

Logging On & Off Quick Reference

Updated 09/05/05

| Logging on to FAMIS- FAMIS Production | Logging on to FAMISTRN – FAMIS Training |
|---|---|
| 1. Type TPX at the ATM screen and press <Enter>. | 1. Type TPX at the ATM screen and press <Enter>. |
| 2. Type your FAMIS Production UserID (the one ending in P) and password. <i>If it is your first time logging in with this UserID then use the password given to you by Security. The password will expire and make you put in a new one (8 characters including at least one numeric character and one alpha character).</i> | 2. Type your FAMIS Production UserID (the one ending in P) and password. <i>If it is your first time logging in with this UserID then use the password given to you by Security. The password will expire and make you put in a new one (8 characters including at least one numeric character and one alpha character).</i> |
| 3. Press <Enter> at the screen showing your logon status. | 3. Press <Enter> at the screen showing your logon status. |
| 4. Press the F2 key or F key for FAMIS at the TPX menu. | 4. Press the F5 key or F key for FAMISTRN at the TPX menu. |
| 5. Type your FAMIS Production UserID and password again. Use the password that you made up in Step 2. | 5. Type your FAMIS Training UserID (the one ending in T) and password. <i>If it is your first time logging in with this UserID then use the password given to you by Security. The password will expire and make you put in a new one (8 characters including at least one numeric character and one alpha character).</i> |
| 6. Type FAMI and press <Enter> where you see the note “sign-on is complete.” <i>If you see the note “TAMFAMIS Transaction is unrecognized, clear your screen, re-type FAMI and press <Enter>.” * See below for clear screen tips.</i> | 6. Type FAMI and press <Enter> where you see the note “sign-on is complete.” <i>If you see the note “TAMFATR N Transaction is unrecognized, clear your screen, re-type FAMI and press <Enter>.” * See below for clear screen tips.</i> |
| 7. Read the Bulletin Board, then press <Enter>. <i>If this is your first time logging on, then read and agree to the Statement of Responsibility. The next screen will be the FAMIS Bulletin Board.</i> | 7. Read the Bulletin Board, then press <Enter>. <i>If this is your first time logging on, then read and agree to the Statement of Responsibility. The next screen will be the FAMIS Bulletin Board.</i> |
| 8. You should now be at Screen 001. | 8. You should now be at Screen 001. |

LOGGING OFF OF FAMIS

1. Type **SO** (for sign off) in the screen field. Press enter.
2. Type **LOGOFF** over “Nat9995 natural Session Terminated Normally.” Press enter. If you see the message, “Input error. Clear the screen and re-enter logo, logon, or logoff” then clear your screen and type LOGOFF again.
3. At the TPX menu, type **/K** and press the **PF12 key**.

* HELP CLEARING YOUR SCREEN

Try these options:

- Press the **pause/break** key.
- Click the **CLR** or **Clear icon** on your screen.
- Press **CTRL** and **F2** simultaneously if you are using Entire Connection.
- If these options do not work, then contact your computer support and have them check your keyboard mapping.