		

Expense Type Defaults

Personalize | Find | 🗗 | 🌄   First ◀ 1 of 1 ▶ Last

Expense Type | Merchant

*Expense Type	Payment Type	Billing Type	
			➕ ➖

		Select Project ChartFields Display :
Country		⦿ Default : Codes
State		○ Descriptions
Locality		○ Codes
Billing Type		

💾 Save   🔍 Return to Search   📧 Notify   📑 Add

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

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

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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.

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