



Logging into UFS

After selecting either the UFS Live or Play link from the UFS homepage, the following screen will display:

To log in to UFS you will need to enter your user name and passphrase. For the Live system, this will have been provided via your key contact for UFS. If you do not yet have a passphrase for the Live system, speak with your key contact to arrange access.

Please note that Finance Training can only provide you with a passphrase for the Play system.

You have six attempts to enter your passphrase before the system locks. It is suggested you use the forgotten passphrase procedure before this happens.

After logging in for the first time, the system will prompt you to change your passphrase for security reasons. Your passphrase must contain at least thirteen characters. Please refer to the UIS webpage for the latest information on choosing a strong passphrase:

<https://help.uis.cam.ac.uk/service/accounts-passwords>. It is suggested that you use four random words, separated by another character.

After changing your passphrase you will be directed to the E-Business Suite homepage.