

FAMIS SERVICES

Logging On to Replatformed FAMIS

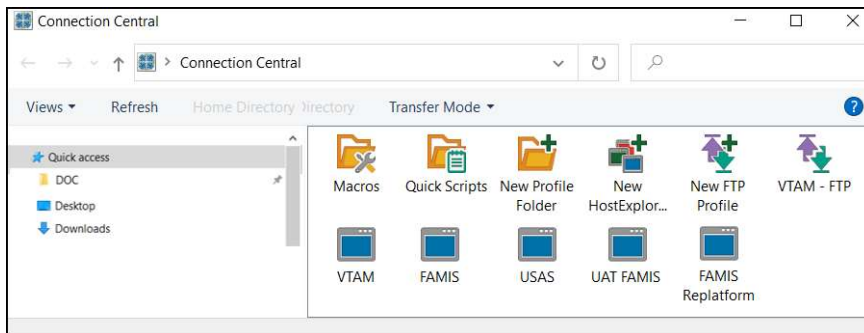
Replatformed FAMIS will go live on Monday, November 21, 2022. The logon procedure for replatformed FAMIS is different than for the current version in that it requires logging on through the Single Sign-On (SSO) system.

FAMIS users are asked to prepare and validate a connection profile to the replatformed FAMIS either by [modifying a copy of an existing FAMIS connection profile](https://it.tamus.edu/famis/tutorials/modify-famis-profile/) (<https://it.tamus.edu/famis/tutorials/modify-famis-profile/>) or [creating a new replatformed FAMIS connection profile from scratch](https://it.tamus.edu/famis/tutorials/new-famis-connection/) (<https://it.tamus.edu/famis/tutorials/new-famis-connection/>).

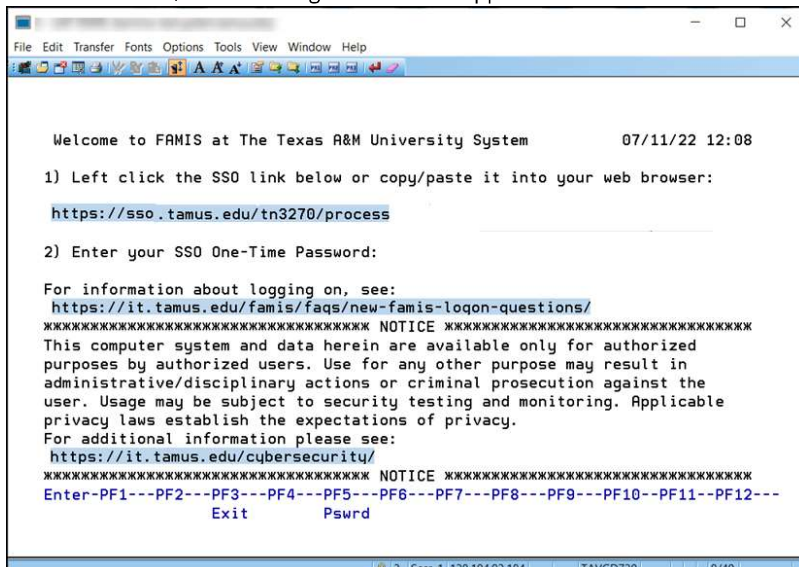
After the replatformed system goes live on November 21, the new connection profile will be used to access FAMIS.

To log on to replatformed FAMIS:

1. Launch a FAMIS session by double-clicking the appropriate connection profile in Connection Central.

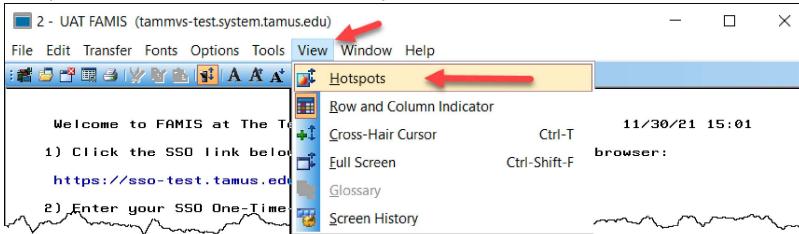


When connected, the FAMIS logon screen will appear.



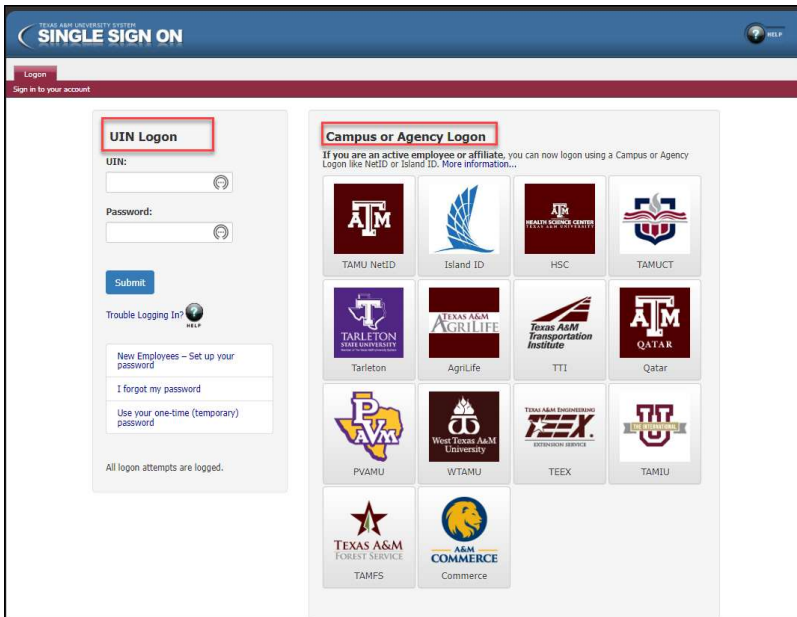
2. Click on the SSO link to open the SSO logon page in a browser window.

If the links on the screen are not active (highlighted and clickable), you can activate them by going to the View tab on the toolbar and selecting Hotspots. Otherwise, you can copy and paste the link into a browser and press Enter.

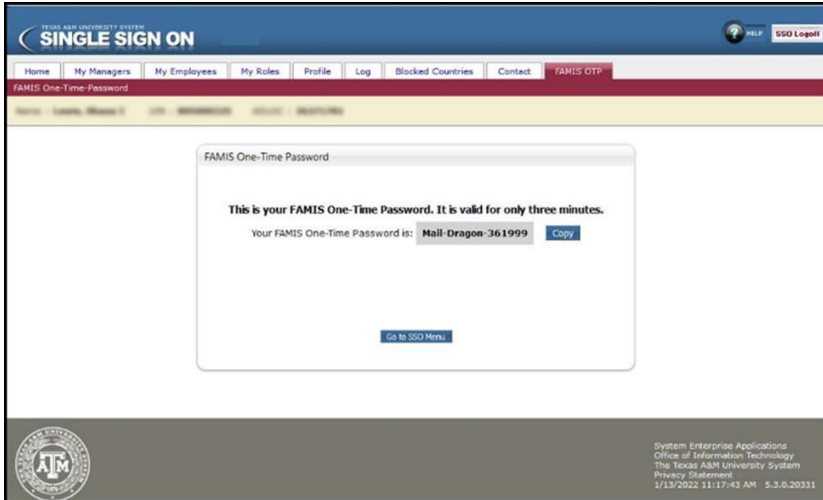


3. On the SSO logon page, enter your UIN and password and click the Submit button.
OR

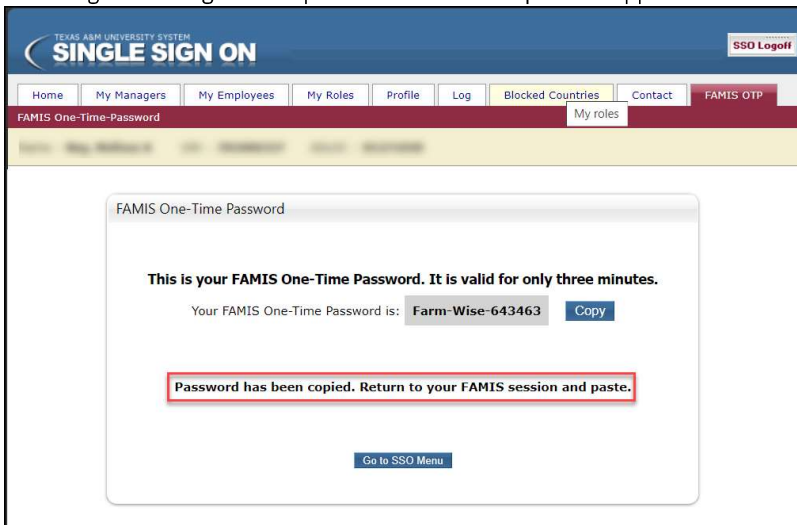
Select your campus / agency logon (you may have to expand the section) and follow the instructions there.



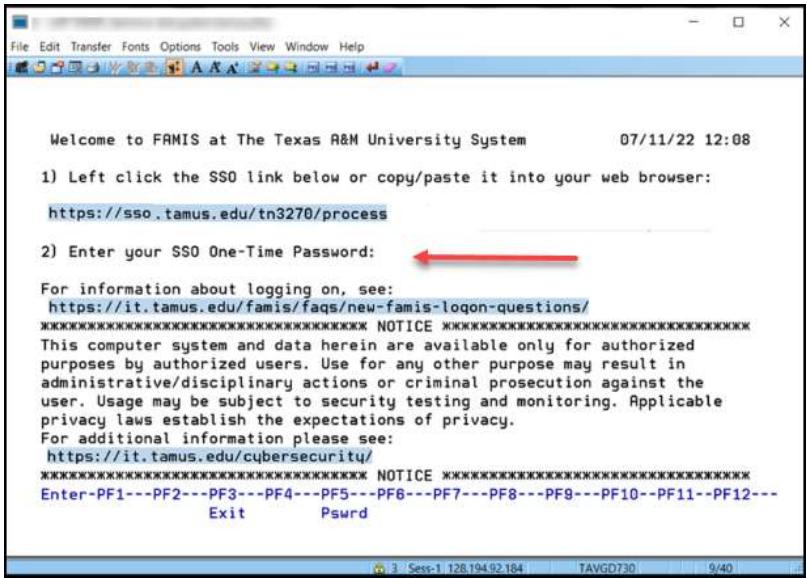
4. In the FAMIS One-Time Password window, click the Copy button to copy the password to the clipboard.



A message indicating that the password has been copied will appear.



5. Return to the FAMIS session screen and paste (Ctrl + V) the one-time password into the password field and press Enter.



6. The FAMIS bulletin board screen will appear, and the system is now ready for use.

