The UFS homepage

The UFS homepage can be found on the Finance Division site. The URL is http://ufs.admin.cam.ac.uk, and you may want to set up a link on your desktop or add to Favourites in your Browser.

The page is broken into the following blocks:

**Area 1:** Any current important announcements regarding the system, such as any planned down time or any current technical problems.

**Area 2:** Links through to the both the Live and Play systems. You can also access the Cognos Reporting tool (Not shown in image above).

**Area 3:** Links to the UFS Bulletin, Reference and Training materials, Helpdesk contacts, Access Requests, Supplier Setup and other useful guidance.
Area 4: Finance related upcoming events such as the Financial Users Group meetings

The Play system

The Play system provides a safe environment for learning the various aspects of UFS. It allows you to get a feel of how the system works and lets you practice your skills to improve confidence prior to using the live system.

You can access the Play version using the image or the button within the UFS Play section as highlighted above.

Play is refreshed approximately every three months to update the information and keep it as close to the Live system as possible. There may be more frequent refreshes if there are significant changes to the Live system. Currently, when Play is refreshed, all users with a Live UFS access are able to log in to Play using their Live username and passphrase. If you do not have Live access, or obtained access in the period between refreshes, you can request a Play username and passphrase from Finance Training.

It is important to note that the forgotten passphrase functionality does not work in UFS Play so if you have forgotten your passphrase, email Finance Training for help. If you are having any other trouble or seeing error messages when accessing Play, there are links to help you in the panel, including the Finance Training email.
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.