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.

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

```
Fami

Type "fami" and press Enter
```

DFHCE3549 Sign-on is complete (Language ENU).

Read the FAMIS Bulletin Board screen then press Enter.

```
10/15/07  FAMIS Bulletin Board  16:32:54   PAGE: 1 OF 1
Welcome to FAMIS *
* *
* *
* *
* Purchasing Deadlines available on Screen B21 - It's that time of the year *
* Hummingbird 12 is available free of charge from CIS at http://itim.tamu.edu/hostexplorer/download.shtml or email itim@tamu.edu.
* TAMU CIS performs maintenance on Sunday mornings - FAMIS may be unavailable until noon. Call CIS Help Desk Central at 979.845.4219 if you have concerns.
FAMIS Website - www.tamus.edu/offices/Famis   Message Last Changed: FAMIS Hotline (979) 458-6464   Email: famishelp@tamu.edu   09/18/07  
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
FAMIS  Prev  Next  Exit  
Press <PF1> or <ENTER> to access the FAMIS main menu
```
Now you are at the FRS Main Menu and are ready to begin work.

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

Type `/k` and press Enter.

You are now successfully logged off of FAMIS.