



# College Financial System User Procedure

## Title:

*Logging On to the College Financial System 11i System*

## Description:

*Because the College Financial System database contains business information that is of great importance to the organization, not just anyone can gain access to the system. The process of logging in for the first time varies slightly from the process of logging in after the first login has taken place. To log on to the system, a user will need a user name and a password, which are provided by the system administrator at the request of your Fiscal Agent.*

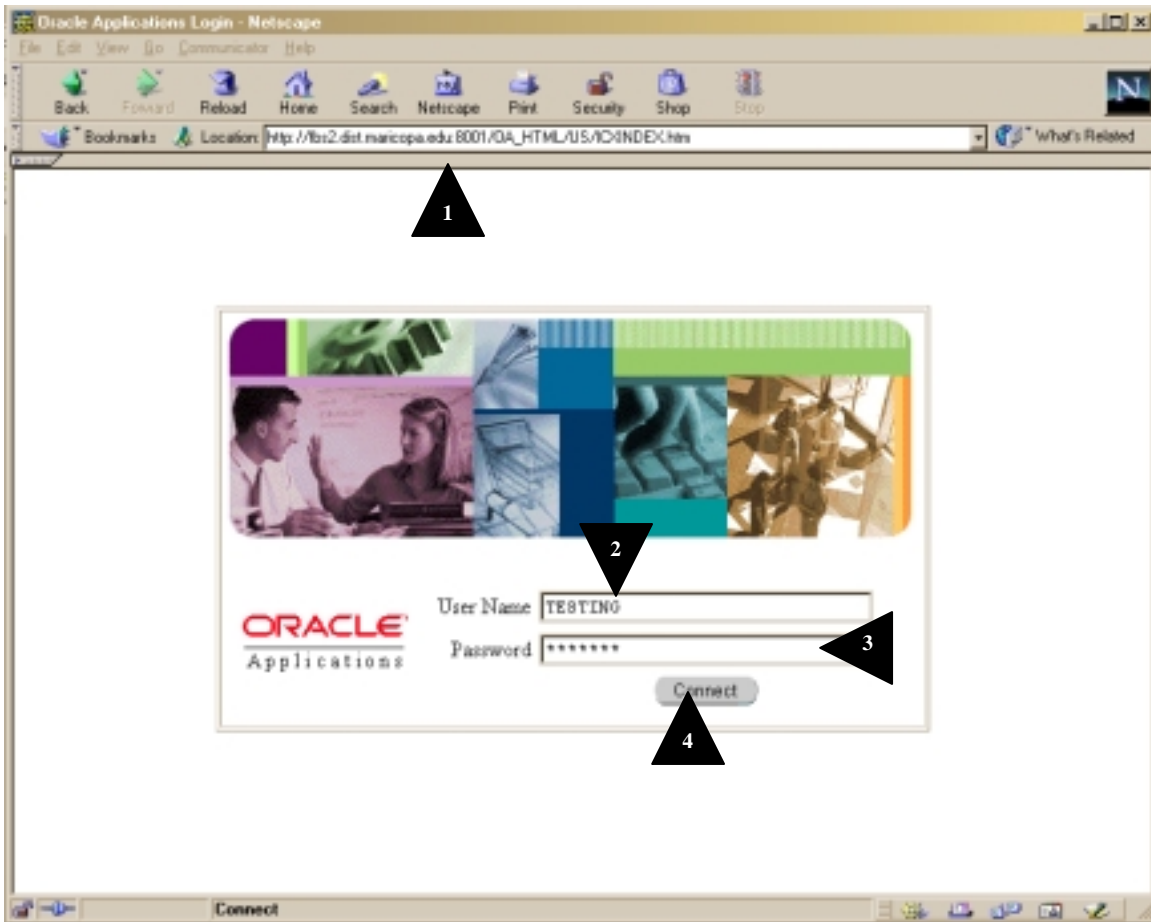
## College Financial System Prerequisites:

- *The Jinitiator software has been installed on the client's computer.*
- *A Netscape browser (4.73 through 4.79 version) has been installed on the client's computer.*
- *A user account has been created for the client.*

<b><i>Menu Path</i></b>
N/A

## Window Name:


### Oracle Applications Login



The first step in logging on to the College Financial System 11i system takes place from the client's Netscape Browser:


To ensure that only authorized users have access to the College Financial System system, each time you log on you'll be required to enter a user name and password:

Field Name	Description/Action
1. URL	Enter the following URL exactly (the URL is case sensitive) to access the production version of CFS <a href="http://fdfs.dist.maricopa.edu:8000/OA_HTML/US/ICINDEX.htm">http://fdfs.dist.maricopa.edu:8000/OA_HTML/US/ICINDEX.htm</a>

 **Note:** Rather than typing this URL each time, just save it as a bookmark using Netscape's **Bookmark > Add Bookmark** command.

2. User Name	Enter your College Financial System Applications user name.
3. Password	Enter in the password that was assigned to you.

**Field Name**          **Description/Action**

 **Note:** as you type in this field, to ensure that your password stays a secret, each character appears as an asterisk (\*).

4. Click on **CONNECT**.

## Window Name:

Oracle

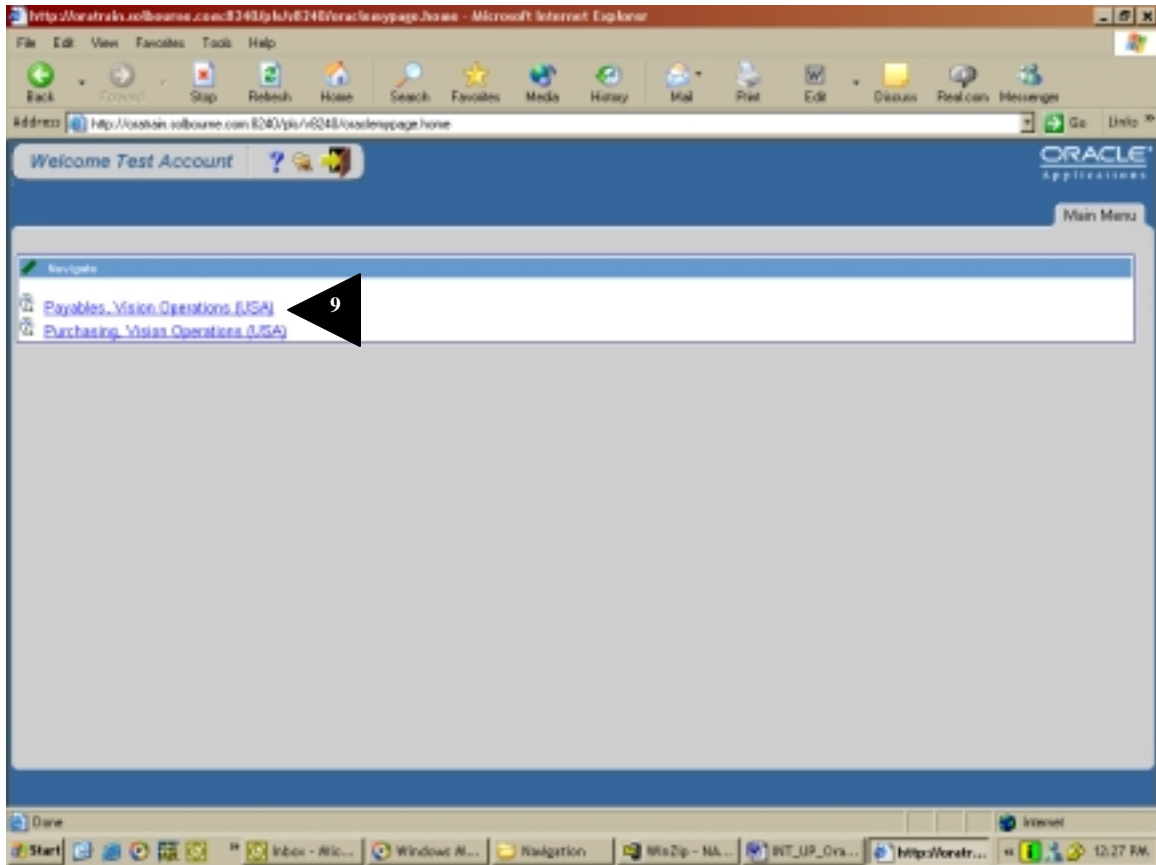
The screenshot shows a Microsoft Internet Explorer browser window with the title "Your password has expired - Microsoft Internet Explorer". The address bar shows the URL "http://localhost:8080/ps/6048/loadnewpage.html". The main content area displays the Oracle logo and the heading "Your password has expired". Below the heading are three text input fields: "Old Password", "New Password", and "Repeat New Password". Each field contains a series of asterisks. To the right of each field is a black arrow pointing to it, labeled with the number 5, 6, and 7 respectively. Below the "Repeat New Password" field is a "SAVE" button with a green checkmark icon. A black arrow labeled with the number 8 points to the "SAVE" button.

The first time you log onto the system, you may need to enter in both the original password and a new password of your choice. (If this is a new account, or if your password on the old system used characters that are not valid on the new system, you will be presented with this “Your password has expired” page.)

Field Name	Description/Action
5. Old Password	Enter in the password that was assigned to you.
6. New Password	Enter in a new password of your choice.
7. Repeat New Password	Re-enter your new password to ensure you have entered it correctly.
8. Click on <b>SAVE</b> .	

## Window Name:


### Main Menu



To complete the log on process, you'll need to select one of the responsibility items.

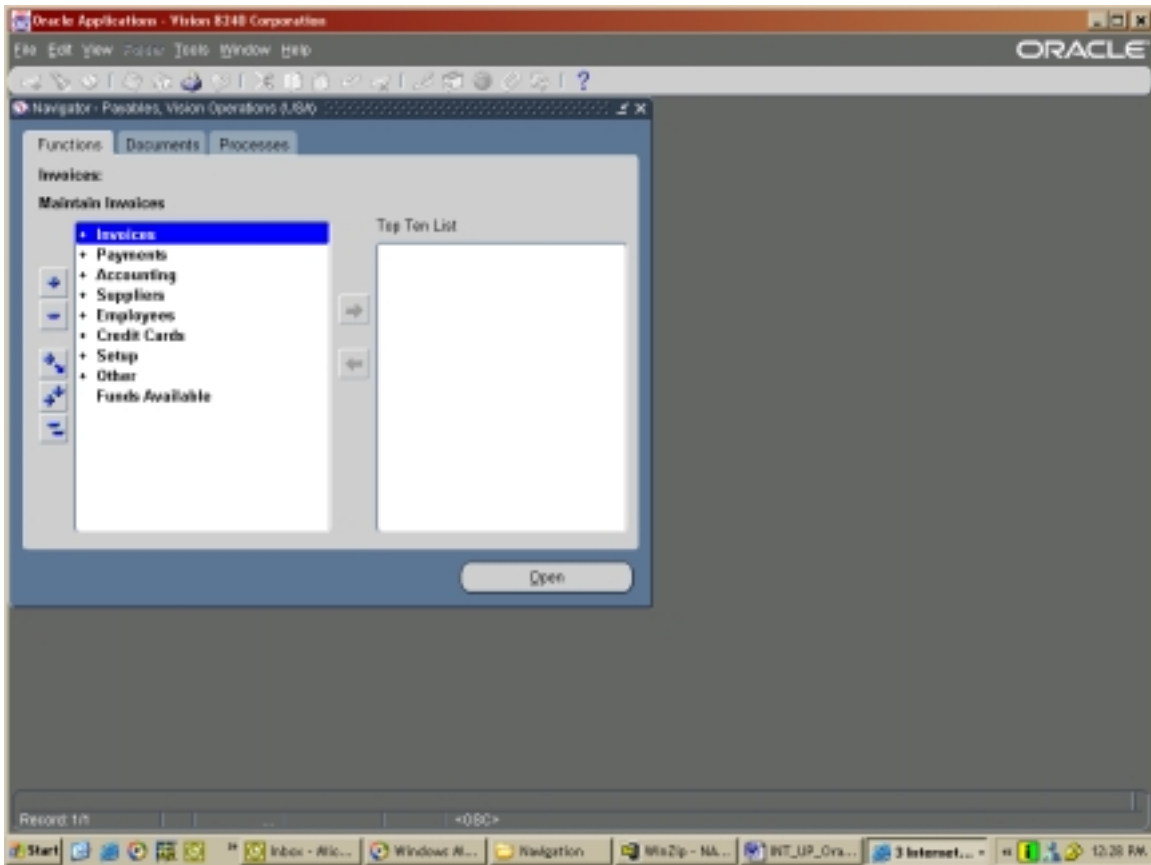
### Field Name            Description/Action

9. Click on the appropriate College Financial System responsibility item.

 **Note:** Clicking on a responsibility will cause the Java Virtual Machine (JVM) to be created. The amount of time it takes to build the JVM is directly related to the speed of the CPU. On Pentium 200 MHz machines it could take up to 4 minutes. On 1.7 GHz machines, it takes about 20 seconds. This time is required for the first access to CFS after Netscape has been restarted (typically, the first access of the day.)


## Window Name:

Navigator – [Module Name, Organization Name]



Your objective in logging on is to reach the appropriate Navigator window, as shown above. The Navigator window contains the list of College Financial System functions (transactions) that you'll use to carry out computer-related work tasks.

### Field Name            Description/Action

 **Note:** The use of the Navigator window is described in a separate training document.



End of procedure