

Employee Self Service

Registering for Employee Self Service

1. Go to <https://cgcc.gafirst.usg.edu/hreapps/signon.html>. The **Employee Self Service Log In** page displays.

HRMS 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.

2. Click on [Register for My Account](#). The **Self Registration** page displays.

[Sign out](#)

Board of Regents

[Help](#)

Self Registration

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 a Self Service Account, please provide the following personal information:

Date of Birth (mm/dd/yyyy) **SSN (Last 4 digits)** **Home Zip Code (5 digit)**

3. 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)**
4. Click on . A new **Self Registration** 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.

Self Registration

Select an employee record to create an account.

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

Select NEXT to continue.

5. Select the appropriate **radio button** for the employee ID number for which you are creating an account.
6. Click on . A new **Self Registration** page displays to create your User Account.

Self Registration

User ID (min 6 char / max 30 char)

Password (8 characters, at least 2 digit, 0 special characters)

Confirm

Email Address

Secret Question ▼

Secret Answer

7. 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
- **Secret Question**
 - Click on the ▼ and select an option from the drop-down list:
 - Name of the High School you graduated from
 - The city where you were born
 - Your mother's maiden name
- **Secret Answer**
 - Enter the answer to your secret question.

8. Click on . A new **Self Registration** page displays.

Self Registration

**User profile SAMPLE_EMPLOYEE has been successfully created for employee # 000033,
Employee, Sample.**
Click the Sign out link at the top of the page to log into your self service account.

9. Verify that a message displays saying your User Profile has been successfully created.

- **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.
 - 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.

10. Click on [Sign out](#). The **Self Service Log In** page displays, allowing you to log into Employee Self Service.