

### Step 1 ▶ Log into the Financials Application.




The screenshot shows the PeopleSoft login interface. It includes a 'User ID:' field, a 'Password:' field, and a 'Sign In' button. There are also links for 'Change Your Password', 'Forgot Your Password?', and 'To set trace flags, click here'. A 'Select a Language:' section lists various languages including English, Español, Dansk, Deutsch, Français, Français du Canada, Italiano, Magyar, Nederlands, Norsk, Polski, Português, Suomi, Svenska, Čeština, 日本語, 한국어, Pycckий, 中文, 繁體中文, and العربية.

- Go <http://empac.uml.edu> .
- Click **FIN Logon**.
- Click **Finance Production V8.9** or **Finance Reporting v8.9**.
- Enter your username and password. Click **Sign In**.

Returning Users: You have successfully logged in.

First-time Users: Your username is L+First Initial+Last Name (up to 8 characters total for username) ex: LJSMITH  
Your initial password is the first two letters of your last name (capitalize the first letter only) followed by your birth date in MMDDYYYY format. For example, if John Smith was born on January 12, 1976, his password would be sm01121976.

### Step 2 ▶ Change your password. (New Users Only)



The screenshot shows the 'password management' page. It features a yellow padlock icon and the text 'password management'. Below this, there is a 'Change Password' section with a 'Username: Svenson, Thomas' label. A message states: 'You need to reset your password for one of the following reasons: a) this is the first time you've logged in with a new password that was emailed to you, or b) the system has forcibly expired your old password as a routine security measure, or c) an administrator has directed you to this site to have you change your password'. To the left, 'Guidelines for Secure Passwords' are listed, including rules for uppercase, lowercase, numbers, and special characters, with examples like BlueShoes#2, FunSun@1, 3GreenTree@, and Friedegg4%. A 'PLEASE DO NOT USE ANY EXAMPLES AS PASSWORDS!' warning is present. On the right, there are fields for 'Old Password:', 'New Password:', and 'Confirm Password:', followed by a 'Change Password' button. A red text prompt at the bottom says 'Please enter your old password.'

- The system will force you to change your password. Carefully read the password rules on the left side of the page.
- Fill in the fields shown and click **Change Password**.

### Step 3 ▶ Answer the secret questions. (New Users Only)



The screenshot shows a web page titled "password management" with a yellow padlock icon. Below the title, it says "Answer secret questions" and "Username: Smith, Judy." A paragraph of text explains that answering these questions will allow the user to reset their password. There are two text input fields: "What is your Parent/ Guardian's (i.e., Mother's) maiden name?" and "What is your Father's or Parent/ Guardian's middle name?". A "Submit" button is at the bottom.

- You will be asked to set up your Forgotten Password help. By setting up your answers to secret questions, you will be able to reset your password electronically using your UML email account.

- Enter the requested information.

*Enter the information carefully. You must be able to enter this information exactly as you type it here in order to reset your password.*

- Click **Submit**.

### Step 4 ▶ Log into the Finance Application. (New Users Only)



The screenshot shows the PeopleSoft login page. It has a blue header with the PeopleSoft logo. Below the header, there are two text input fields for "User ID:" and "Password:". To the right of these fields is a "Select a Language:" section with a list of language options: English, Español, Dansk, Deutsch, Français, Français du Canada, Italiano, Magyar, Nederlands, Norsk, Polski, Português, Suomi, Svenska, Čeština, 日本語, 한국어, Пуссун, 繁體中文, العربية. There is a "Sign In" button below the input fields. On the left side, there are links for "Change Your Password", "Forgot Your Password?", and "To set trace flags, click here".

- Enter your username and NEW password.

- Click **Sign In**.

### Getting Help

Off-Campus: Call the Help Desk at 978 / 934-4357 if you need assistance.

On-Campus: Call the Help Desk at x4357.  
Visit the Help Desk in Olsen Hall, First Floor.