OneUSG Connect Job Aid

Accessing OneUSG Connect

Step	Action
1.	Go to www.valdosta.edu/oneusg
2.	Click the **Access to OneUSG Connect** Button
3.	This will direct you to the USG sign-on page to **select VSU Logo** **Check the box** to remember your choice so you don't have to see this page again.
4.	Log in using **VSU email** and **password**. If you have not set up two-factor authentication, you will be directed to do so. www.valdosta.edu/administration/it/helpdesk/documents/2fa-step-by-step.pdf
5.	You are now in **OneUSG Connect.** Watch this short video to learn how to navigate in the application. https://youtu.be/p0URkotO7Dk
6	Remember to signout properly using the three lines in the upper right corner of the page.

NEED HELP?

CALL FOR SUPPORT: TOLL FREE-1 877-251-2644
THE SHARED SERVICES CENTER (SSC) IN SANDERSVILLE IS THE FIRST POINT OF CONTACT FOR SUPPORT.

SEND AN EMAIL:
STILL HAVE QUESTIONS? SEND THE SHARED SERVICES CENTER (SSC) AN EMAIL ONEUSGSUPPORT@USG.EDU.

TRAINING NEEDED? EMAIL TRAINING@VALDOSTA.EDU
THE ONEUSG TRAINING TEAM IS HERE TO ASSIST YOU WITH YOUR TRAINING NEEDS.