Instructions for Gaining Access to the FAMIS Budget Module

NEW BUDGET USERS:
If you do not already have access to FAMIS, please complete FAMIS Access Request Form FD-825 and forward to Training and FAMIS Security at Mail Stop 6000. This request will give you basic access to FAMIS. Please allow 24-48 hours for processing and at least 1 hour for an initial Online Introductory training session.

Once you have FAMIS access, you can obtain access to the FAMIS Budget Module by completing Budget Access Request Form FD-580 and also forward to Training and FAMIS Security to Mail Stop 6000.

Once you have access to the FAMIS Budget Module, you are strongly encouraged to attend Budget Module Training, which is offered before Phase I of the budget process. For registration, please visit the FAMIS Training Website.

EXISTING BUDGET USERS:
If you used the FAMIS Budget Module in the prior budget year, you will still need to confirm that you need access again for the upcoming budget year. You may do this by sending a memo from your Department Head or Director to Training & FAMIS Security at Mail Stop 6000. You may also have your Department Head or Director send an e-mail to famis-aid@tamu.edu.

The memo or e-mail should contain the following information:

a. Name
b. UIN
c. Subject: “Allow Budget Update”
d. SPECIFIC area access
   Examples:
   *Dept/All  FISC/ALL
   *Dept/None  FISC/none or VPFN
   *Dept/Subd  FISC/AAR, FISC/FMO
   *Exec Level  EX: FN
   *Division  DIV: AD
   *College  CL: AG
Choose multiple department combinations OR Exec, Division or College levels.

RESETTING EXPIRED TRAINING PASSWORDS:
If you plan to attend FAMIS Budget Module Refresher Training and need to reset your training password, please send an e-mail to famis-aid@tamu.edu and include the following: full name, UIN and phone number.

FOR FURTHER INFORMATION, please contact the Office of Budget and Planning at 845-8145 or budget@tamu.edu. For FAMIS access questions, contact Training and FAMIS Security at 847-8833 or famis-aid@tamu.edu.

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