Post-Upgrade Login Help Guide
Last Updated: 7/22/2016

Purpose: This document describes changes to the sign-in process that existing FI$Cal users will experience after the release of the system upgrade on 7/26/16.

Note: The changes described in this document <u>do not</u> apply to the direct log in to Hyperion.

Summary: As part of the upgrade of the FI$Cal system existing FI$Cal users will experience some changes to the sign-in process. Users will notice that the password prompt is grey instead of displaying the personalized graphic they would see prior to the upgrade. Users will be asked to complete a one-time refresh of their personalized graphic and security questions upon log-in but will be allowed to skip this process up to five times.
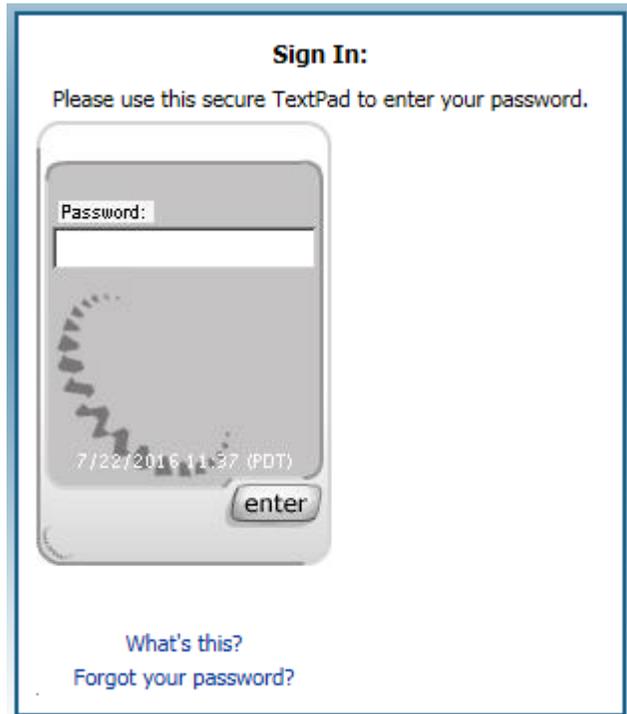
User ID and password have not changed for existing users as a result of the upgrade.

Step-by-Step Guide

1. The initial sign-on screen will be unchanged after the upgrade. Enter your username and click "Continue".
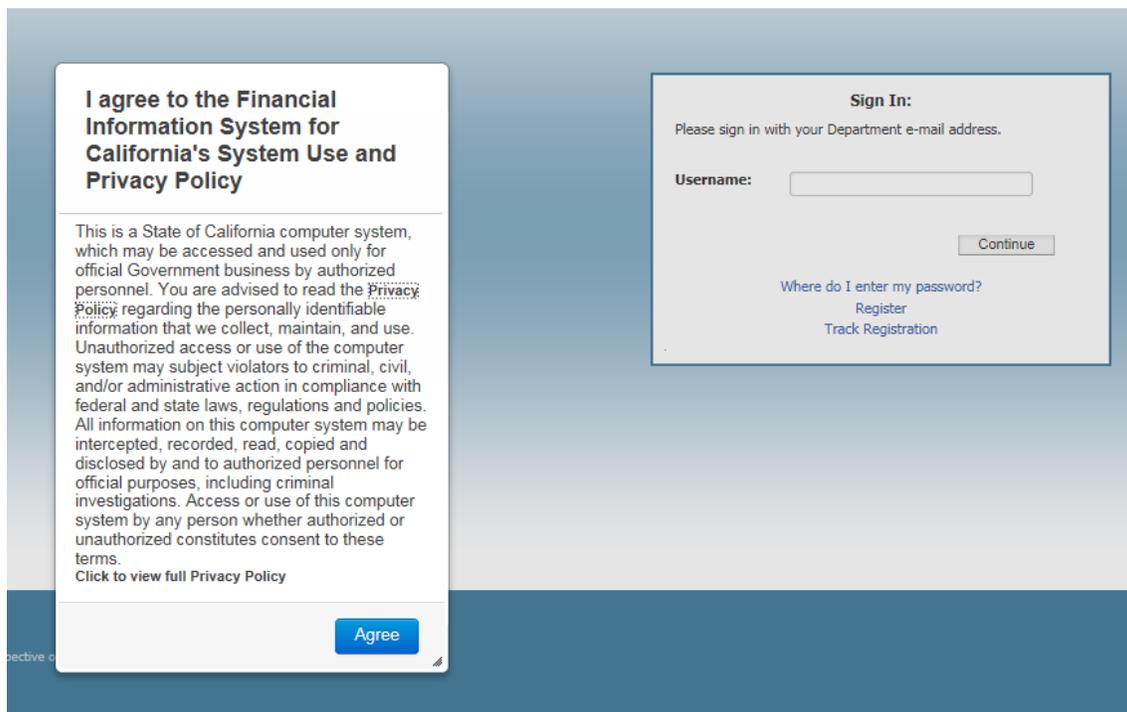
2. The password prompt will have changed to the grey image below. Type your existing password and click "enter".

Sign In:

Please use this secure TextPad to enter your password.

Password:

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enter

What's this?
Forgot your password?

3. Next, you will be asked to refresh your security profile. You may choose to complete your new profile or skip and go straight into the application. The system will allow you to skip up to **<u>five</u>** times and then you will be required to set up your new profile.

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.

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

To register your security profile now >> [Continue]

4. When you chose to set up your profile, you will be asked to select a security device. This device consists of an image and phrase that is personalized to you. Click "Continue" to accept the device provided or click "Get a new image and phrase" as needed to cycle through available devices to find one that suits you.

Your Security Device

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

Password:

Preview

7/22/2016 12:03 (PDT)

enter

cordial chickens

◄ **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 >>   Continue

5. After selecting your security device you will be prompted to establish three security questions. These security questions can be used to identify you for the purpose of self-service password resets.

6. To complete the registration process, accept the FI$Cal Privacy Policy and click "Continue".