FAMIS Password Policy

- We will be adopting the same Password Policy as written for BANNER as well as adopting some of the Universities safe password guidelines
  - Minimum 8 characters
  - Contain at least 1 numeric or alpha numeric character
  - Changed once per year
  - Lock out after 5 attempts

Password Re-set Process

- At your main log-in page you will see a check box that says Change User Information, if at any time you wish to change your password follow these steps
  - Check the Change User Information box
  - Log-in
  - You will be re-directed to the Change User Information Screen.
  - Fill in the required fields and hit OK

Password Lock out

- If you get locked out, please contact one of your units users and have them put in a work request to have your password re-set. There is a WO Type called System Admin and a Sub Type of Re-set Password.

Links provided by the Manager of Information Security for Information Services.