

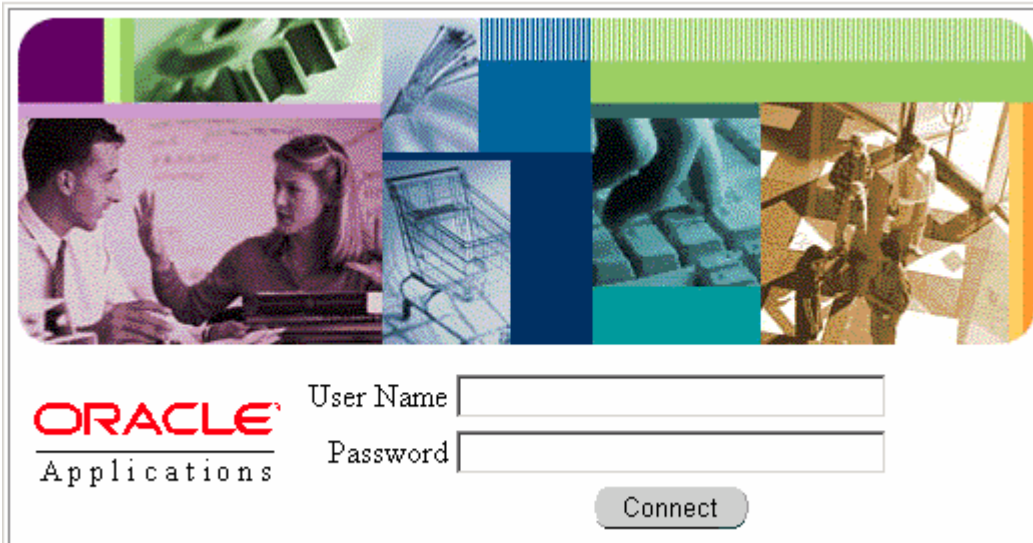
Starting the Applications

Logging on to the FMIS

In order to log on to the FMIS, you will need to enter the appropriate URL in an the FMIS Certified browser, such as Internet Explorer version 5.5 or 6.0 or Netscape Navigator version 4.73 or above.

<http://joffa.admin.utas.edu.au:8090/>

Once the Applications are ready, you will see a log-on screen like the one shown below:



ORACLE
Applications

User Name

Password

Connect

Field	What to do here
User Name	Enter your username. This is your University POP account name.
Password	Enter the password that you were issued. Notice how your password does not appear as you type it, this is to prevent others from seeing it.

Click on the  button. Alternatively you could press the Enter key.

Starting the Applications (continued)

The password that you are first given will be a generic password eg 'Welcome' – when you first login to the FMIS using this password you will be prompted to change it.

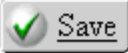
ORACLE

Your password has expired

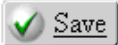
Old Password

New Password

Repeat New Password

 Save

Field	What to do here
Old Password	Type in your generic password eg 'welcome'.
New Password	Enter a password that you wish to use.
Repeat New Password	Enter the new password again to confirm it. You should ensure that you keep your password confidential to prevent unauthorised users from gaining access to the system.

Click on the  button to save your new password.

You will be prompted to change your password every 90 days. The System Administrator can also change it at any time if necessary.

When logging into the FMIS you can only make three attempts to enter your correct password. If you fail to enter the correct password on the third attempt, you will be locked out of the FMIS. You must then contact your System Administrator who will provide you with a generic password. You should then follow the instructions above to reset your password.