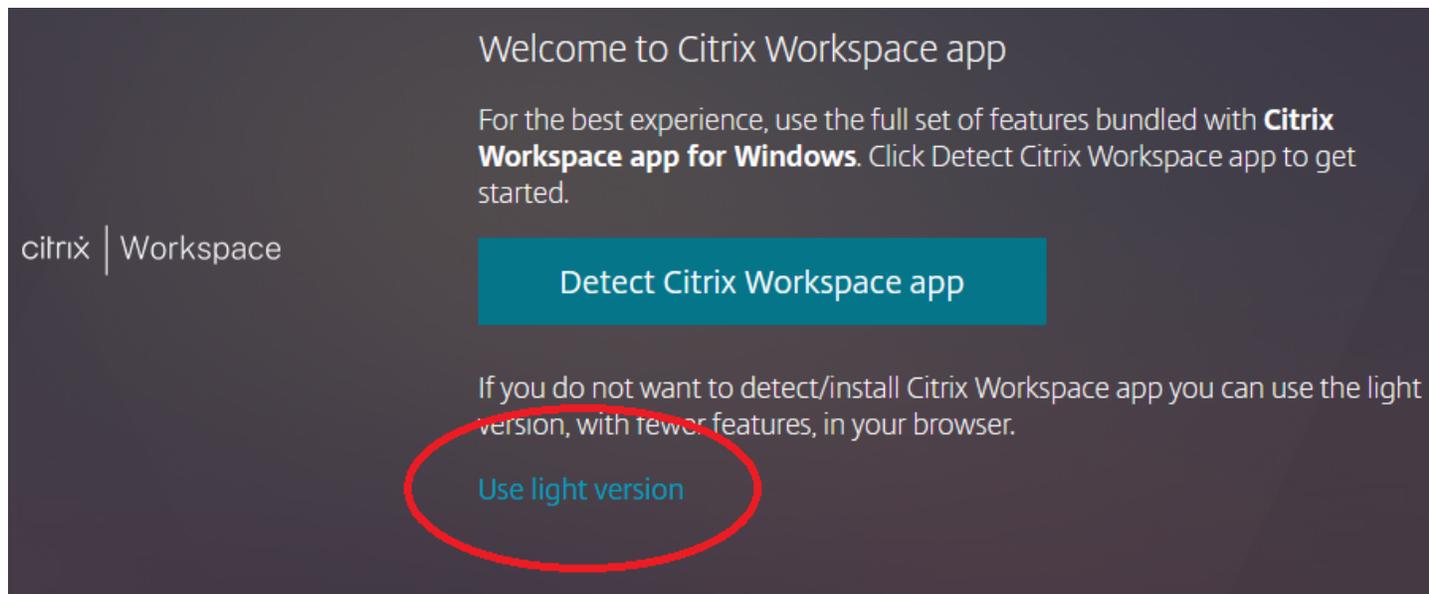


# How to Access the Expense Module as a Remote Employee (Browser Version)

Access to the PeopleSoft Expense Module is restricted to on campus computers or a remote desktop connection. As a Remote Employee, please follow the steps below to connect to a computer in a virtual lab.

1. Log in to the virtual portal at <https://workspace.valdosta.edu/>  
Use the Microsoft Authenticator mobile app to verify your identity.
2. Opt for the browser version of the virtual lab by clicking on “Use light version” as shown below.



3. Select the “General” lab and log in to your VSU virtual computer like normal.
4. On the virtual lab computer, open a browser, like Firefox or Chrome, and paste or type the following URL into the address bar: <https://selfservice.fprod.gafirst.usg.edu/>

Note: When opening a browser within a browser, it’s easy to confuse the address bars and accidentally leave your Citrix virtual lab session. Toggling the full screen (F11 for many browsers) will hide your local browser’s address bar, which also provides more working area.

5. When finished, click on the Citrix icon and select Logout from the menu. Close the browser.