

# *User Name and Password Information*

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## **Scope**

In order to use SFA FMS to perform your various job tasks, you must first know how to sign-on to the system and select a responsibility.

## **System References**

*N/A*

## **Policy**

*N/A*

## **Responsibility**

*All Users*

## **Distribution**

## **Ownership**

*N/A*

## Activity Preface

### User Name and Password

A **User Name** is a unique identifier, assigned by the system administrator, for each person who will use the system. To protect the integrity and confidentiality of the data in the SFA FMS system, it is important that you do not share your User Name or Password with anyone else. Each authorized user of SFA FMS will have their own User Name and Password. If you forget your User Name or Password, contact the FMS Hotline at 1-800-433-7327 to have it reset.

Your **Password** must be a minimum of eight alpha–numeric characters. In order to protect the confidentiality of your password, the Password field does not actually display the characters that you type into it. The system will prompt you to change your password the first time that you sign-on to the system and every 90 days thereafter.

### First Time Sign-On

The first time that you attempt to sign-on to SFA FMS, you will be prompted to install the Jinitiator software on your workstation.

To access the FMS First Time Sign-On instructions, click on the link directly below:

*[First Time Sign-On—Installing Jinitiator \[Prox0002\]](#)*