How to Sign Into GEMS Self Service

Step 1: Access GEMS Website located at: https://gems.fastmail.usf.edu/gemspro/signon.html
Click Sign into GEMS.

Step 2: Enter your User ID and Password in the appropriate fields and click Sign In.

Note: Your User ID is your EmplID (Employee ID). The Password default is the last 4 digits of your Social Security Number THEN an equal sign THEN the 4 digit year of your birth, for example: 1234=1979.

Warning: It is important that you change your password immediately after accessing GEMS Self Service. If your password was issued before April 19, 2005 the format is as follows: the last 4 digits of your social security number THEN your 4 digit year of birth THEN a period: example 12341980.
The GEMS Home page displays. You have successfully logged-in to GEMS Self Service!