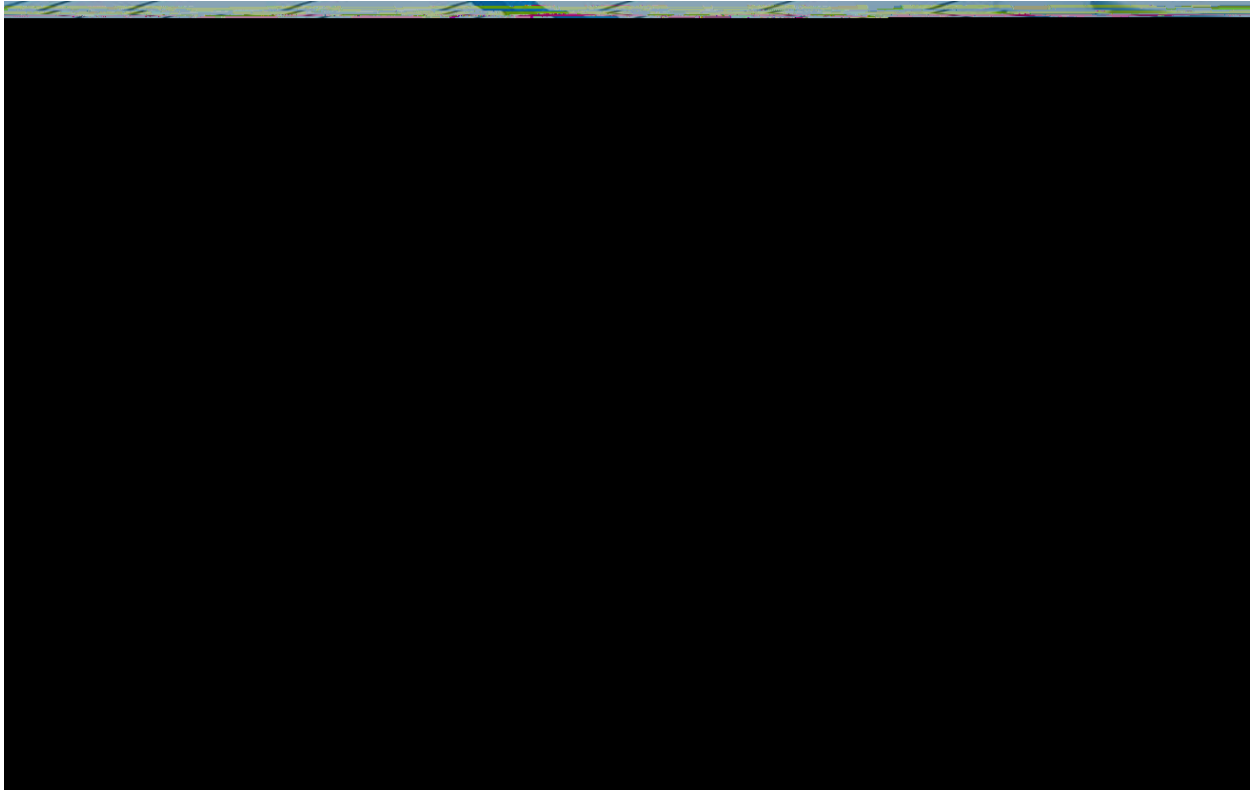




Access Your Worklist for Approvals

- 1) Visit this link: <https://www.usg.edu/gafirst-fin/>
- 2) Scroll down a bit, and click the 1st/top blue button on the right-hand side of the screen (GeorgiaFIRST Self Service)



- 3) On the homepage, click the NavBar icon  in the top-right corner, then select Navigator, click Worklist, and choose the Worklist module.

- 4) From your Worklist you can click the blue links available, and you should see an Approve button  in the middle of the page.