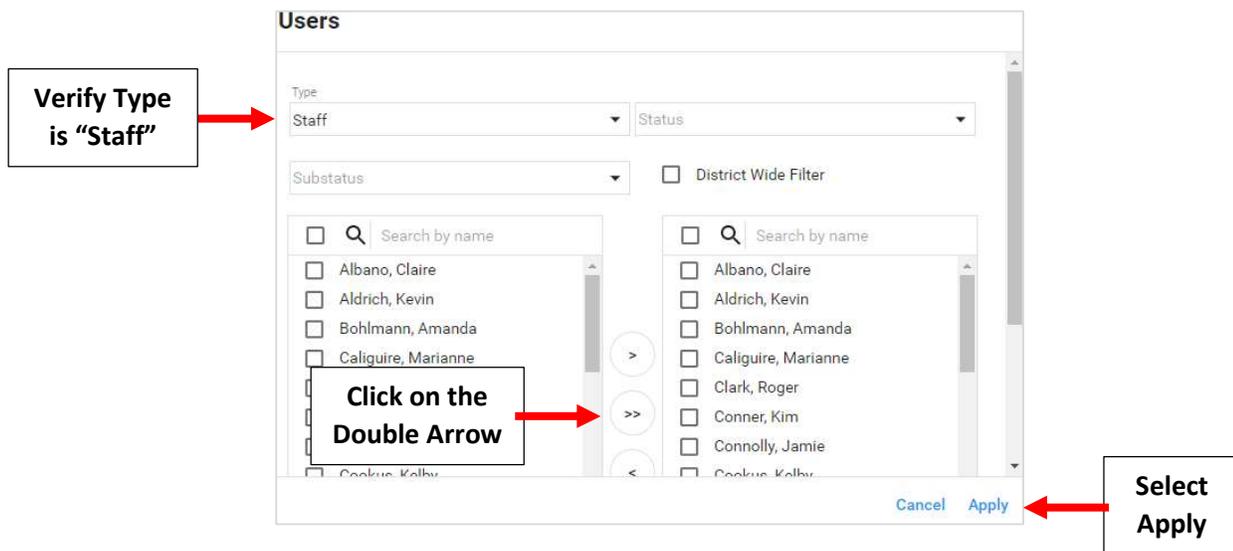


# Create Username & Password for Staff Member in FACTS SIS

Once logged into FACTS please select **Security > Login Management**



Verify Type is "Staff" and Click on the Double Arrow to move all Staff to the Right and select **Apply**



A Blank Space indicates a Username has not been setup. Click on Field to enter User Name. Enter New Password and Re-enter to Confirm Password



Click a name to reset invalid login attempts. Passwords must be alphanumeric and may be used only once. Passwords must have a minimum length of 6 character



***\*\*Please Note: There is no report to create a login sheet for new users. You will need to relay all information verbally or on a self generated sheet.***

**To Simplify Process** use same naming convention for all “User Names” for example “janedoe” - first & last name, one word, no spaces, all lower case.

**To Simplify Process** use same password for all new staff and instruct them to change password upon first login

