

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 screenshot shows the UFS homepage with the following elements:

- Area 1:** A large banner with the text: "ADVANCE NOTICE - DOWNTIME. UFS WILL BE UNAVAILABLE FROM 5PM ON FRIDAY 27TH SEPTEMBER UNTIL 9AM ON MONDAY 30TH SEPTEMBER. THIS IS TO ALLOW FOR CRITICAL AND SECURITY PATCHES TO BE APPLIED."
- Area 2:** A section titled "UFS LIVE" with a "UFS LIVE" button and text: "Latest bulletin: Weekly Bulletin 788 for Monday 16th September. Look out for the top tips on the sidebar. The latest supported version of Java is 1.8.0_211 as from 17th June 2019. Please make sure you are up to date and speak to your computer officer. UFS will be unavailable from 5pm on Friday 27th Sep to 9am Monday 30th Sep. Receiving an error message when trying to login to UFS? Find help here."
- Area 3:** A "Quick Links" sidebar containing: Bulletin, Finance Division, Guidance & FAQs, Training Courses, Helpdesk Contacts, UFS/Cognos User Access Requests, Customer/Supplier Setup, Key Contacts, and Passphrase Problems.
- Area 4:** A "Dates for the diary" section listing events: 25 SEP (FUG - Sainsbury Lecture Theatre, Bateman), 01 NOV (FUG - Post Doc Centre, Eddington), and 11 DEC (FUG - Fadi Boustany Lecture Theatre, JBS).


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.



UFS PLAY - TRAINING AND TESTING ONLY

UFS Play was last refreshed on **2nd August 2019**. Next refresh: **1st Nov 2019**.
PLEASE NOTE: Training accounts allocated before a refresh date become inactive and any progress is deleted. If you had an account for UFS training and did not complete it, [contact Finance Training](#) as we will need to reactivate your account.

Forgotten your Play passphrase? Email us.
(The forgotten passphrase function is not active for UFS Play.)

UFS PLAY >

Receiving an error message when trying to login to UFS? [Find help here.](#)

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:



ORACLE

User Name

Passphrase

Log In Cancel

[Forgotten passphrase](#)

Accessibility
None

Language
English

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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.



UNIVERSITY OF CAMBRIDGE

Change Passphrase

* Current Passphrase

* New Passphrase

* Re-enter New Passphrase

Passphrase must be at least 13 characters long.

* Indicates required field

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