Logging into UFS

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

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

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

After logging in for the first time, the system will prompt you to change your password for security reasons. Your password must contain at least six characters and we suggest that you use a mix of letters and numbers for maximum security.

After changing your password you will be directed to the E-Business Suite homepage.
Detailed Procedure
Logging into UFS

The homepage is split into three main sections:

- **Responsibilities**
- **Tasks**
- **Favorites** (note American spelling).

A **responsibility** is having the ability to use a specific area of the system and within each responsibility there are various tasks that can be performed. Your responsibilities on the Live system are designated by your key contact and further information can be found on the UFS homepage. Responsibilities on the Play system are added by Finance Training.

**The example in the above image shows the responsibility** **CAPSA AG: AP Invoice Manager.** When broken down it means:

- **CAPSA** - the name given to the project that set up UFS back in 2000.
- **AG** - every department in the University has a unique two-letter code. AG represents the Finance Division. You will see your own code in your responsibilities on the Live system.
- **AP** - represents the Accounts Payable module, where supplier invoices are processed.
- **Invoice Manager** - indicates the level of access within the module.

**Tasks** within a responsibility will appear on the middle of the page when the responsibility name is selected.

**Favorites** allow you to create a list of most commonly used tasks so that you can access them straight from the list. This will save time as you will not have to select the responsibility first and scroll down until you find the task that you need. For instructions on how to set these up, please refer to the Additional CUFS Information document.