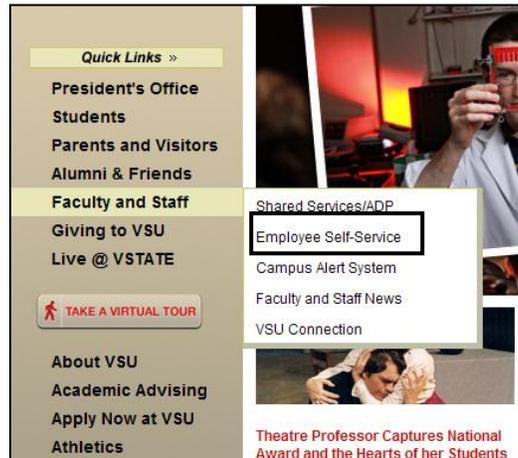


Establishing an Employee Self-Service Account

(Used for Travel Expenses Reimbursement, Flex Reimbursement, & eProcurement)

Step 1: From the **VSU Home Page**, select the **Faculty and Staff** link on the left-hand column and mouse over to **Employee Self-Service**.



Step 2: Click the **PeopleSoft Employee Self Service Login**.

- Administrators Information
- Customer Survey
- Departments
- Employee Information
- Employee Self Service
- Employment Opportunities
- FAQ
- Retiree Information
- Shared Services/ADP Portal

[Link to Shared Services/ADP Information and Portal](#)

[Peoplesoft Financial's Expenses Module Step-by-Step Tutorials](#)
[Peoplesoft Version 8 Assistance Form](#)

[PeopleSoft Employee Self Service Login](#) (Travel Expense Reimbursement, Flex reimbursement)

[Peoplesoft HRMS FAQ's](#)

Step 3: Click the **Sign In to PeopleSoft**.

ORACLE
PEOPLESOFT ENTERPRISE

You must have cookies enabled in order to sign in to your PeopleSoft application.

Return to Sign In with cookies enabled.
If your attempt fails, please contact your System Administrator.

[Sign in to PeopleSoft](#)

Step 4: Click the Register for My Account.

FSCM Expenses Self Service

User ID:
Password:

[Forgot My Username or Password](#)
[Register For My Account](#)

Notice to Users of this Computer System

This is a University System of Georgia computer system. This computer system, including all related equipment, networks and network devices (including internet access), is provided only for authorized University System of Georgia use. Unauthorized use may subject you to criminal prosecution. All information, including personal information, placed on or sent over this system may be monitored. Use of this system constitutes consent to these terms of usage.

Step 5: Enter the following information to register for a Self Service Account:

- **Date of Birth (MM/DD/YYYY)**
- **Last 4 digits of SSN (Social Security number)**
- **Home Zip Code (5 digits)**
- **Click Next to continue.**

Non Expense User

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)

Step 6: A new **Register for My Account** page displays to select your employee record.

- **NOTE:** You **must** register an account **for each employee ID number** if you have multiple employee IDs, such as a rehired retiree.
- Select the appropriate **radio button** for the employee ID number for which you are creating an account and click **Next**.

Register for My Account

<u>Employee Status</u>	<u>Name</u>	<u>Employee ID</u>
<input checked="" type="radio"/> Active	Employee, Sample B	000033

Select NEXT to continue.

Step 7: A new **Register for My Account** page displays to create your User Account.

Enter the following User Account and Security Information:

- **User ID**
Minimum 6 characters, maximum 30 characters
- **Password**
8 characters, with at least 2 digits, no special characters
- **Confirm Password**
- **Email Address**
Business or personal
- **Confirm Email**
- **Hint Question**
- Click on the drop-down arrow and select an option for a Password Hint question from the dropdown list:
 - Name of the High School you graduated from
 - The city where you were born
 - Your mother's maiden name
- **Response**
Enter the answer to your Password Hint question

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.

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. No spaces or special characters are permitted.

Password

Confirm Password

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

Email Address

Confirm Email

Select a Password Hint Question and provide a Response. This will be used to establish your identity in the event that you forget your password.

Hint Question

Response

Select NEXT to continue.

Step 8: Click on **Next** to continue. The **Registration Complete** page displays.

Registration Complete

Congratulations, SAMPLE_EMPLOYEE!

You have successfully created a self service account for Employee, Sample B, Employee ID 000033. 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.

Verify that a message displays saying you have successfully created your self service account.

NOTE: You may receive one of the following messages:

- **You have already registered for Self Service. Please go to the Login page and choose the “Forgot My User Name or Password” link if you need assistance finding your original login information. Employee Status/ID: Active XXXXXX.** This message indicates that you already have a Self Service login.
- **The information provided does not match and self service eligible employee. Please note that terminated employees will only have self service access for 24 months from the date of termination.** If you receive this message, verify the information that you input. Information must match with your personal information stored within the system exactly. If you are unable to resolve the error, contact your HR representative for further instructions.
- **You have more than one Employee ID and must register a separate account for each Employee ID that you want to access.** Select one employee account, then select NEXT to continue.

Step 9: Click on **Sign out**. The **Self Service Log In** page displays, allowing you to log into Employee Self Service.