

FIS Quick Start Guide

This guide provides users with basic information on how to request an FIS account, what information is required, and how to login to the system. For more detailed information on specific system functions, refer to the online FIS Guide at: https://financial.ucsc.edu/Pages/FIS_User_Manual.aspx.

REQUIREMENTS FOR GETTING AN ACCOUNT

Three forms are required to obtain an account:

- [Account Modification Form](#) (PDF)
- [Access to Information Statement](#) (PDF)
- [Financial Information Systems Access Request Form](#) (PDF)

For help determining your Access Authorizer, please click [here](#) for a list of approved FIS Access Authorizers.

These forms must be submitted via Inter-office to the ITS Support Center at mail stop ITS Kerr, or fax forms to 459-4171. You will be notified via email when your login credentials are ready to pick up.

Additionally, training is required for all FIS Users. Click below to visit the FIS Training Page for information on required classes, training schedule, and registration.



Once training has been completed, and all forms have been submitted, you will receive an email with instructions on how to obtain login credentials.

WORKSTATION CONFIGURATION

FIS is a web-based application that uses Java processes extensively, because of this, workstations require Java installation and configuration to run FIS. For additional configuration options, please visit [FIS Workstation Configuration](#).

JAVA DOWNLOAD AND INSTALLATION

Please confirm that Java is not installed by visiting the [Oracle Java Checker](#). You may receive a prompt asking you to confirm you want to enable/activate/trust Java. Select that you do want to run it.

TIPS: If your browser reports that Java is not installed or out of date, continue with these instructions.

If your browser reports other errors, please contact ITS support at <https://ucsc.service-now.com/ess/>.

- Download Java at: <http://www.java.com/en/download>
- Launch the installer. Follow installation steps. When prompted, do not choose to install Ask.com toolbar.
- If you are having problems installing Java, please contact ITS Support at <https://ucsc.service-now.com/ess/>

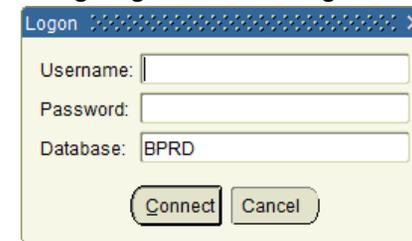
LOGGING INTO FIS BANNER

1. Navigate to the FIS Launch page: <http://fis.ucsc.edu> and click on Launch FIS



2. Enter your FIS Login Credentials

TIP: If this is your first time logging in, please be patient. FIS is configuring files in the background



NEED HELP?

- Detailed instructions, links to reference materials, and announcements: <http://fis.ucsc.edu>
- Using FIS, or if you are unsure where to get help for a specific question: email FIS Help at fis_probs@ucsc.edu
- For help with Java or workstation configuration, please contact ITS Support at <https://ucsc.service-now.com/ess/>