

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 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.