

Sign off

Scope

This section describes how to sign off of SFA FMS.

System References

N/A

Policy

N/A

Responsibility

All SFA FMS Responsibilities.

Distribution

N/A

Ownership

N/A

Activity Preface

This activity is performed whenever someone needs to sign off.

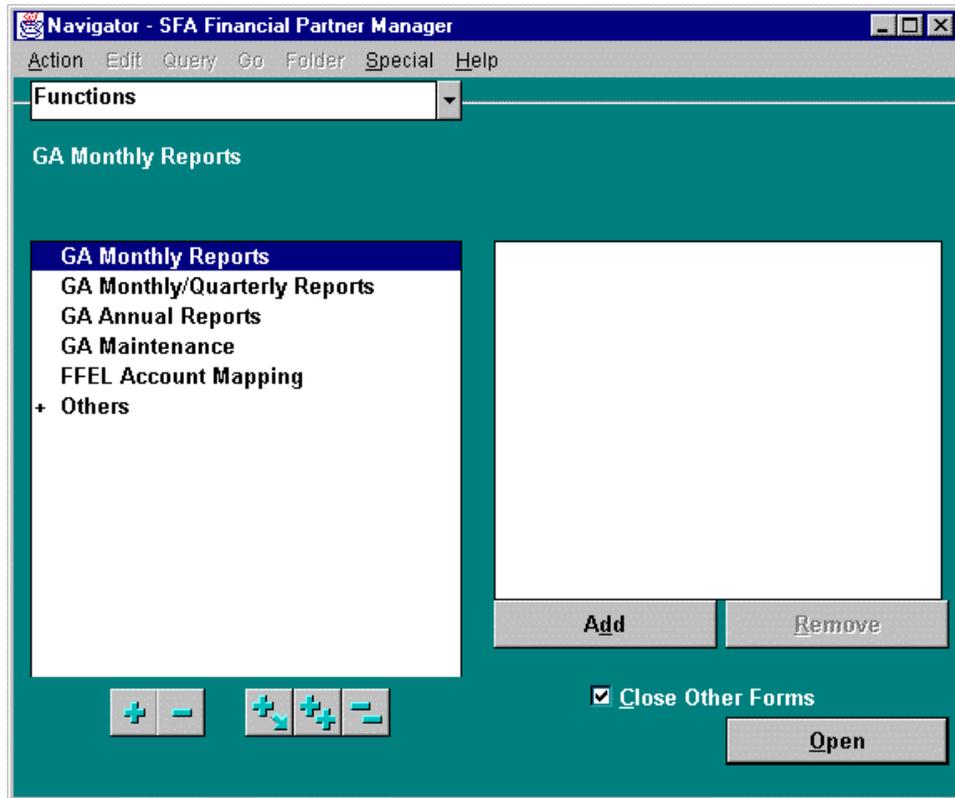
FMS Responsibility

SFA Sign-Off

Who: All SFA FMS responsibilities

Frequency: As Needed

Situation: When you have finished using SFA FMS to complete your FFEL-GA related job tasks, you will need to sign off of SFA FMS.



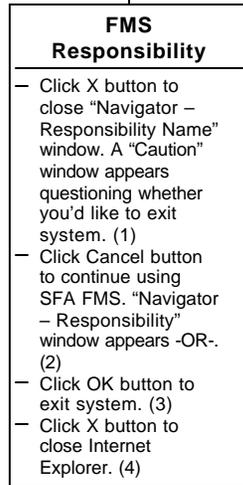
1. Click the **X** button to close the “Navigator – Responsibility Name” window. A “Caution” window appears questioning whether you’d like to exit the system.



2. Click the **Cancel** button to continue using SFA FMS. The “Navigator – Responsibility” window appears -OR-.
3. Click the **OK** button to exit the system.
4. Click the **X** button to close Internet Explorer.

End of activity.

Start



End