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1. Have your Departmental Contact Person complete the AG-701, *FAMIS Access Request*, and send it to FAMIS Security at mail stop 2147.
2. If you will enter, approve or sign purchase documents, a new Electronic Office will also need to be submitted by your Departmental Contact Person.
3. Once FAMIS Security receives the form, they will establish your access and contact you with your user identification number and password.
4. You will be required to take the *Introduction to FAMIS* course (web-based) by a deadline set by FAMIS Security.
5. Once you complete the *Introduction to FAMIS* course, FAMIS Security will contact you. To avoid losing any entry access, you must attend your required training by a deadline set by FAMIS Security.

Training Deadline

The training that you will be required to attend is determined by what you request on your AG-701, *FAMIS Access Request*. If you have a mentor, then you will receive a deadline (normally two months) to complete all training before FAMIS Security will deny any entry access.

After you complete the *Introduction to FAMIS* course, FAMIS Security will contact you. At that time, you will be advised your required training and give you a deadline.