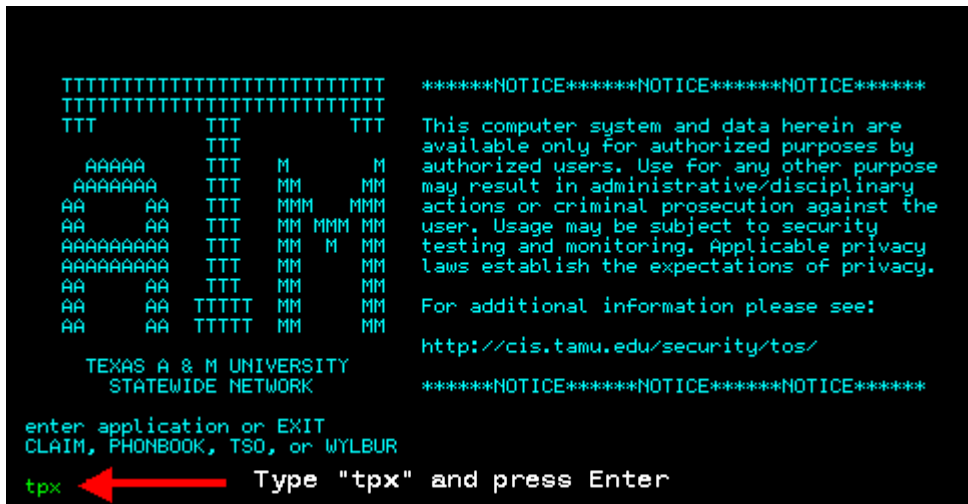


Section 08.02

LOGGING IN AND OUT OF FAMIS

The following instructions should guide you through the process of Logging On and Off of FAMIS. If this is the first time you log in, you will be required to electronically sign a **Statement of Responsibility**. If you forget your FAMIS password and need to have it reset, please call the TAMUCC FAMIS Security Hotline at extension 3614. One of TAMUCC's Security Officers will be happy to help you.

To logon to FAMIS, type **tpx** and press Enter.



Type your FAMIS **UserID** and **password** and press Enter.



Now you are at the TPX Menu screen. Press the PF key for the desired menu option. To access FAMIS, select PF2. To access the training region of FAMIS press the shift key while holding down the PF5 key.

```

TPX MENU
Cmdkey=PF12      Jump=NONE      Menu=NONE
Print=NONE       Cmdchar=/

  Sessid      Sesskey      Session Description      Status
- CLAIM      PF 1          CICS - public transactions
- FAMIS      PF 2          FAMIS
- FAMIS2     PF 3          FAMIS
- TSO        PF 4          TSO
- WYL1       PF 5          OBS WYLBUR
- CICSNAT    PF 6          CICS - NATURAL Programs
- FAMISTST   PF 7          FAMIS - Test
- FAMISTS2   PF 8          FAMIS - Test
- FAMISTS3   PF 9          FAMIS - Test
- WYL2       PF 10         OBS WYLBUR
- FAMISTRN   PF 11         FAMIS - Training
- FAMISTR2   PF 13         FAMIS - Training
- INFOPAC    PF 14         Report Distribution System
- INFOVIEW   PF 15         Report Viewing System
- BPPTST     PF           BPP - Test
Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
    
```

Once again, type your FAMIS **UserID** and **password** and press Enter.

```

Welcome to FAMIS at Texas A&M University

*****NOTICE*****NOTICE*****NOTICE*****
This computer system and data herein are
available only for authorized purposes by
authorized users. Use for any other purpose
may result in administrative/disciplinary
actions or criminal prosecution against the
user. Usage may be subject to security
testing and monitoring. Applicable privacy
laws establish the expectations of privacy.

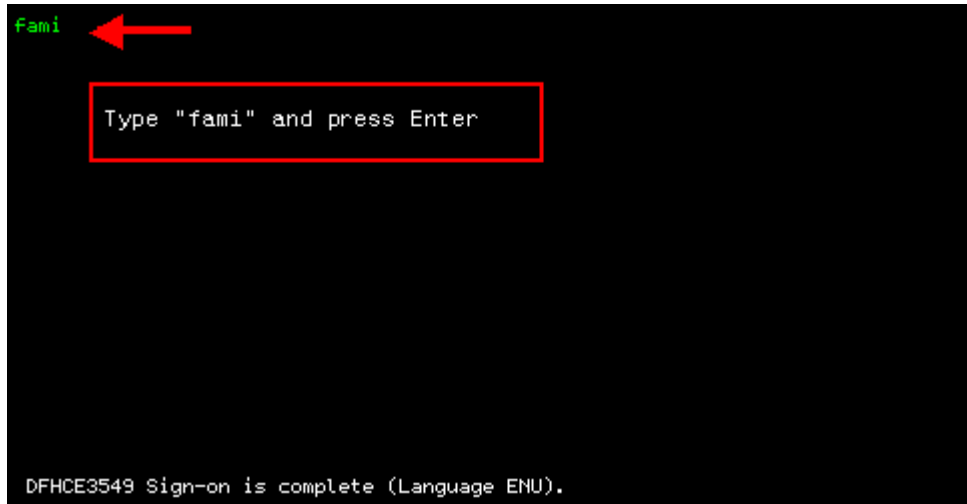
Userid . . . .
Password . . .
New Password . . .

For additional information please see:
http://cis.tamu.edu/security/tos/

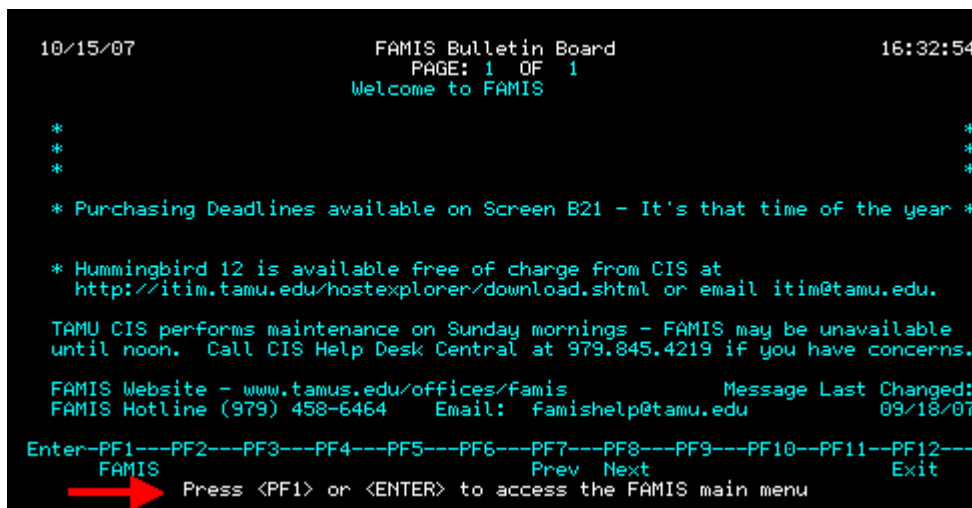
*****NOTICE*****NOTICE*****NOTICE*****

DFHCE3520 Please type your userid.
F3=Exit
    
```

Type **fami** and press Enter.



Read the FAMIS Bulletin Board screen then press Enter.



Now you are at the FRS Main Menu and are ready to begin work.

```

001 FRS Main Menu                               10/15/07 16:33
                                                FY 2008 CC 02
Screen:   Account:                               FAMIS APPLICATION
Active Processing Month: 10 October
* ---- Financial Accounting ---- *           * ----- Purchasing ----- *
M01 Account Information                       M20 Purchasing System Menu
M02 FA Transactions                           * ---- Routing and Approval ---- *
M03 Inquiry - Dollar Information             M90 Routing and Approval Menu
M05 Support Accounting                       * ----- Payroll ----- *
M07 Departmental Planning Budgets           M70 Payroll System Menu
M08 Entire Connection Download              * ----- Other Menus ----- *
M09 Entire Connection Print                 M58 Budget Preparation Module
M52 Departmental Budget Requests            B01 Bulletin Board News Menu
                                           S01 FA/AP System Tables
* ----- Accounts Payable ----- *         S02 Miscellaneous Tables
M10 Accounts Payable System Menu            S03 Miscellaneous Tables Continued
M21 Vendor Information Menu                 AFR Annual Financial Reporting
                                           FFX Fixed Assets Module
* ----- Accounts Receivable ---- *        GCP General Construction Projects
M61 Accounts Receivable                     SPR Sponsored Research Module
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                               Pers  SOR
    
```

To logoff of FAMIS, type so in the "Screen" field and press Enter.

```

001 FRS Main Menu                               10/15/07 16:33
                                                FY 2008 CC 02
Screen: so_ Account:                               FAMIS APPLICATION
Active Processing Month: 10 October
* ---- Financial Accounting ---- *           * ----- Purchasing ----- *
M01 Account Information                       M20 Purchasing System Menu
M02 FA Transactions                           * ---- Routing and Approval ---- *
M03 Inquiry - Dollar Information             M90 Routing and Approval Menu
M05 Support Accounting                       * ----- Payroll ----- *
M07 Departmental Planning Budgets           M70 Payroll System Menu
M08 Entire Connection Download              * ----- Other Menus ----- *
M09 Entire Connection Print                 M58 Budget Preparation Module
M52 Departmental Budget Requests            B01 Bulletin Board News Menu
                                           S01 FA/AP System Tables
* ----- Accounts Payable ----- *         S02 Miscellaneous Tables
M10 Accounts Payable System Menu            S03 Miscellaneous Tables Continued
M21 Vendor Information Menu                 AFR Annual Financial Reporting
                                           FFX Fixed Assets Module
* ----- Accounts Receivable ---- *        GCP General Construction Projects
M61 Accounts Receivable                     SPR Sponsored Research Module
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                               Pers  SOR
    
```

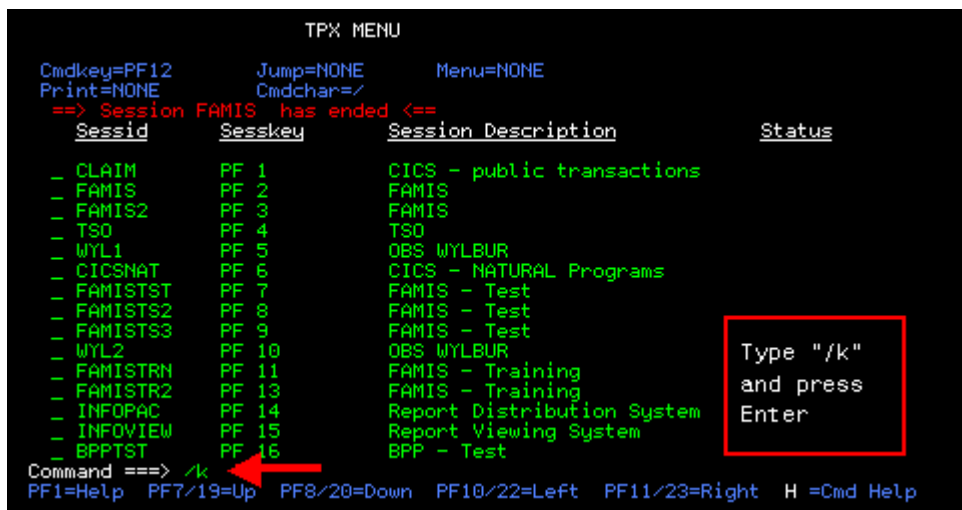
Type logoff and press Enter.

```
logoff Natural session terminated normally.
```



Type /k and press Enter.

```
TPX MENU
Cmdkey=PF12      Jump=NONE      Menu=NONE
Print=NONE      Cmdchar=/
==> Session FAMIS has ended <==
  Sessid      Sesskey      Session Description      Status
- CLAIM      PF 1         CICS - public transactions
- FAMIS      PF 2         FAMIS
- FAMIS2     PF 3         FAMIS
- TSO        PF 4         TSO
- WYL1       PF 5         OBS WYLBUR
- CICSNAT    PF 6         CICS - NATURAL Programs
- FAMISTST   PF 7         FAMIS - Test
- FAMISTS2   PF 8         FAMIS - Test
- FAMISTS3   PF 9         FAMIS - Test
- WYL2       PF 10        OBS WYLBUR
- FAMISTRN   PF 11        FAMIS - Training
- FAMISTR2   PF 13        FAMIS - Training
- INFOPAC    PF 14        Report Distribution System
- INFOVIEW   PF 15        Report Viewing System
- BPPTST     PF 16        BPP - Test
Command ==> /k
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```



You are now successfully logged off of FAMIS.