

INSTRUCTIONS ON RESETTING THE FDW PASSWORD

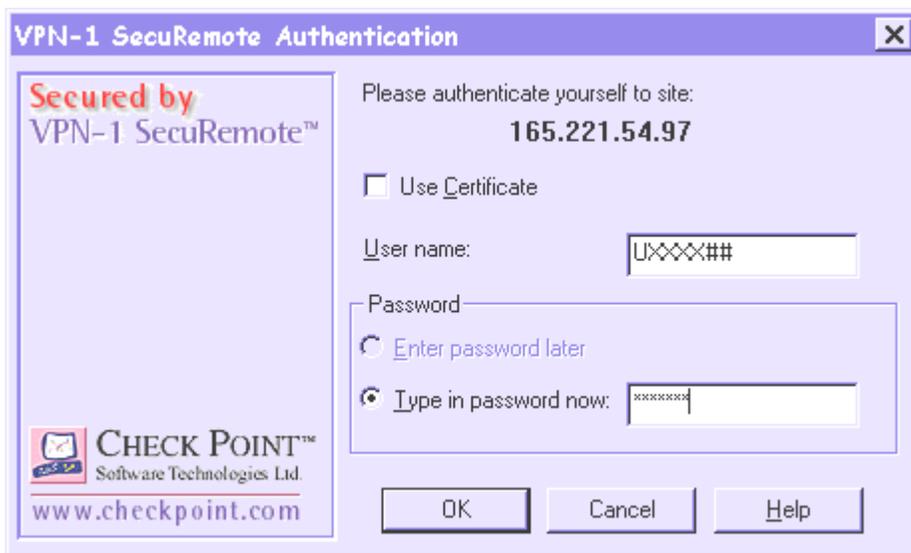
- When you have had problems getting into Financial Data Warehouse web site or running a Brio Report, the instructions are as follows:
- First run through the following set of instructions starting at step 1. Your password expires every month and you can't update the FDW password without doing these steps.
- If your expired password can't be reset then call the security contact person, Darlene Stephens at (301)734-5742, Linda Stuckey at (301)734-4972, or check the contact list and they will reset your password.
- After the security contact person resets your password, get the new password from one of the contact person or security contact person and follow the steps bellow. The password from the security person is only valid for resetting your password on the day it is issued; you must go through these steps so that you can run reports.

Note: Remember that you will have to reset password every month. It will only tell you that your password is invalid.

Step 1:



1. <Click> on the **KC-DWH.Ink** Icon on your desktop.

Step 2:

2. At the SecuRemote Authentication screen you must **<type>** in your User ID number after User Name. Remember: You must **<type>** the User ID **in capital letters**, or you will not enter the program successfully. **<Type>** in the password, which is your agency (**34**) and the zip code of your location. For example Riverdale would be 3420737. Press **<enter>** when finished.

Step 3:

3. **<Enter>** through this screen. If the wording is blue with the above message you are in the system, if it is red you are not in the system.

NOTE: If you were unsuccessful entering the system, you will be taken back to Step 2.

- Check to make sure your User ID is all in caps.
- Double check that you used the correct password. It should be 34 and your local zip code.
- If it still does not work call security because you may not be set up, or you may be using the wrong User ID.
- The security contact person is Darlene Stephens at (301)734-5742 or Linda Stuckey at (301)734-4972.

Step 4:

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165.221.54.2 - TN3270/TN5250 Connection
Session Edit View Commands Script Help

YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER.
IF NOT AUTHORIZED, PLEASE DISCONNECT NOW.

Use of this system expressly consents to monitoring and recording.
Unauthorized access to this system can subject you to a fine and/or
imprisonment in accordance with Title 18, USC, Section 1030 or to
administrative penalties or dismissal.

      FFFFFFFF      DDDDDDD      WW              WW
      FF           DD      DD      WW              WW
      FFFFF       DD      DD      WW      WW      WW
      FF          DD      DD      WW      WW      WW
      FF          DD      DD      WW W  W WW
      FF          DDDDDDD      WW      WW

USERID =====> UXXXX##      PASSWORD =====> _
NEW PASSWORD ==>
NEW PASSWORD ==>          <====VERIFY NEW PASSWORD
TAKE SESSION ==>

<ENTER> PROCESS <PF1> HELP <PF2> TIME <PF3> END <PF4> TERMINAL <PF5> REFRESH

Line 16 Column 64
IBM-3278-2-E LU = TCPL0001 NUM

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4. <Type> your **User ID** and then the **password** your security contact person gave you or if you are resetting your ID use your old password. Then <type> your **new** 6-8 digit password where it says **New Password**. Remember to type in your **New Password** again. We suggest that you choose a password that matches your FFIS logon password and one that contains 1 or 2 numbers. Press <enter>.

Step 5:

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165.221.54.2 - TN3270/TN5250 Connection
Session Edit View Commands Script Help

COMMANDS          ENVIRONMENT          HELP          EXIT
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MODEL :  LU2 -2/2E          F F I S          USERID: USWIE02
LUNAME: TCPL0004          TELEVIEW 4.4          ESCAPE: Attn

COMMAND =====> _

Sesnum   System   Tag   I   Application Status   Remarks / Description
-----
1   TSOL       N   Available   Production FFIS System L
2   OMEGAMON  N   Available   OMEGAMON II for SYSL
3   FDWP      N   Available   FDW PRODUCTION - SYSL
4   FDWD      N   Available   FDW DEVELOPMENT - SYSL
5   FDWQ      N   Available   FDW QUALITY ASSURANCE
6   NFC       N   Available   National Finance Center
7   FDWY2K    N   Unavailable  Y2K 2.6 TEST
8   TSOM      N   Available   TEST FFIS SYSTEM M
90  NEWS      N   Available   NITC NEWS
95  HARDCOPY  N   Available   TeleView Hardcopy
99  HELP      N   Available   TeleView Help Facility

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PF1= HELP PF3= END PF7= PAGE UP PF8= PAGE DOWN PF9= NOTEPAD PF10= ERASE NOTES

Line 7 Column 17

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IBM-3278-2-E LU = TCPL0004 NUM

5. Once you reach this screen, you have successfully completed changing your password. Immediately press <F3> (function key 3), and close the program down. The **X** on the upper right hand corner is the easiest method to close the program.