

## How to Connect to FAMIS the First Time

Once you have been notified that your FAMIS account has been established, please follow these steps to set up your log in to FAMIS. That will include creating a new password which you will use with your NetID for computer access, email and the database. There are some restrictions on what can be used.

In your web browser (e.g. Firefox, Internet Explorer, Chrome), go to the ITS Help Desk Page <https://help.uidaho.edu/>

Enter the user name and your current password. Click the Secure Login button.

After you successfully login, you should see a screen similar to the one below.

Click the Change Passwords link (on the left side under Account Utilities)

Here's the details:

<http://www.uidaho.edu/its/self-help/Accounts-and-Passwords/Change-your-NetID-password>

The first time you change your password you will also need to set up your Security Profile (or opt out, which is not recommended). To do that successfully, you will need to have a way to receive a security code sent to you by ITS on you cell phone or a different email account. Unless you receive that security code and re-enter it, you can't proceed.

If you wish, you can generate short or long passwords by clicking either the Random Password or Random Passphrase button.

**Note:** The Alert section says “you have selected at least one account associated with Banner”. This applies to **FAMIS** users as well.

When finished you should see a dialog box similar to this.



If you have any problems, contact ITS Support.



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\*Now that your logon has been initiated, you may log directly into FAMIS. Please follow these simple steps: (This will be the steps needed to login to FAMIS from this point forward.)

1. Log onto FAMIS- <http://banner.uidaho.edu/famis/> Click on the FAMIS Production ICON

A screenshot of the University of Idaho website. The top navigation bar includes "HOME", "BANNER", "FAMIS" (highlighted in red), "TIO", "OTHER APPS", "TRAINING RESOURCES", "DOCUMENTATION", and "REPORTS". Below the navigation bar, there are four icons for FAMIS: "FAMIS Production: Current FAMIS implementation.", "FAMIS Test: Preproduction.", "FAMIS Self-Service", and "FAMIS Self Service: Current Famis implementation". A blue arrow points to the "FAMIS Production" icon. To the right, there is a "News &amp; Outages" section with two entries: "10-12 18:00 - Network Outage: UI CdA and UIRP (Post Falls)" and "10-12 17:30 - Banner General Upgrades to PROD". Below the icons, there is a link to "add a FAMIS icon on your desktop" and a "Notice" about Java requirements with a link to "test your Java installation now".

2. Enter Username and Password (using your User Name (NetID) and the new Password you just set up) and put PROD in Database, then click Connect.

A "Logon" dialog box with three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

3. You should now be logged into FAMIS. If you are unsuccessful, try your password one more time. If it still doesn't work contact Mike, 5-2880 or Joy, 5-2941.
4. For more information about using FAMIS, open the FAMIS Self Service link from the page above and select the FAMIS Documentation link from the menu on the left side of the page.

