

How to Log into FI\$Cal 5.0 Supplemental Job Aid

Date: 07/27/2016

Revision History

Date	Version	Location	Update Description
08/06/15	1.0	Pg. 14, Step 3	Deleted quotation marks around the word, Header.
07/27/2016	5.0	Entire Job Aid	Updated to reflect changes in functionality and appearances.

Target Audience: All New FI\$Cal Users

Purpose: This Supplemental Job Aid provides new FI\$Cal users the steps required to log into FI\$Cal. The steps to log into FI\$Cal slightly differ when you first attempt to log in (by establishing your FI\$Cal account profile), versus when you subsequently log in during future visits.

You will be required to update your password and identify security questions/answers the first time you log into FI\$Cal.

There are three distinct parts to this job aid:

- Part 1: Getting Started (Initial Notifications & Important Reminders)
- Part 2: How to Log into FI\$Cal (Initial Account Profile Registration)
- Part 3: How to Log into FI\$Cal (Ongoing)

Part 1: Getting Started (Initial Notifications & Important Reminders)

If you are identified as a FI\$Cal user, you will receive an email notification informing you to complete your FI\$Cal account profile. This account profile enables you to access all tools and applications accessible within the FI\$Cal portal. Users should look for an email with the following details:

From:	donotreply@fiscal.ca.gov
Subject:	For Your Action - FI\$Cal Password Communication
Message:	Communication will include the end user's randomly generated, one-time password and instructions to access FI\$Cal and immediately reset the password.

Important Reminders	
	<p>For all FI\$Cal-related activities, Internet Explorer (IE) is the recommended browser.</p> <p>Note: For details on the supported IE browser versions and other browser compatibility, please refer to the FI\$Cal Service Center (FSC) End User Workstation Configuration Guide 5.2.</p> <p>http://fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html</p>
	<p>FI\$Cal End-User Training was delivered prior to the Release. Department users received training based on their FI\$Cal Training Role(s). FI\$Cal Training Role(s) are based on what level of access you are granted in FI\$Cal.</p> <p>Contact your Training Liaison and/or supervisor if you require additional training, support, or are unsure of your roles and responsibilities within FI\$Cal.</p>
	<p>All training materials can be accessed 24-7 via the FI\$Cal Training Academy (FTA).</p> <p>You must have a FTA username and password in order to access FI\$Cal Training courses available to you (based on your FI\$Cal Training Role(s)).</p> <p>Link to the FI\$Cal Training Academy: http://www.fiscal.ca.gov/training-academy/index.html</p>
	<p>FI\$Cal login credentials (login details and temporary passwords) will be provided to users via email on December 8. The email address from which you will receive this email is: donotreply@fiscal.ca.gov.</p> <p>The <u>temporary</u> password provided to you in this introductory email must be changed when you initially log into FI\$Cal to complete your FI\$Cal account profile.</p> <p>Refer to the following section of this Job Aid to learn about the initial email provided to you: Part 1: Getting Started: Initial Notifications and Important Reminders.</p>

Part 2: How to Log into FI\$Cal (Initial Account Profile Registration)

This process should be followed when you have yet to complete your FI\$Cal account profile.

Step 1: Enter www.fiscal.ca.gov in the address bar (location bar) of your web browser.

Step 2: From the FI\$Cal home page, click the **ACCESS FI\$CAL** tab.



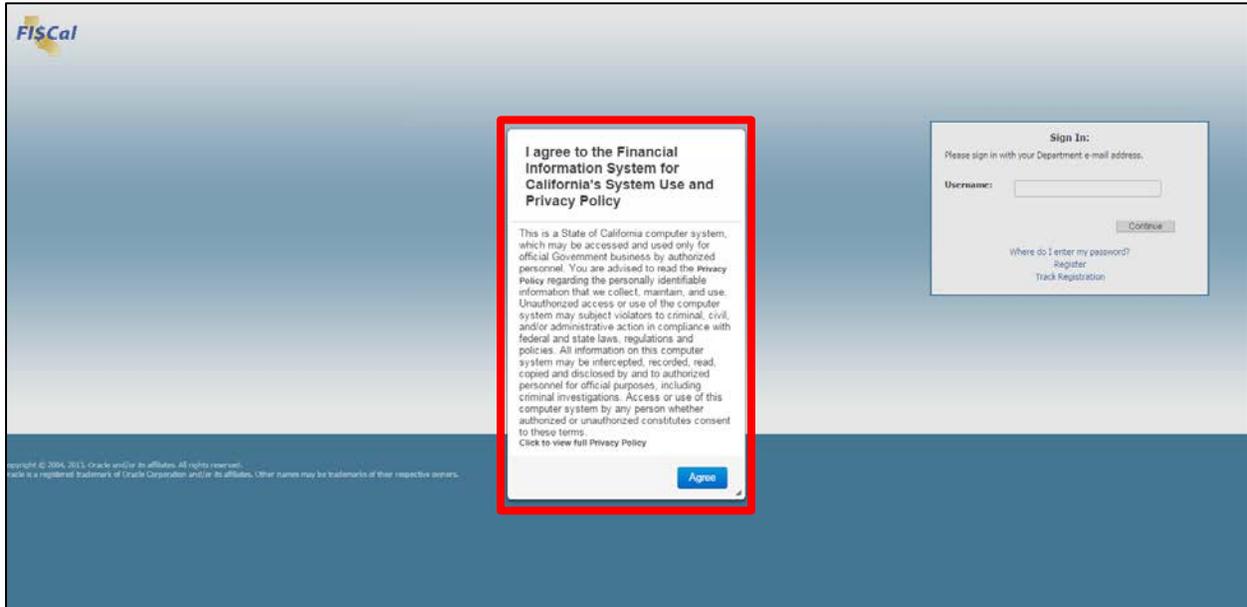
Step 3: On the Access FI\$Cal page, click the **Access the FI\$Cal application** button.



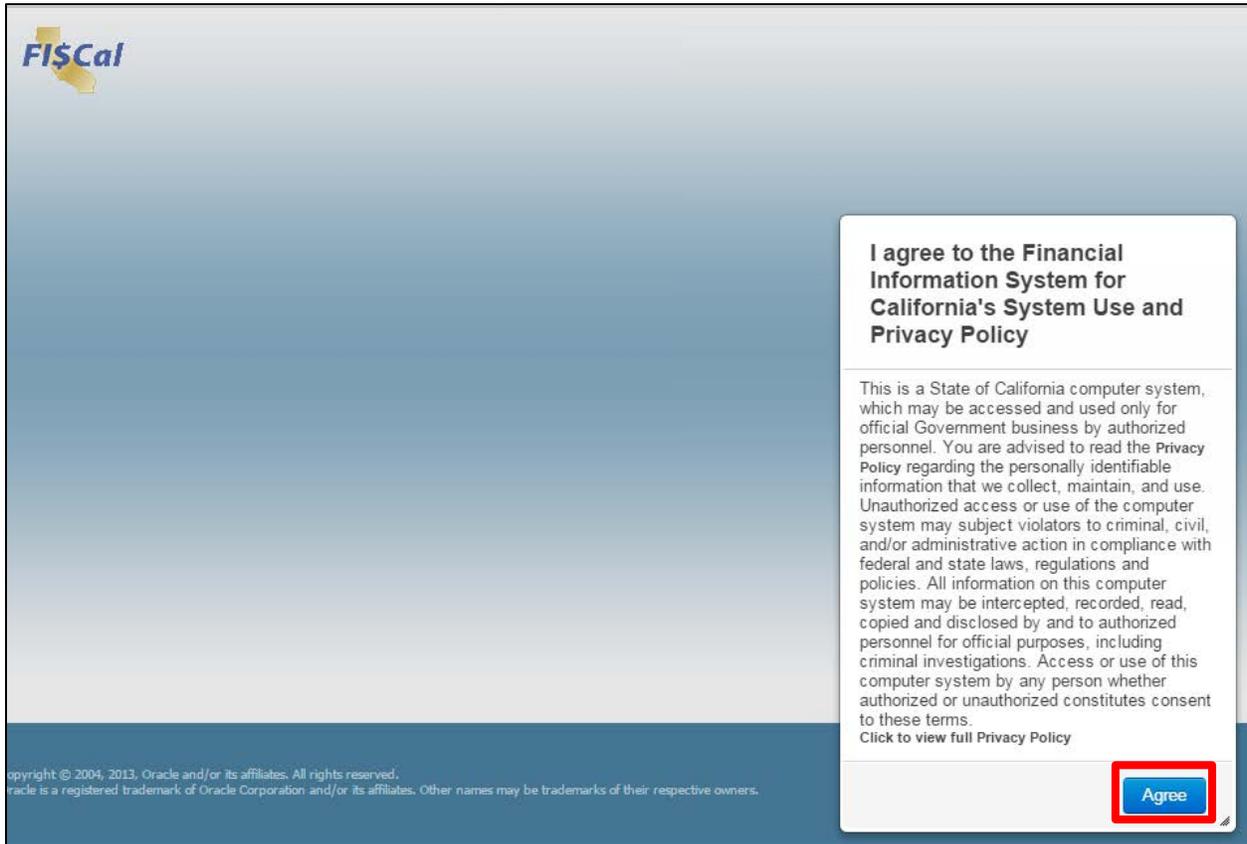
Step 4: The sign on page for the FI\$Cal Portal will display. The FI\$Cal Portal provides a single sign-on for accessing all FI\$Cal applications. By default, verbiage surrounding

the FI\$Cal Use and Privacy Policy will display in a hovering pop-up window. Carefully review the Use and Privacy Policy.

Note: The FI\$Cal Use and Privacy Policy will always display before you are able to log into FI\$Cal using your credentials. The **Sign In** window will not be active until you agree to the FI\$Cal Use and Privacy Policy.



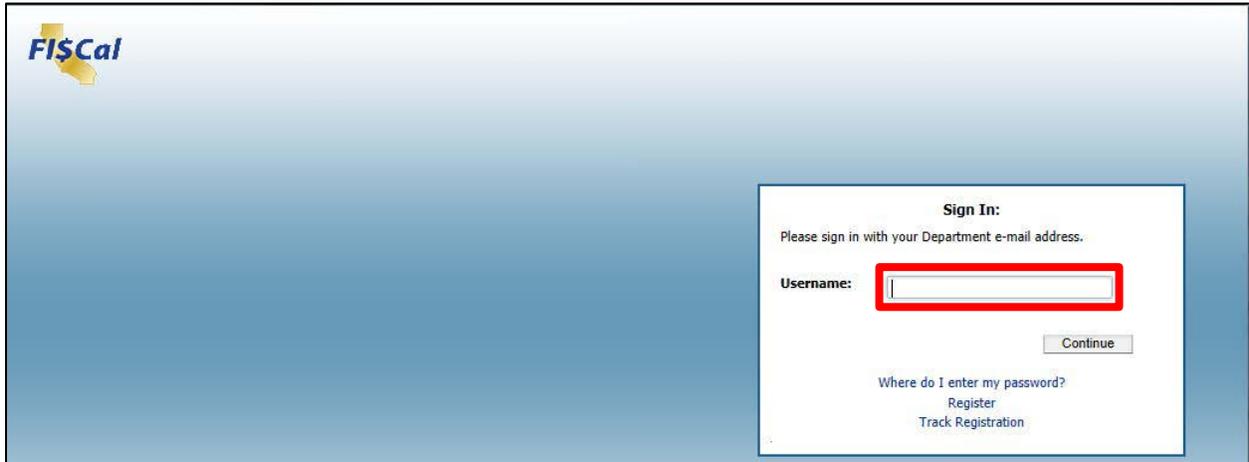
Step 5: Click the “**Agree**” button within the hovering pop-up window to accept FI\$Cal’s Use and Privacy Policy.



Step 6: Once you click the **Agree** button, the main **Sign In** page for FI\$Cal becomes active and can be selected.

Within the **Username** field, enter your full State of California-issued email address.

Note: The email address you enter is your Department-specific email address.



The screenshot shows the FI\$Cal Sign In page. The page has a blue gradient background with the FI\$Cal logo in the top left corner. The main content area is a white box with a blue border. Inside this box, the text "Sign In:" is centered at the top. Below it, the instruction "Please sign in with your Department e-mail address." is displayed. The "Username:" label is followed by a text input field, which is highlighted with a red rectangular border. To the right of the input field is a "Continue" button. Below the input field and button, the text "Where do I enter my password?" is followed by three links: "Register", "Track Registration", and "Track Registration".

Step 7: Once you enter your State of California-issued email address in the **Username** field, click the **Continue** button.



The screenshot shows the FI\$Cal Sign In page, similar to the previous one. The "Username:" label is followed by a text input field. The "Continue" button is now highlighted with a red rectangular border. The rest of the page content, including the FI\$Cal logo and the "Where do I enter my password?" section with links, remains the same.

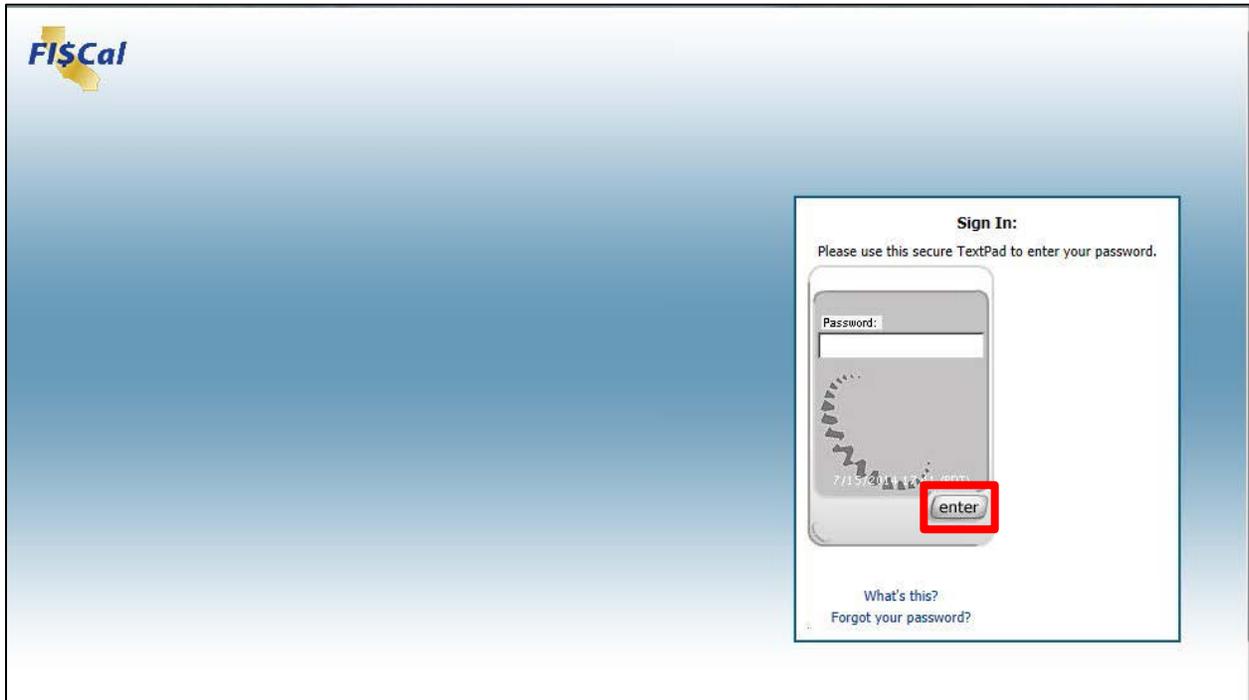
Step 8: Once you click the **Continue** button, the page will automatically refresh and display a second **Sign In** page where you must enter your temporary password in the **Password** field.

The temporary password is found in the initial email sent to your State of California-issued email address.

Note: The temporary password provided to you may only be used once – during the initial process of completing your FI\$Cal account profile. You will be automatically prompted to update your password on a subsequent page as you complete your FI\$Cal account profile.



Step 9: Once you enter your temporary password in the **Password** field, click the **enter** button.



Step 10: The **Reset Your Password** page displays. This page will prompt you to update your temporary password with a more permanent password.

FI\$Cal

Reset Your Password

Please enter your old password and new password twice on the TextPad.

A valid password must meet all of the following conditions:

- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 1 alphanumeric character(s).
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

Old Password click to enter

New Password click to enter

Confirm New Password click to enter

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Step 11: Re-enter your temporary password in the **Password** field displayed on the right side of the **Reset Your Password** page. The following text will be highlighted in grey:

Old Password click to enter

Note: On the **Reset Your Password** page, be mindful of the grey arrow pointing towards the Password graphic. The grey arrow will indicate which password you are entering or updating.

The grey arrow will progress downward as you proceed with entering a new password, and subsequently confirm that new password.



Once you have successfully entered your temporary password in the **Password** field, click the **enter** button.

Note: Review the password length and complexity requirements outlined in the top portion of the Reset Your Password page.

Reset Your Password

Please enter your old password and new password twice on the TextPad.

A valid password must meet all of the following conditions:

- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 1 alphanumeric character(s).
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

Old Password	click to enter	
New Password	click to enter	
Confirm New Password	click to enter	



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Step 12: Once you have accurately entered your temporary password, the grey arrow will proceed to highlight the second required entry, the **New Password** field.

Enter your new password in the **Password** field displayed on the right side of the **Reset Your Password** page. The following text will be highlighted in grey:

New Password click to enter

Note: On the **Reset Your Password** page, be mindful of the grey arrow pointing towards the Password graphic. The grey arrow will indicate which password you are entering or updating.

Reset Your Password

Please enter your old password and new password twice on the TextPad.

A valid password must meet all of the following conditions:

- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 1 alphanumeric character(s).
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

Old Password	Completed	
New Password	click to enter	<div style="border: 1px solid grey; padding: 5px;"> Password: <input style="width: 100%;" type="text"/> </div> <div style="text-align: center; margin-top: 10px;">  <p style="font-size: small; color: grey;">7/15/2014 10:04 (PDT)</p> <div style="border: 1px solid red; padding: 2px 5px; display: inline-block;">enter</div> </div>
Confirm New Password	click to enter	

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Once you have successfully entered your new password in the **Password** field, click the **enter** button.

Step 13: Once you have accurately entered your new password, the grey arrow will proceed to highlight the third required entry, the **Confirm New Password** field.

Re-enter your new password in the **Password** field displayed on the right side of the **Reset Your Password** page. The following text will be highlighted in grey:

Confirm New Password click to enter

Note: On the **Reset Your Password** page, be mindful of the grey arrow pointing towards the Password graphic. The grey arrow will indicate which password you are entering or updating.

Reset Your Password

Please enter your old password and new password twice on the TextPad.

A valid password must meet all of the following conditions:

- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 1 alphanumeric character(s).
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must not be one of 12 previous passwords.
- Password must not match or contain user ID.

Old Password Completed

New Password Completed

Confirm New Password click to enter

enter

7/15/2016 16:04 (PDT)

Once you have successfully re-entered your new password in the **Password** field, click the **enter** button.

Step 14: Once you have accurately entered your temporary and new passwords (twice), the page will automatically refresh with the **Your New Security Profile** page.

Review the details presented on this page.

Once you have fully reviewed all details presented on the **Your New Security Profile** page, select the **Continue** button.

Note: Selecting the **Skip** button will prevent you from completing your FI\$Cal account profile, and limit your ability to access FI\$Cal tools and applications.

FI\$Cal
Header

Your New Security Profile

Setting up your new security profile enhances your online protection.
It adds new layers of security to your account by helping us identify you and will help you identify our site.

Security Image and Phrase

Enhanced data security
Your new personalized security devices will help safeguard your identity and personal information while you are on the FI\$Cal application. Information you enter is protected from many of the security threats out there today. At the same time the image, phrase and date are proof that you are on our official site.

Security Questions and Answers

Additional layer of security
You will register three security questions to add another layer of security. During subsequent visits, we will ask you to answer one of these questions correctly using your personalized device if a situation seems risky. These questions and answers should be kept secret just like your password.

Contact Information

One time password (OTP)
We may use your contact information to confirm your identity with a one time password when extra safety is needed.

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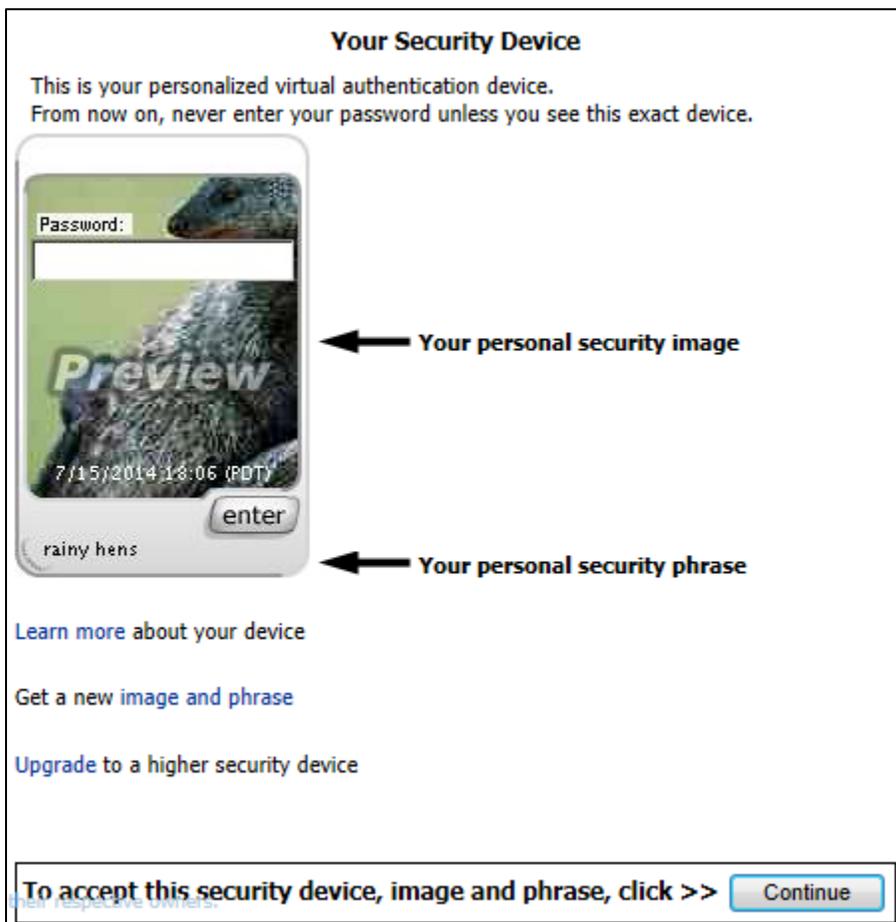
If you decide not to complete registration at this time click >>

To register your security profile now >>

Step 15: Once you click the **Continue** button, the page will automatically refresh with the **Your Security Device** page.

Review the details presented on this page to select your **personal security image** and **personal security phrase**. You may not change or customize your **personal security image or personal security phrase** after the initial setup.

Note: Moving forward, before you enter your FI\$Cal password, always ensure the **personal security image** and **personal security phrase** are correct. The **personal security image** and **personal security phrase** ensure you are securely and safely logging into FI\$Cal tools and applications.



Step 16: Once you have selected a **personal security image** and **personal security phrase**, click the **Continue** button.

Your Security Device

This is your personalized virtual authentication device.
From now on, never enter your password unless you see this exact device.



← **Your personal security image**

← **Your personal security phrase**

[Learn more about your device](#)

[Get a new image and phrase](#)

[Upgrade to a higher security device](#)

To accept this security device, image and phrase, click >>

Step 17: Once you click the **Continue** button, the page will automatically refresh and display the **Security Questions** page.

Proceed with selecting three distinct security questions within the **Questions** lists displayed next to the numerical values of **1)**, **2)**, and **3)**.

Answers for each security question must be entered in the **Answer** field displayed on the right side of the **Security Questions** page.

- Select a distinct question for **Question 1)**, followed by entering its answer in the **Answer** field. Click the **enter** button.
- Select a distinct question for **Question 2)**, followed by entering its answer in the **Answer** field. Click the **enter** button.
- Select a distinct question for **Question 3)**, followed by entering its answer in the **Answer** field. Click the **enter** button.

Note: Answers are case-sensitive.

Security Questions

We will use your security questions and answers to confirm your identity at times when extra safety is needed.

Questions (Choose a question from each list below.)

1) What color was your first car?

2) What is your favorite style of music?

3) What was the first foreign country you visited?

Answers

Mexico

enter

Note: On the **Security Questions** page, be mindful of the grey arrow pointing towards the Answers graphic. The grey arrow will indicate which answer you are entering or updating, in relation to the security question you have currently selected to answer.

Step 18: Once you click the **enter** button for the third question, the page will automatically refresh and display the **OTP Anywhere Registration** page.

Review the details presented on this page.

Note: The **Email Address** will automatically populate and cannot be changed.

FI\$Cal

OTP Anywhere Registration

For your protection please enter your e-mail address so we may use it to verify your identity in the future.

Email Address *

I agree to the Financial Information System for California's System Use and Privacy Policy *

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the [Privacy Policy](#) regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action in compliance with federal and state laws, regulations and policies. All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

[Click to view full Privacy Policy](#)

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Step 19: Once you have reviewed the **OTP Anywhere Registration** page, click the checkbox next to statement:

“I agree to the Financial Information System of California’s System Use and Privacy Policy”

OTP Anywhere Registration

For your protection please enter your e-mail address so we may use it to verify your identity in the future.

Email Address *

I agree to the Financial Information System for California's System Use and Privacy Policy *

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the [Privacy Policy](#) regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action in compliance with federal and state laws, regulations and policies. All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

[Click to view full Privacy Policy](#)

Step 20: Click the **Continue** button.

OTP Anywhere Registration

For your protection please enter your e-mail address so we may use it to verify your identity in the future.

Email Address *

I agree to the Financial Information System for California's System Use and Privacy Policy *

This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the [Privacy Policy](#) regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action in compliance with federal and state laws, regulations and policies. All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.
[Click to view full Privacy Policy](#)

You have successfully completed your FI\$Cal account profile registration!

	<p>For additional help with the steps required to complete your FI\$Cal account profile registration, please contact the FI\$Cal Service Center at:</p> <p>1-855-FISCAL0 (1-855-347-2250)</p>
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Part 3: How to Log into FI\$Cal (Ongoing)

This process should be followed once you have successfully completed your FI\$Cal account profile.

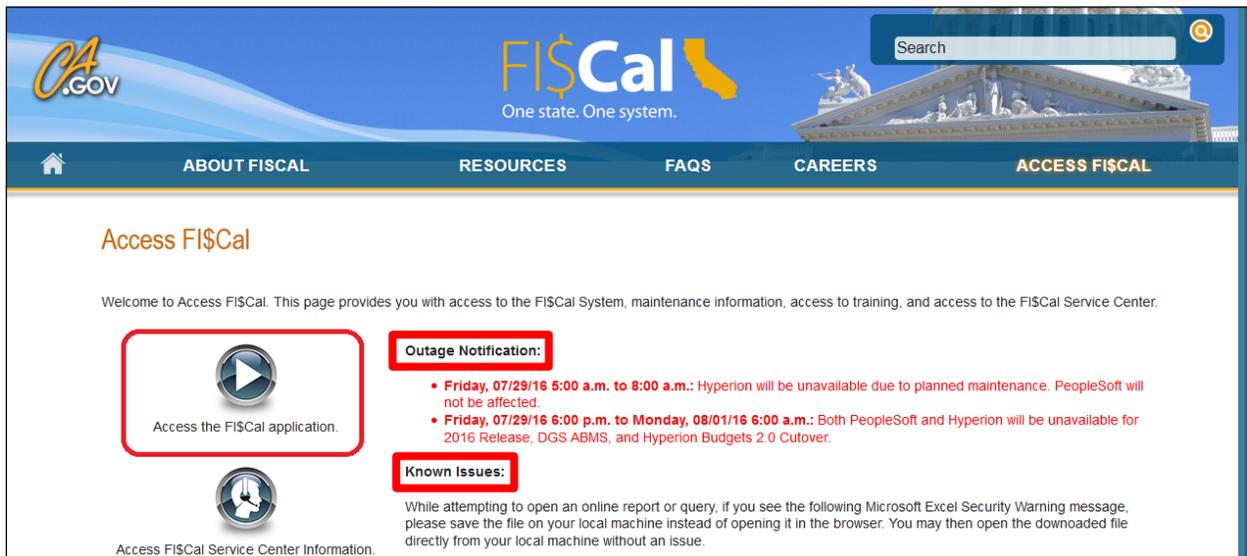
Step 1: Enter www.fiscal.ca.gov in the address bar (location bar) of your web browser.

Step 2: From the FI\$Cal home page, click the **ACCESS FI\$CAL** tab.



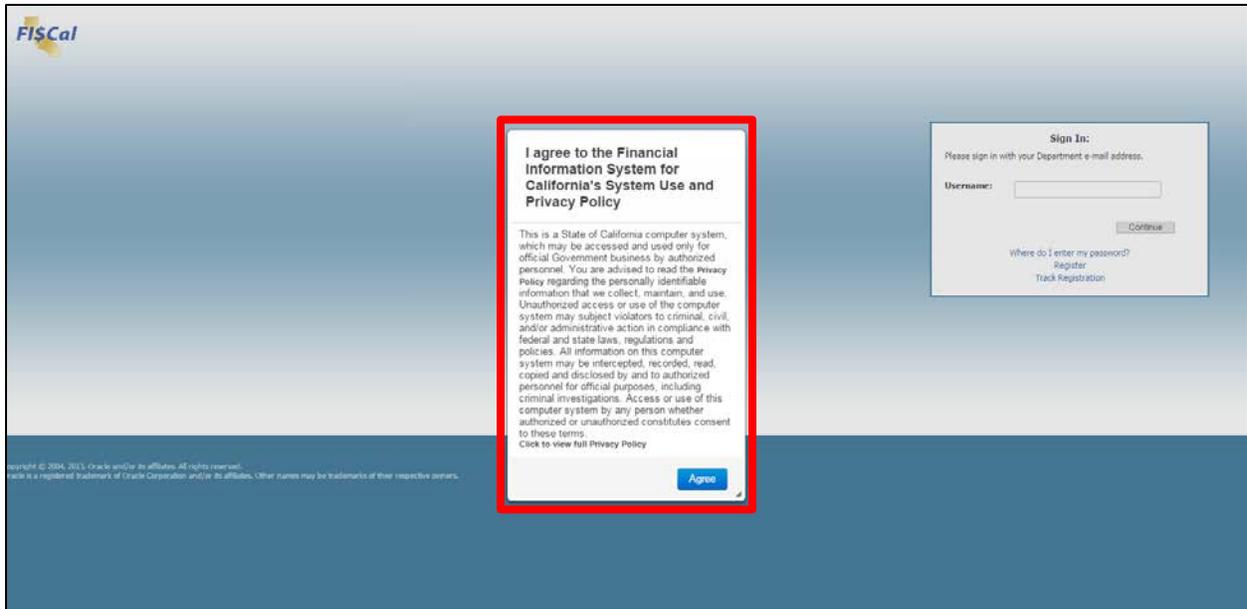
Step 3: On the Access FI\$Cal page, click the **FI\$Cal LOGIN** button.

Note: It is the first button displayed in the middle of the page with the text “Access the FI\$Cal application” beneath it.

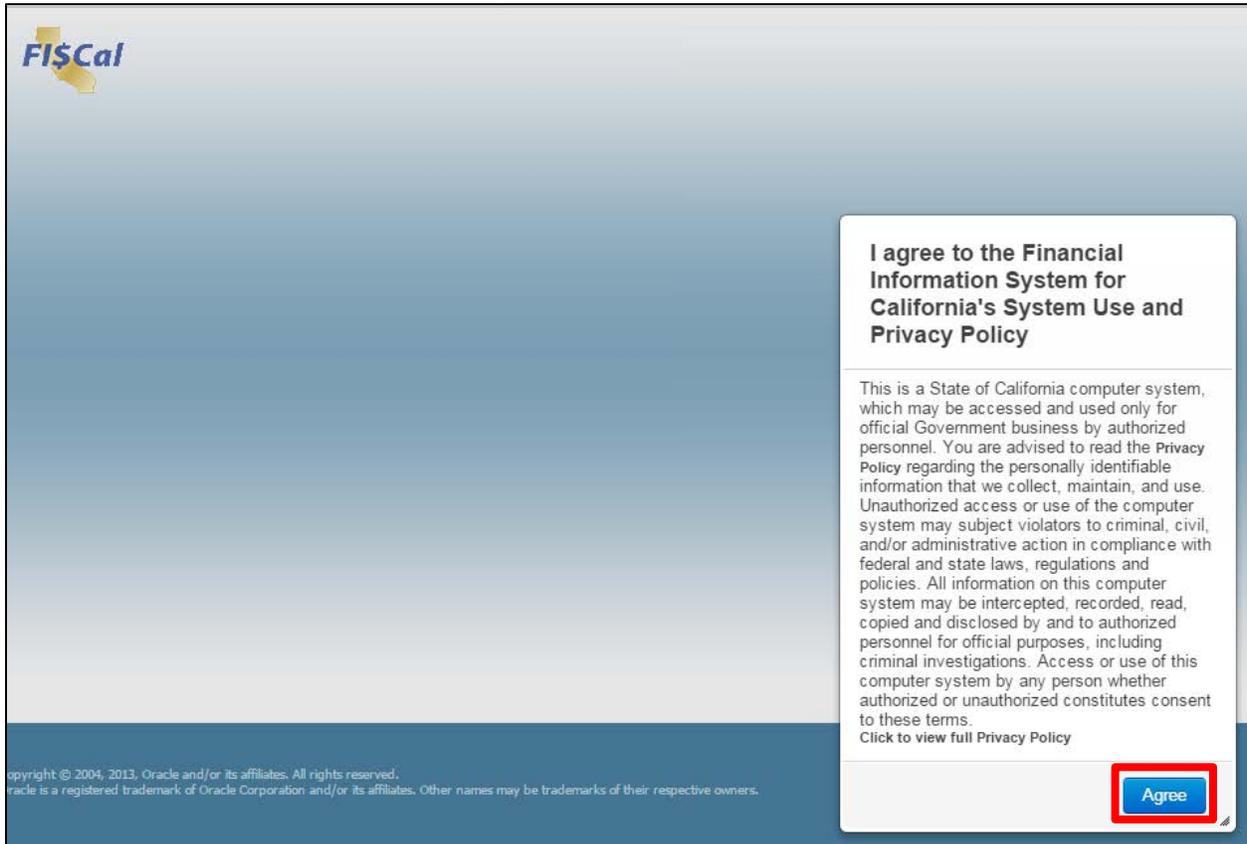


Step 4: The sign on screens for the FI\$Cal Portal will display. The FI\$Cal Portal provides a single sign-on for accessing all FI\$Cal applications. By default, verbiage surrounding the FI\$Cal Use and Privacy Policy will display in a hovering pop-up window. Carefully review the Use and Privacy Policy.

Note: The FI\$Cal Use and Privacy Policy will always display before you are able to log into FI\$Cal using your credentials. The **Sign In** window will not be active until you agree to the FI\$Cal Use and Privacy Policy.



Step 5: Click the “**Agree**” button within the hovering pop-up window to accept FI\$Cal’s Use and Privacy Policy.



Step 6: Once you click the **Agree** button, the main **Sign In** page for FI\$Cal becomes active and can be selected.

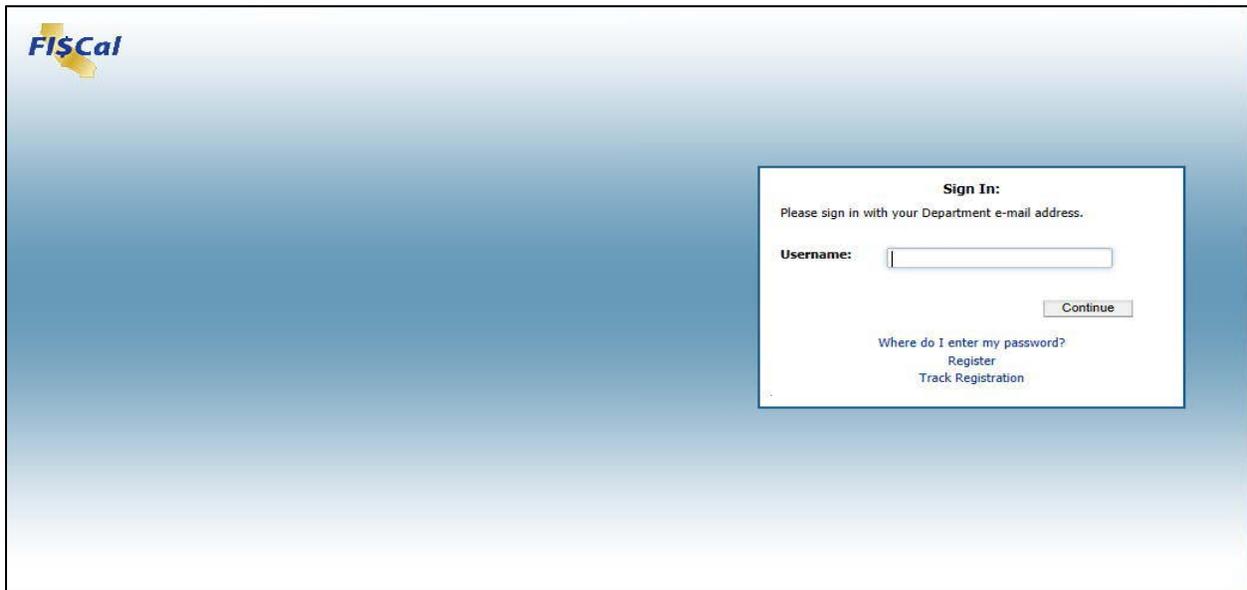
Within the **Username** field, enter your full State of California-issued email address.

Note: The email address you enter is your Department-specific email address.



The screenshot shows the FI\$Cal Sign In page. The page has a blue gradient background and the FI\$Cal logo in the top left corner. The main content area is a white box with a blue border. Inside this box, there is a smaller white box with a blue border containing the sign-in form. The form has the following elements: the text "Sign In:" followed by "Please sign in with your Department e-mail address."; a label "Username:" followed by a text input field; a "Continue" button; and a section titled "Where do I enter my password?" with links for "Register" and "Track Registration". The text input field for the username is highlighted with a red rectangular border.

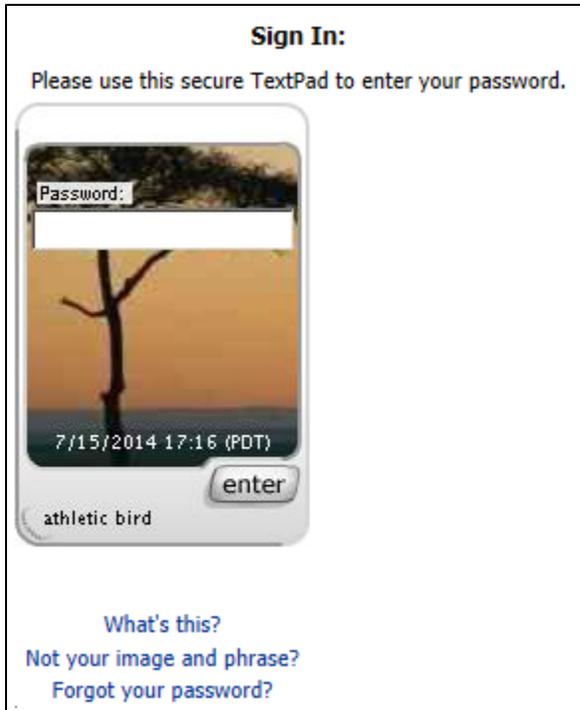
Step 7: Once you enter your State of California-issued email address in the **Username** field, click the **Continue** button.



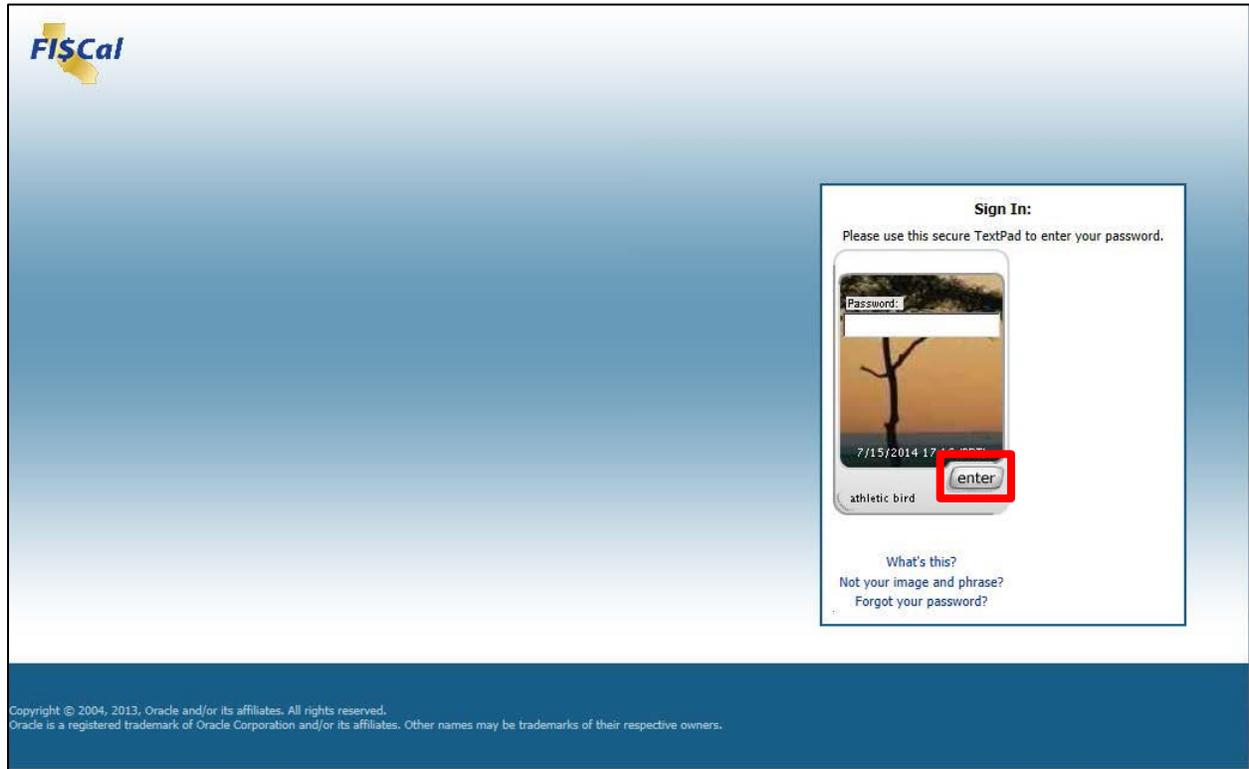
This screenshot is identical to the previous one, showing the FI\$Cal Sign In page. The only difference is that the text input field for the "Username:" label now contains a placeholder email address, indicating that the user has entered their information.

Step 8: Once you click the **Continue** button, the page will automatically refresh and display a second **Sign In** page where you must enter your password in the **Password** field.

Note: Before you enter your FI\$Cal password, ensure the **personal security image** displayed is correct. You have been assigned a **personal security phrase**. The **personal security image** and **personal security phrase** ensure you are securely and safely logging into FI\$Cal tools and applications.

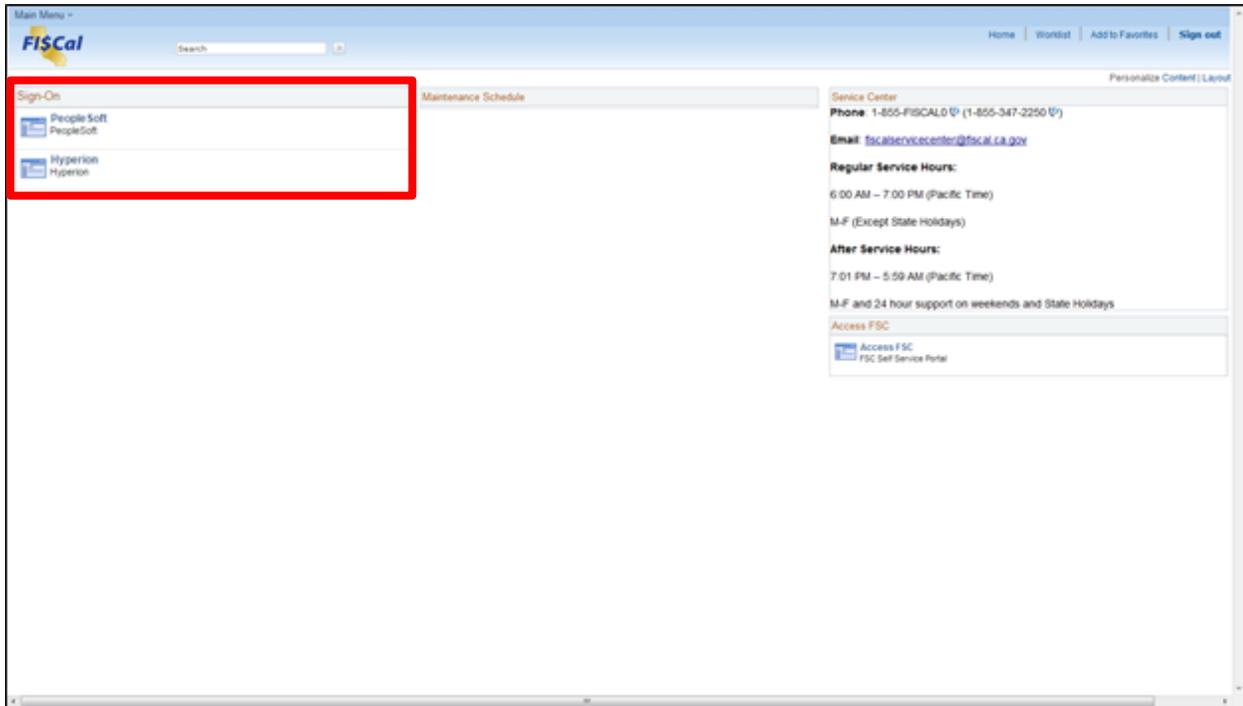


Step 9: Once you enter your password in the **Password** field, click the **enter** button.



Step 10: Once you click the **enter** button, the FI\$Cal Portal page will display. From the FI\$Cal Portal page, you can click the link for the FI\$Cal application you want to access from the Sign-On menu, e.g., PeopleSoft or Hyperion.

Note: You will only see the applications to which you have access. The FI\$Cal Portal will also provide information about FI\$Cal's **Maintenance Schedule** and **Service Center** for reference.



You have successfully logged into FI\$Cal!

	<p>For additional help with the steps required to complete your FI\$Cal account profile registration, please contact the FI\$Cal Service Center at:</p> <p>1-855-FISCAL0 (1-855-347-2250)</p>
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