

How to Log into FI\$Cal 2.0

Supplemental Job Aid

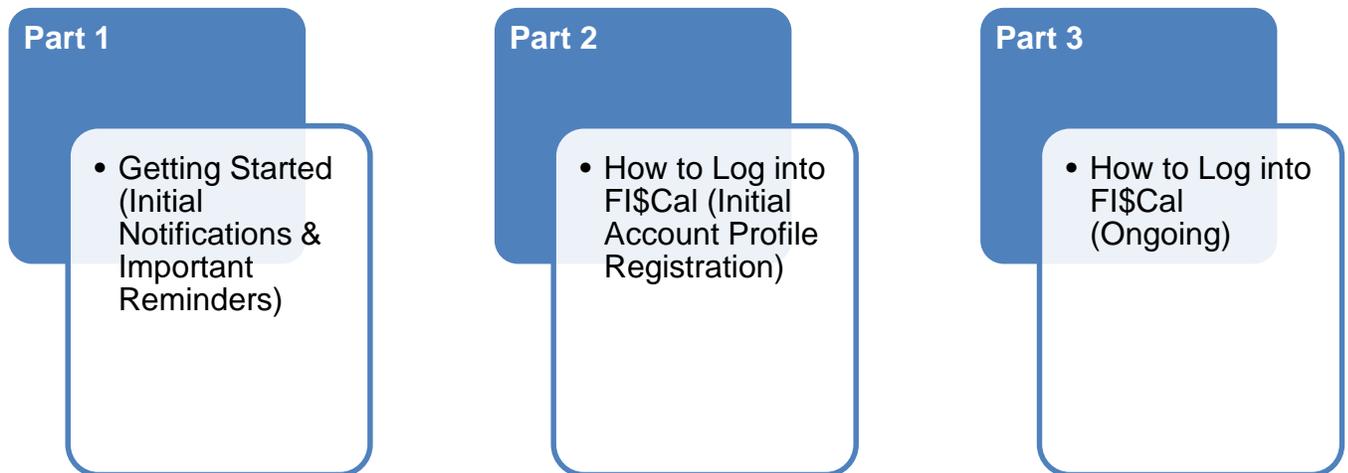
Date: 07/14/2014

Target Audience: All FI\$Cal Roles

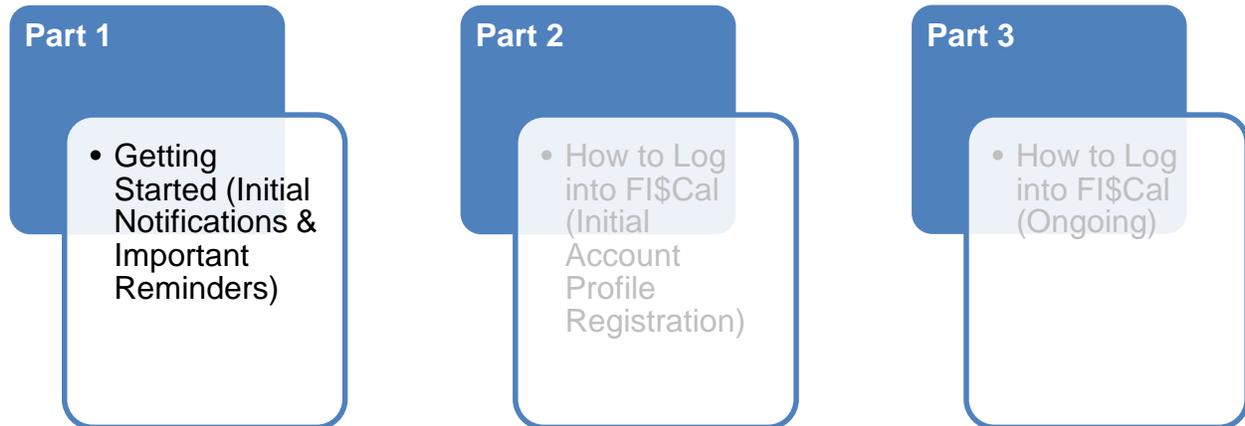
Purpose: This Supplemental Job Aid provides new FI\$Cal users the steps required to log into FI\$Cal. The steps to log into FI\$Cal slightly differ when you first attempt to log in (by establishing your FI\$Cal account profile), versus when you subsequently log in during future visits.

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 and 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. The email you receive will be as follows:

Initial Email Notification (Completing Your FI\$Cal Account Profile)

Dear FI\$Cal User,

A one-time password has been generated so that you can log in to the FI\$Cal System.
Your password is: xxxxxxxxxx

Please log in to FI\$Cal and change your password immediately:

1. Go to: <https://portal.fiscal.ca.gov/psp/psppd1/?cmd=start>
2. Read and agree to the FI\$Cal System Use and Privacy Policy
3. Enter your email address, which is also your FI\$Cal username. Click "Enter".
4. Enter your one-time password. Click "Enter".
5. To reset your password, enter your old password and new FI\$Cal password twice. Click "Enter".
6. Click "Continue" to proceed to set up your security image and challenge questions.
7. Note your security image and security phrase. Click "Continue".
8. Select three challenge questions and provide answers in the box provided. Click "Enter".
9. Enter your email address on the "OTP Anywhere Registration" page. This will confirm that this email address can be used to send a one-time password in the future.
10. Check the box for "I agree to the Financial Information System for California's System Use and Privacy Policy." Click "Continue".
11. Depending upon your application access, you will see either a Hyperion and/or PeopleSoft application link. Click on the appropriate link to access the application.

For Hyperion Users:

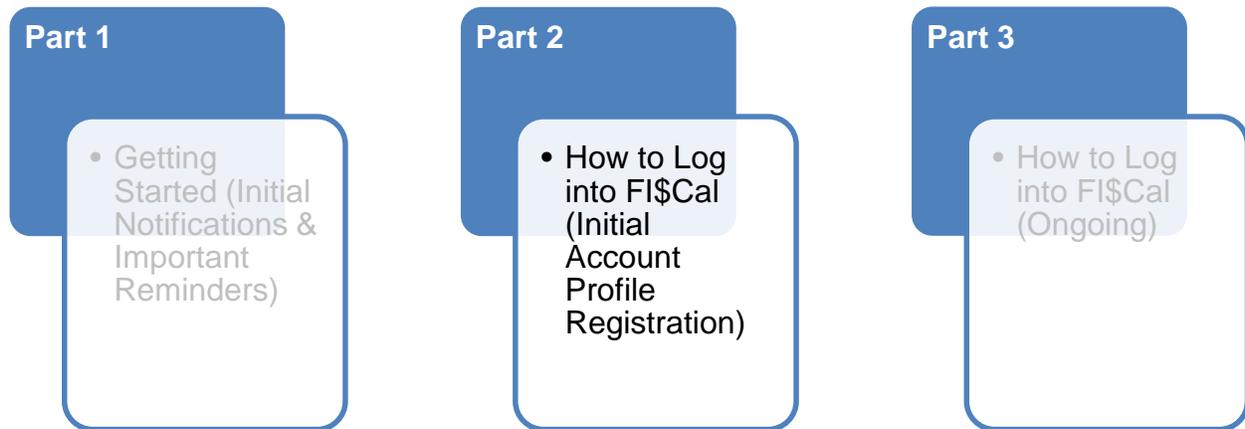
12. Click on CalPLAN link in the Hyperion Workspace.
13. Configure your Hyperion Preferences according to job aid FI\$Cal.077- Setting Preferences in Hyperion on the FSC website.

Important Reminders

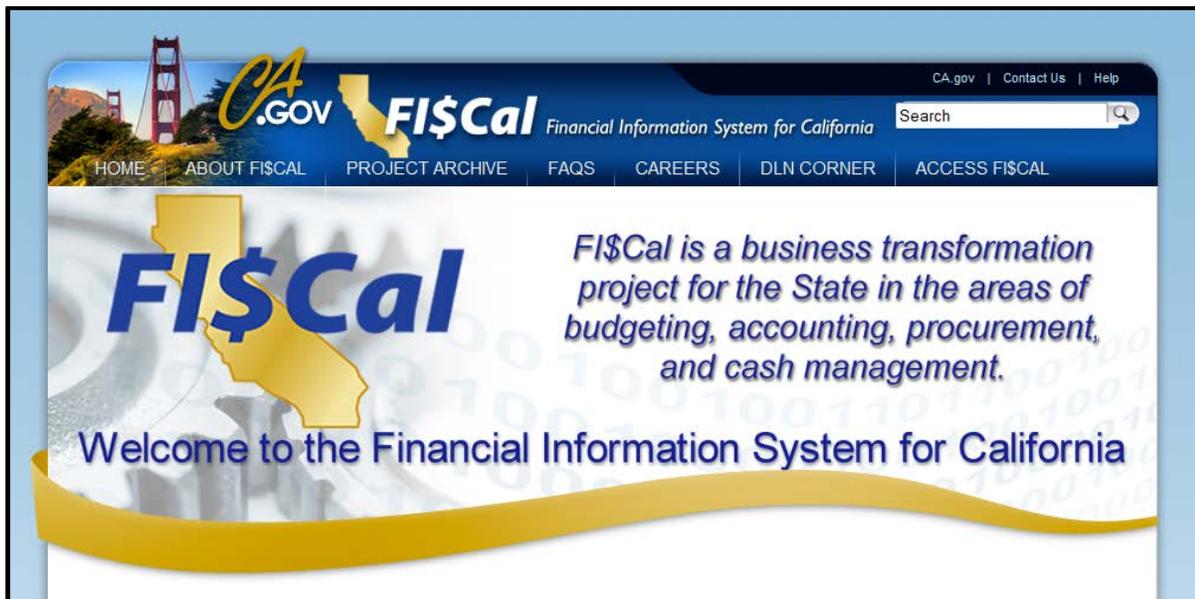
	<p>For all FI\$Cal-related activities, please ensure you are using Internet Explorer 9.</p> <p>Note: Other browsers may be supported. Please consult the FI\$Cal Service Center (FSC) End-User Configuration Guide 3.2.</p>
	<p>FI\$Cal End-User Training was delivered in April, May, June and July of 2014. Department users receive training centered upon 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 during the week of July 14 – July 18. 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)

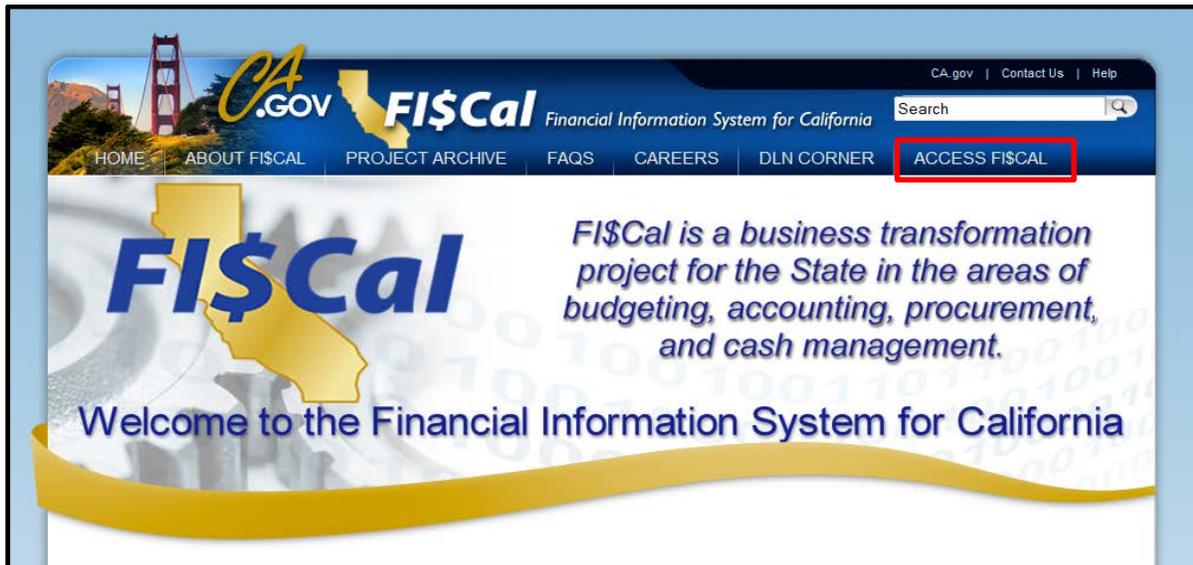
This process should be followed when you have yet to complete your FI\$Cal account profile.



Step 1: Enter www.fiscal.ca.gov in the address bar (location bar) of Internet Explorer.



Step 2: Click the **ACCESS FI\$CAL** tab.

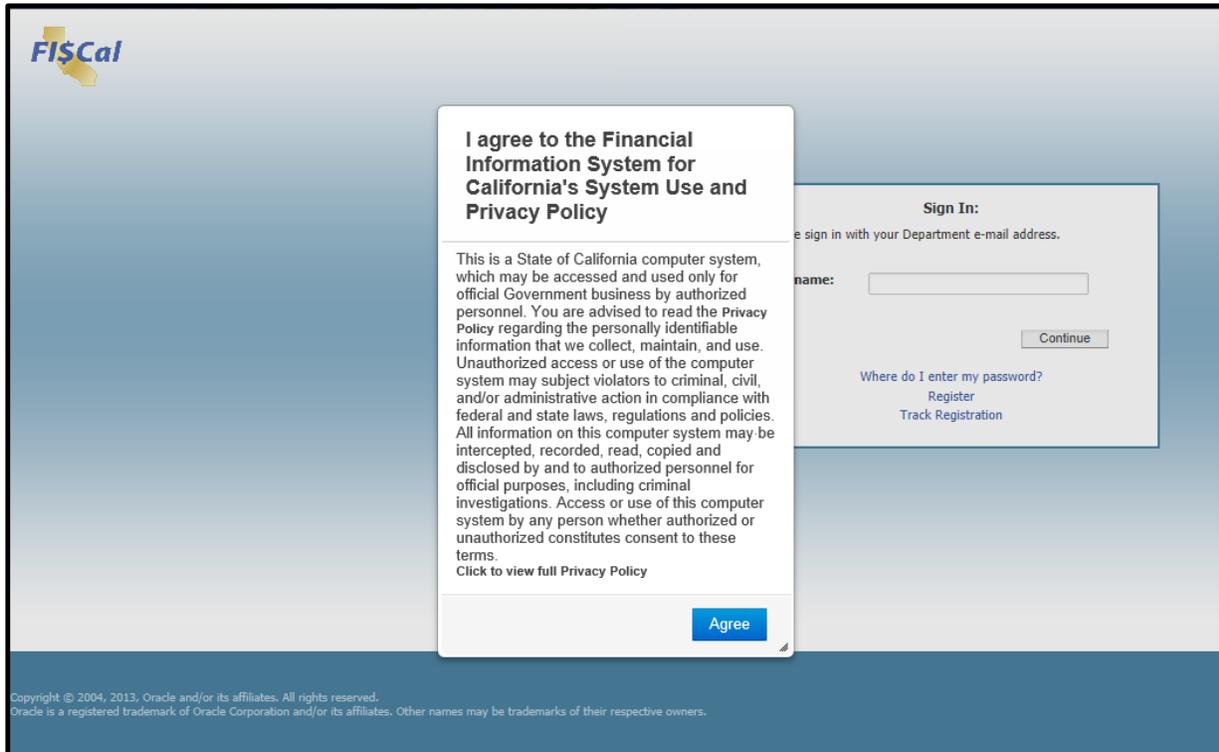


Step 3: On the **Access FI\$Cal** page, click the **Login to FI\$Cal** button.

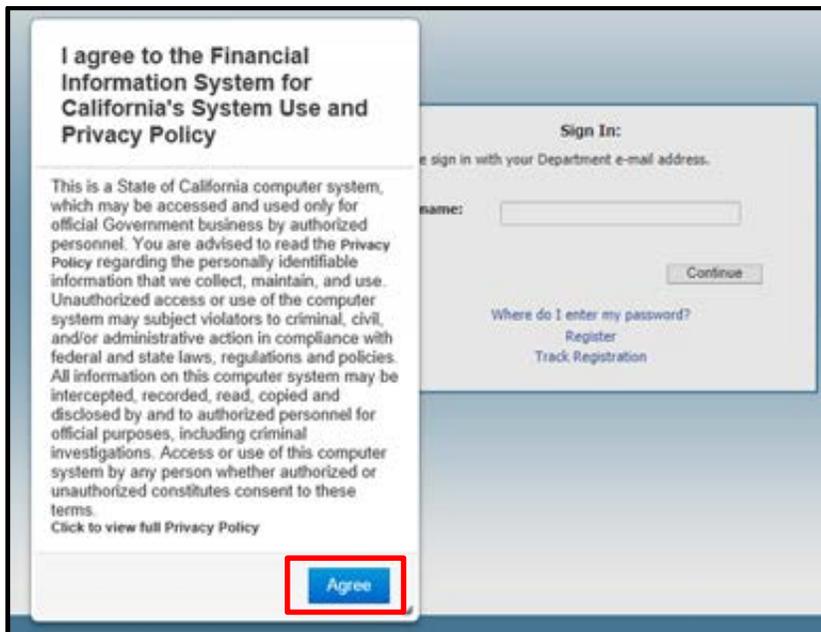
Note: It the first button displayed on the left side of the page.



Step 4: The FI\$Cal Portal will display. 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.



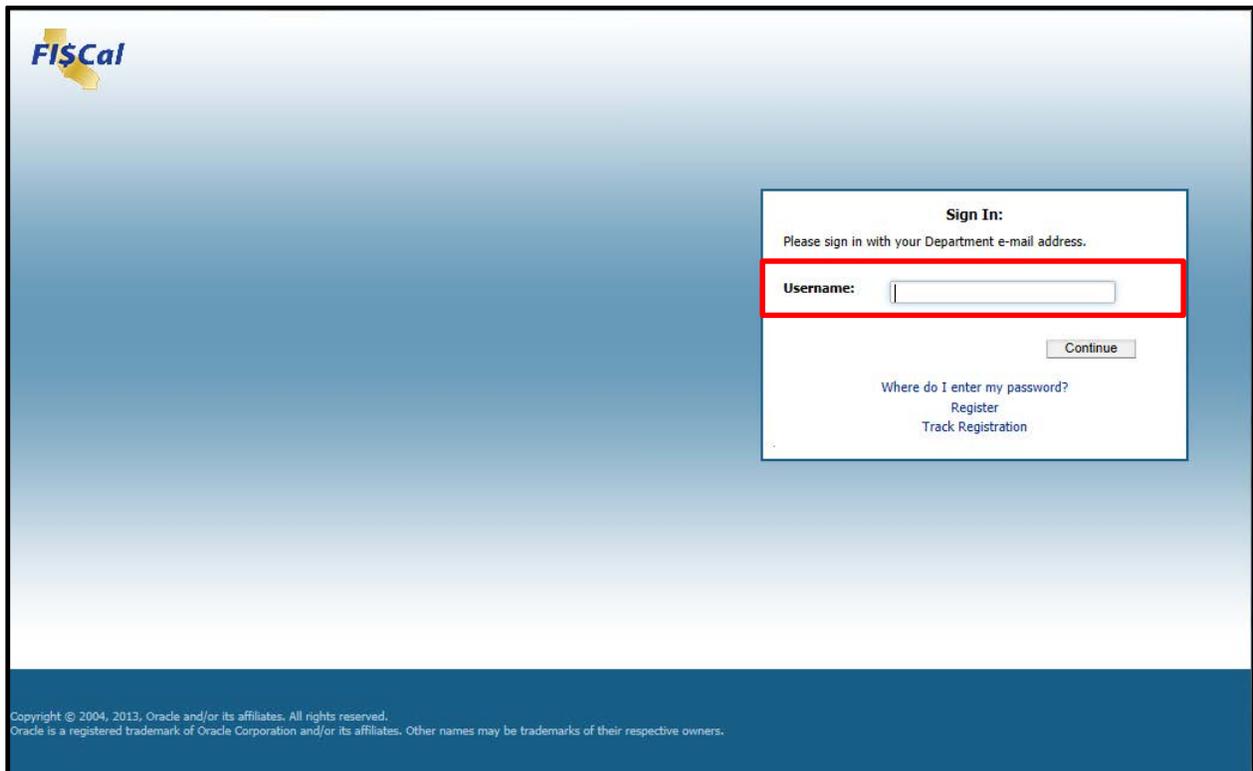
Step 5: Click the **Agree** button within the hovering pop-up window.



Step 6: Once you select the **Agree** button, the main **Sign In** page for FI\$Cal clearly displays.

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.



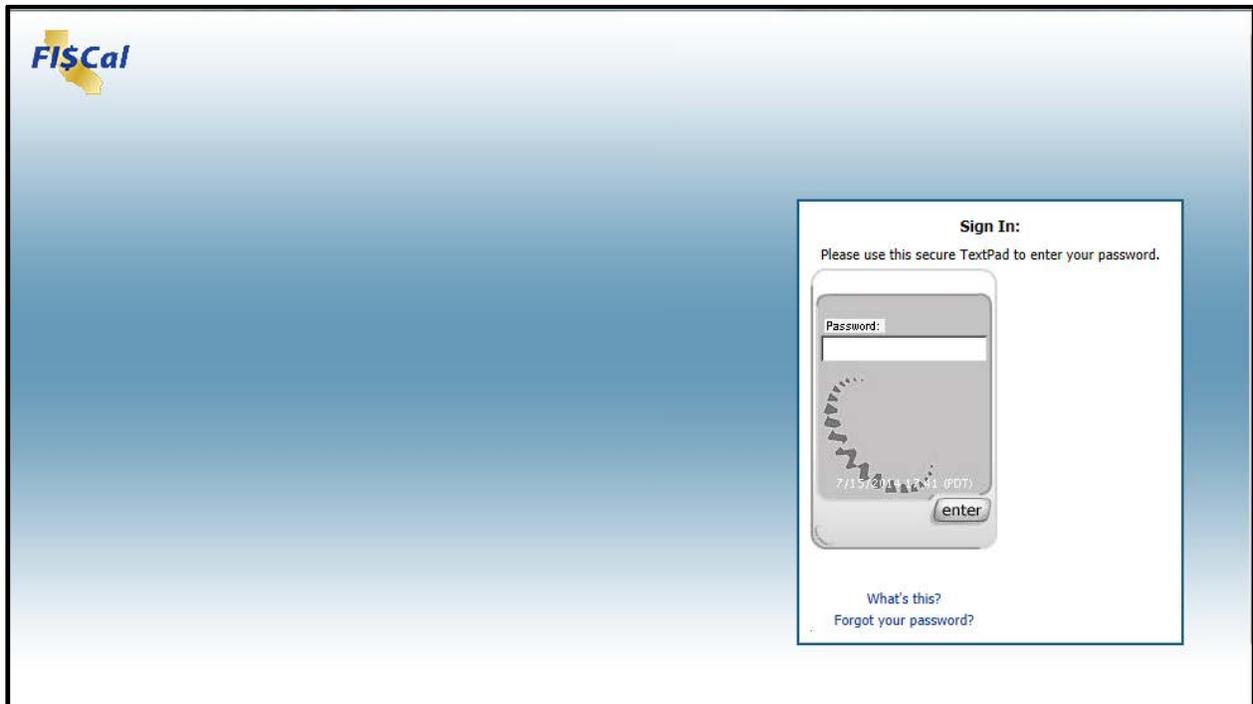
The screenshot shows the FI\$Cal Sign In page. The page has a blue gradient background. In the top left corner, there is the FI\$Cal logo. The main content area is a white box with a blue border. Inside this box, the text "Sign In:" is centered at the top. Below it, the instruction "Please sign in with your Department e-mail address." is displayed. A red rectangular box highlights the "Username:" label and the adjacent text input field. Below the input field is a "Continue" button. At the bottom of the white box, there is a link "Where do I enter my password?" with sub-links "Register" and "Track Registration". At the very bottom of the page, there is a dark blue footer containing copyright information: "Copyright © 2004, 2013, Oracle and/or its affiliates. All rights reserved. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners."

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

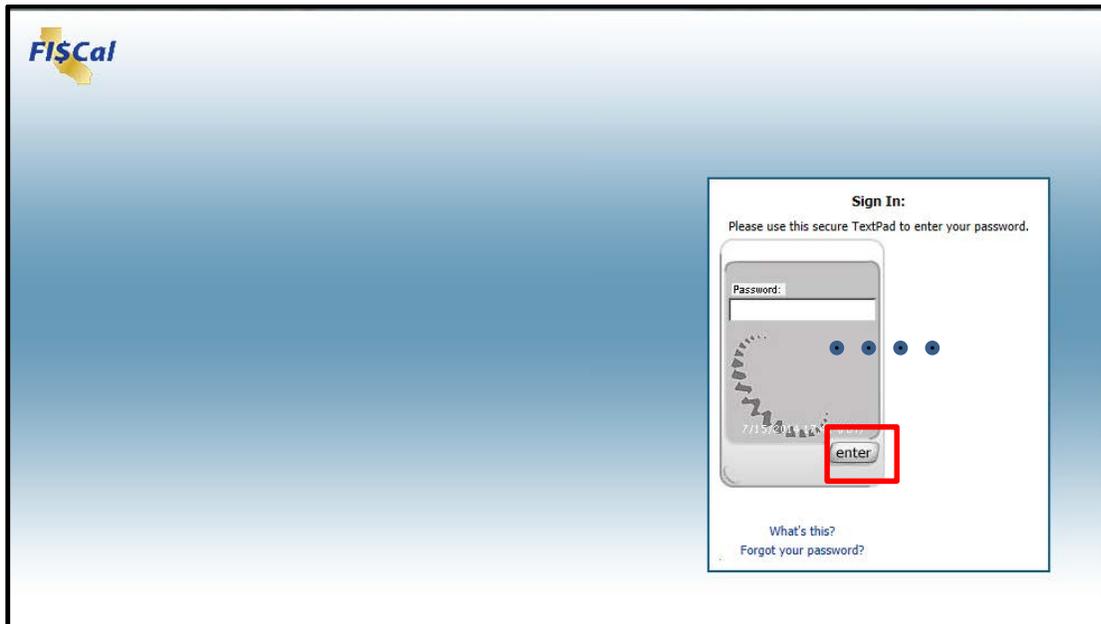
Step 7: Once you enter your full email address, enter your temporary password in the **Password** field.

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

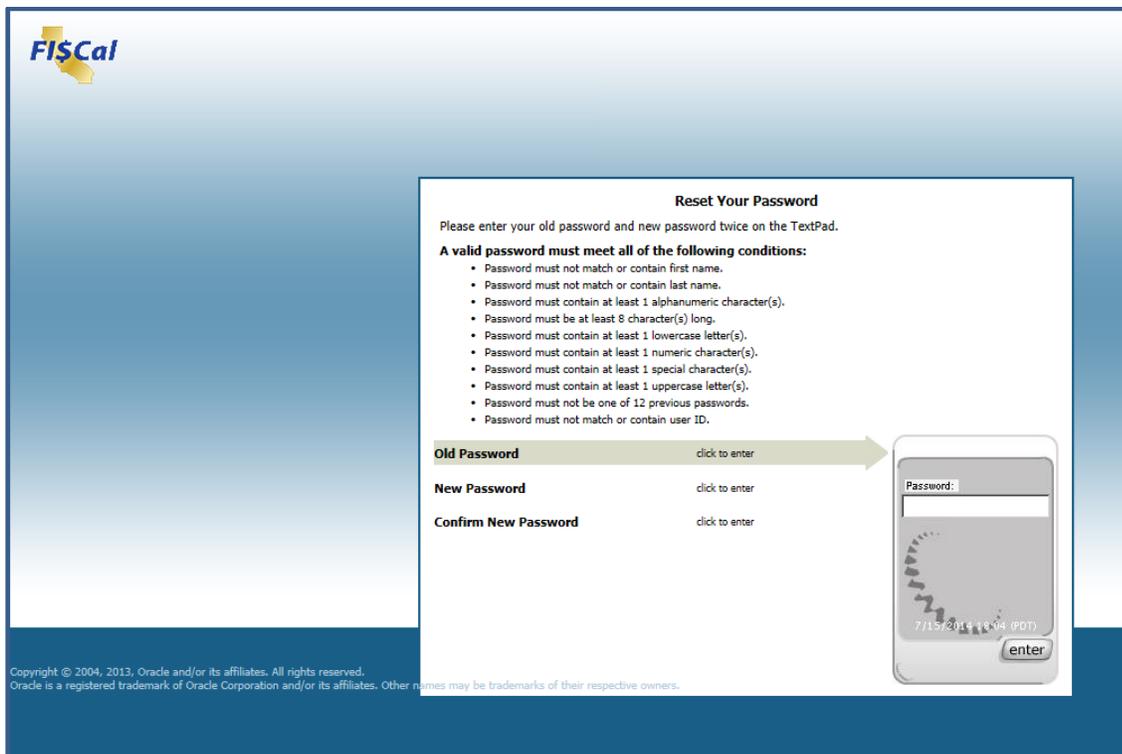
Note: The temporary password provided to you may only be used once - during the initial process of completing your FI\$Cal account profile. You will be automatically prompted to update your password on a subsequent page as you complete your FI\$Cal account profile.



Step 8: Once you enter your temporary password, click the **Enter** button.



Step 9: The **Reset Your Password** page displays. This page will prompt you to update your temporary password with a more permanent password.

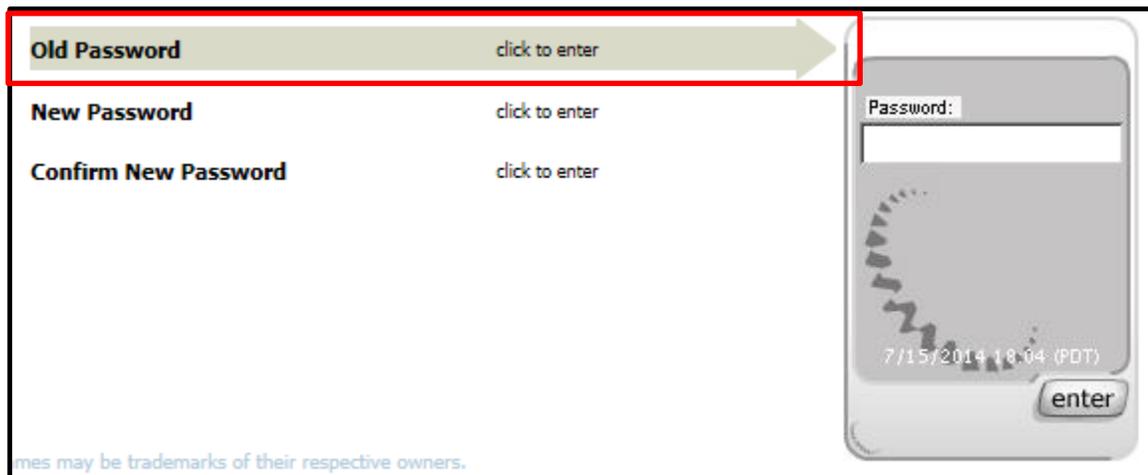


Step 10: Re-enter your temporary password in the **Password** field displayed on the right side of the **Reset Your Password** page. The following text will be highlighted in grey:

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.



Old Password click to enter

New Password click to enter

Confirm New Password click to enter

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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	



The image shows a mobile device screen with a 'Password:' label, a large grey arrow pointing to the input field, and an 'enter' button at the bottom right. The screen also displays a date and time: '7/15/2014 18:04 (PDT)'.

Names may be trademarks of their respective owners.

Step 11: 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	
Confirm New Password	click to enter	



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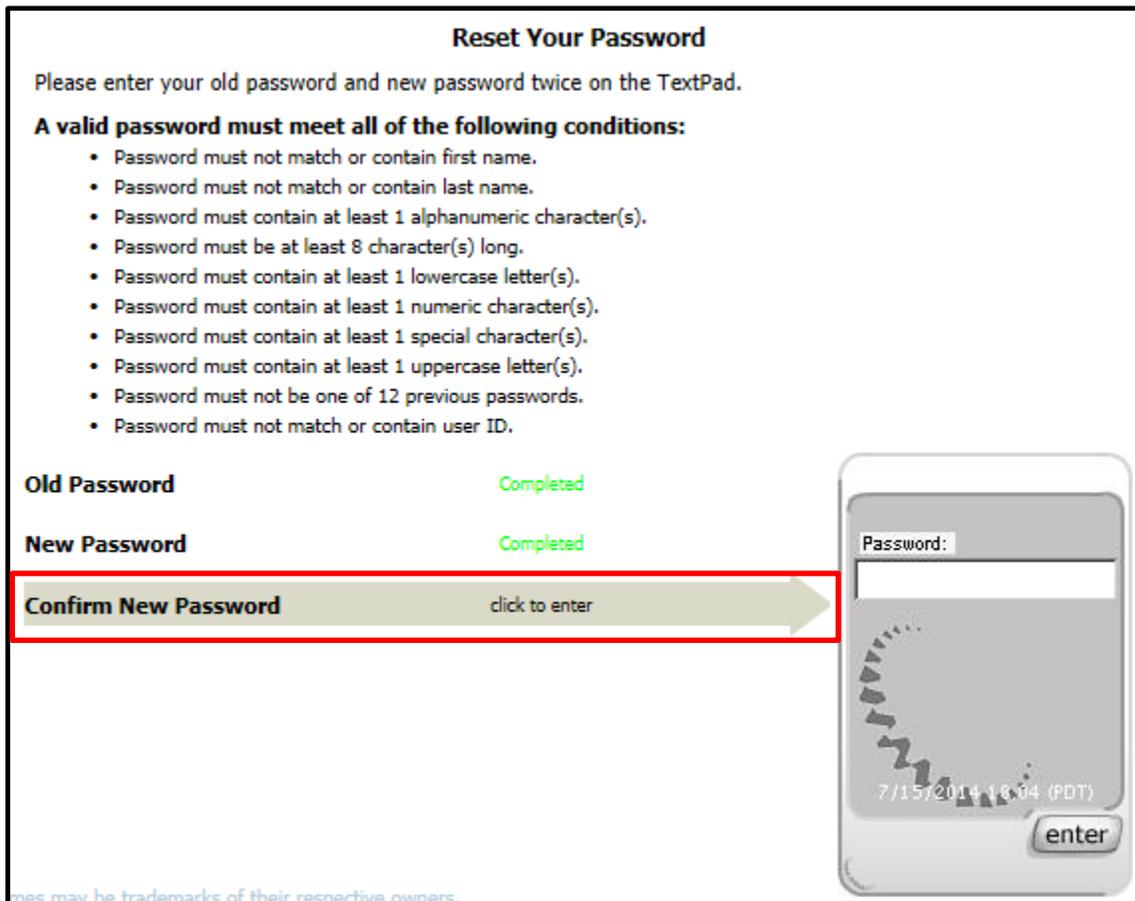
Once you have successfully entered your new password in the **Password** field, click the **Enter** button.

Step 12: 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

7/15/2014 16:04 (PDT)

enter

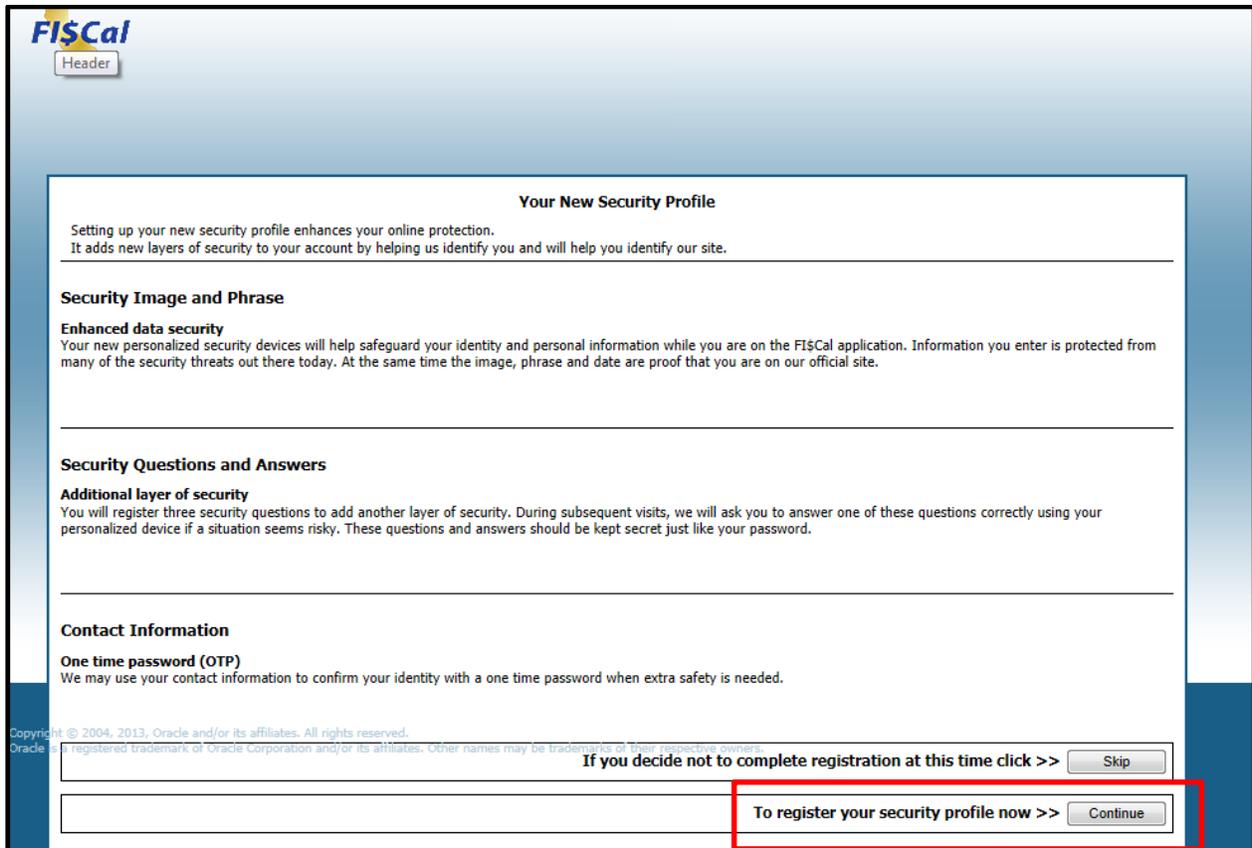
Once you have successfully entered your new password in the **Password** field, click the **Enter** button.

Step 13: 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 >>

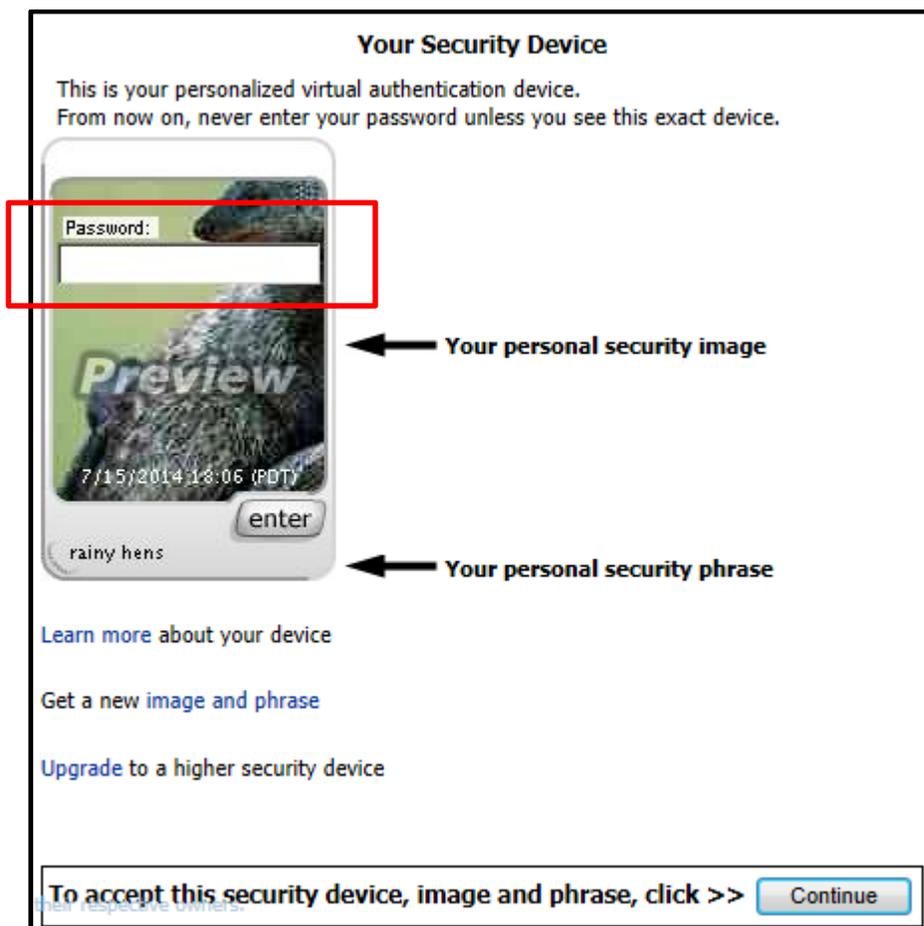
Step 14: Once you click the **Continue** button, the page will automatically refresh with the **Your Security Device** page.

Review the details presented on this page.

Once you have fully reviewed all details presented on the **Your Security Device** page, enter your new password.

Note: Moving forward, before you enter your FI\$Cal password, ensure the **personal security image** displayed is correct. You will also be 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.

You may not change or customize your **personal security image** or **personal security phrase**. Each FI\$Cal end-user is automatically assigned one of each.



Your Security Device

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

Password:

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 15: Once you enter your new password, 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 16: Once click the **Enter** 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.

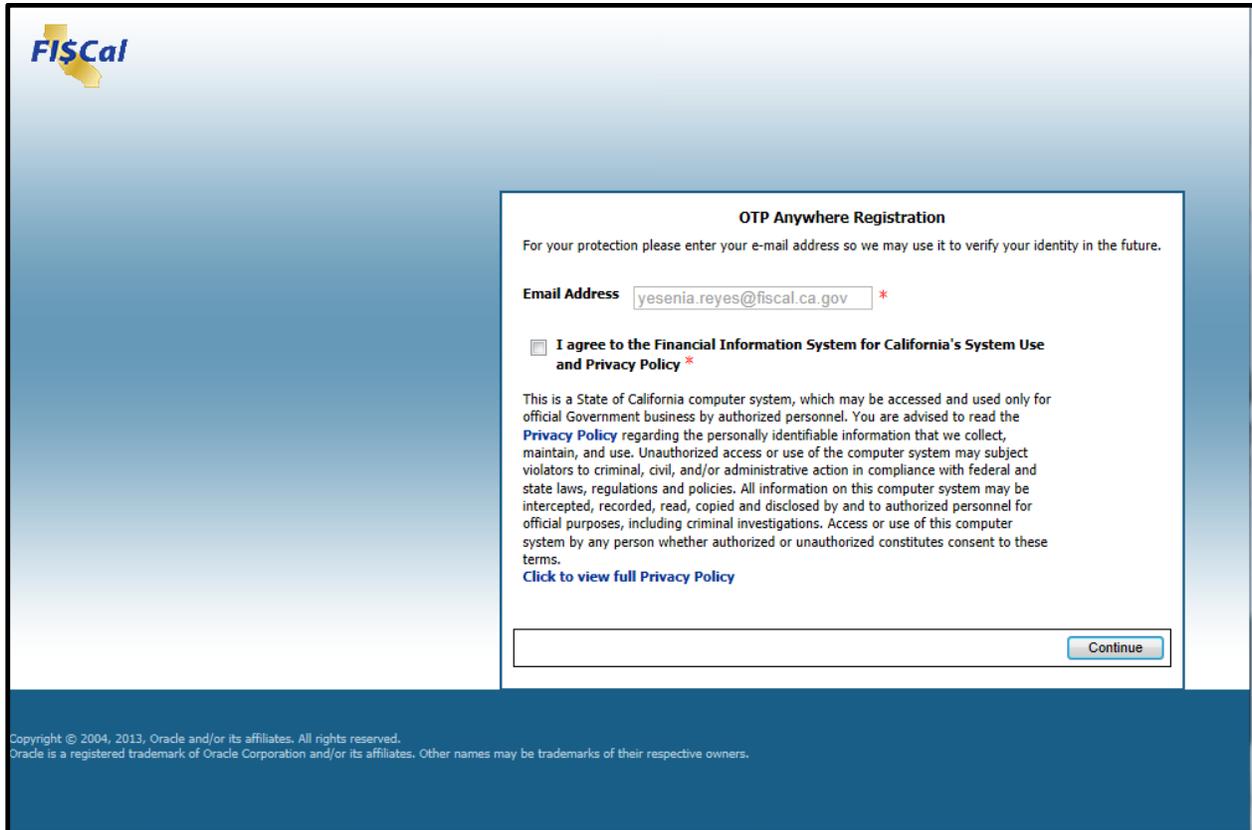
- Select a distinct question for **Question 1)**, followed by entering its answer in the **Answer** field. Click the **Enter** button.
- Select a distinct question for **Question 2)**, followed by entering its answer in the **Answer** field. Click the **Enter** button.
- Select a distinct question for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

The screenshot displays the "Security Questions" page. At the top, it says "We will use your security questions and answers to confirm your identity at times when extra safety is needed." Below this, there are three questions, each with a dropdown menu. The questions are: 1) "What color was your first car?", 2) "What is your favorite style of music?", and 3) "What was the first foreign country you visited?". To the right of these questions is a graphic labeled "Answers" that looks like a smartphone screen. The screen shows an "Answer:" field with "Mexico" entered, and an "enter" button below it. A grey arrow points from the third question's dropdown menu to the "Answer:" field on the smartphone graphic. Red boxes highlight the question dropdowns and the answer field on the smartphone.

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 17: Once click the **Enter** button for the third time, the page will automatically refresh and display the **OTP Anywhere Registration** page.

Review the details presented on this page.



The screenshot shows the 'OTP Anywhere Registration' page within the FI\$Cal system. The page has a blue gradient background. In the top left corner, there is a logo for FI\$Cal with the text 'Financial Information System for California'. The main content area is a white box with a blue border. At the top of this box, the title 'OTP Anywhere Registration' is centered. Below the title, a message reads: 'For your protection please enter your e-mail address so we may use it to verify your identity in the future.' There is a text input field labeled 'Email Address' containing the text 'yesenia.reyes@fiscal.ca.gov' followed by a red asterisk. Below the input field is a checkbox that is currently unchecked, with the text 'I agree to the Financial Information System for California's System Use and Privacy Policy' followed by a red asterisk. Underneath the checkbox is a paragraph of text: '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.' Below this paragraph is a blue link that says 'Click to view full Privacy Policy'. At the bottom right of the white box is a blue button labeled 'Continue'. At the bottom left of the entire page, there is a small copyright notice: 'Copyright © 2004, 2013, Oracle and/or its affiliates. All rights reserved. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.'

Step 18: Once you have reviewed the **OTP Anywhere Registration** page, click on the following checkbox:

“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 19: 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.

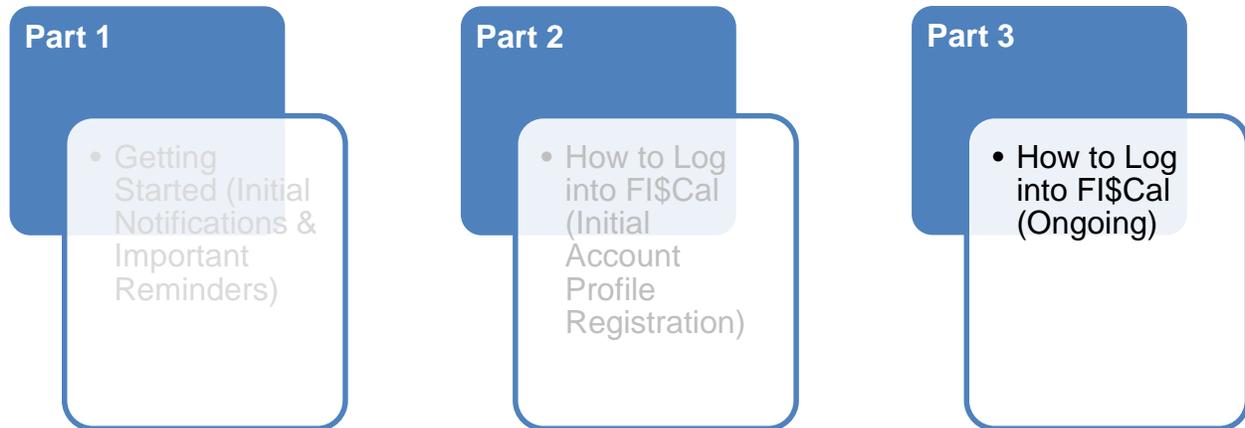
[Click to view full Privacy Policy](#)

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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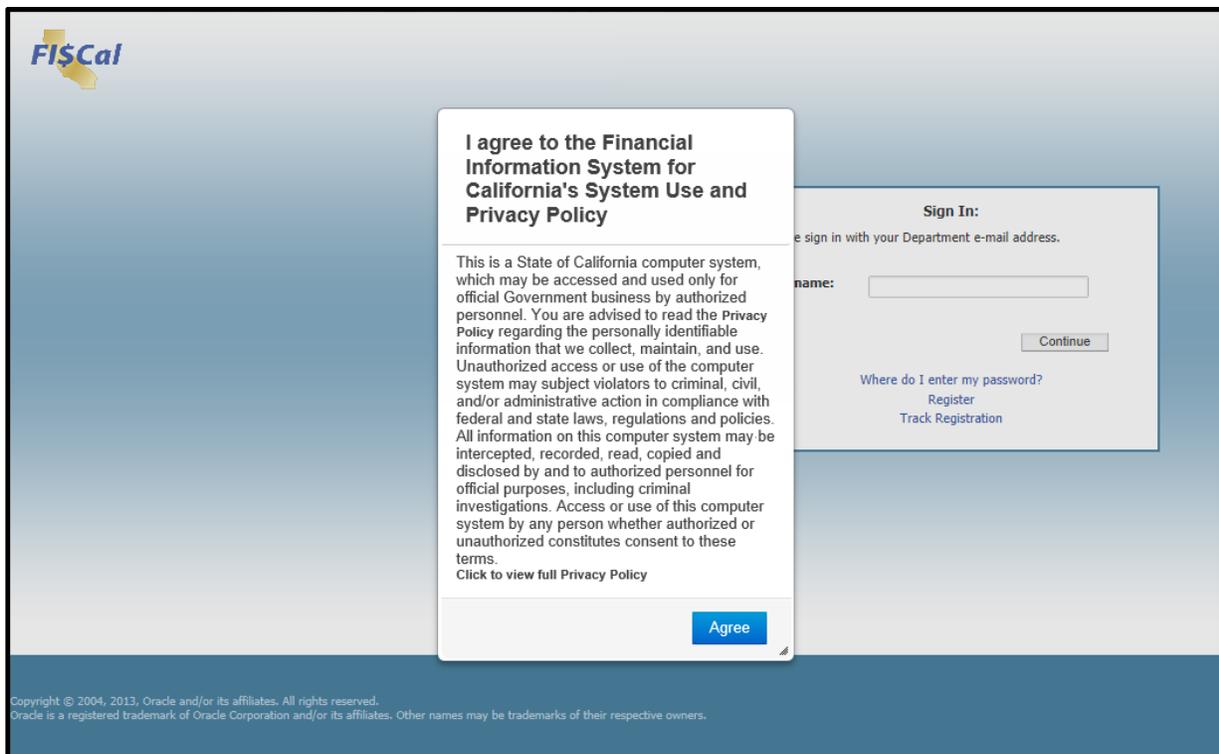
Part 3: How to Log into FI\$Cal (Ongoing)

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

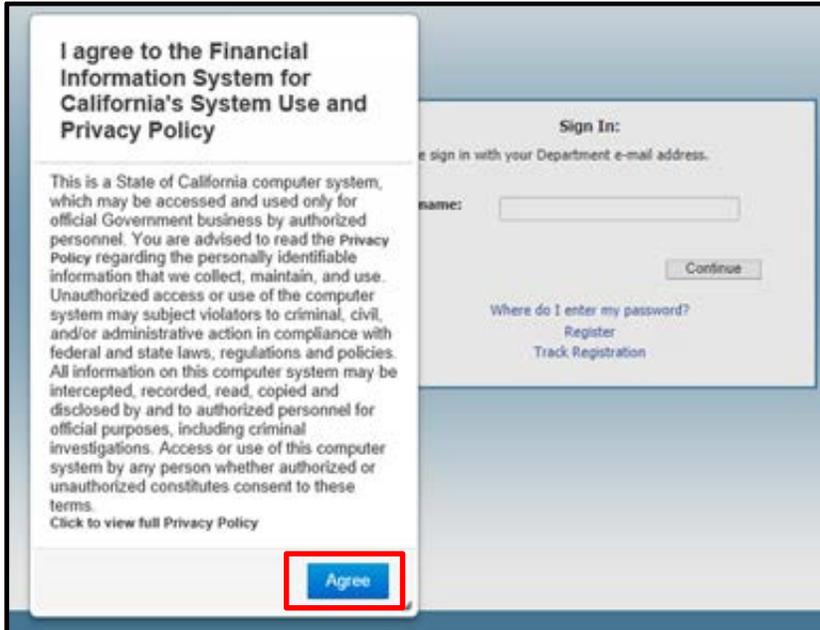


Step 1: The FI\$Cal Portal will display. By default, verbiage surrounding the FI\$Cal Use and Privacy Policy will display in a hovering pop-up window. Carefully review the Use and Privacy Policy.

Note: The FI\$Cal Use and Privacy Policy will always display before you are able to log into FI\$Cal using your credentials.



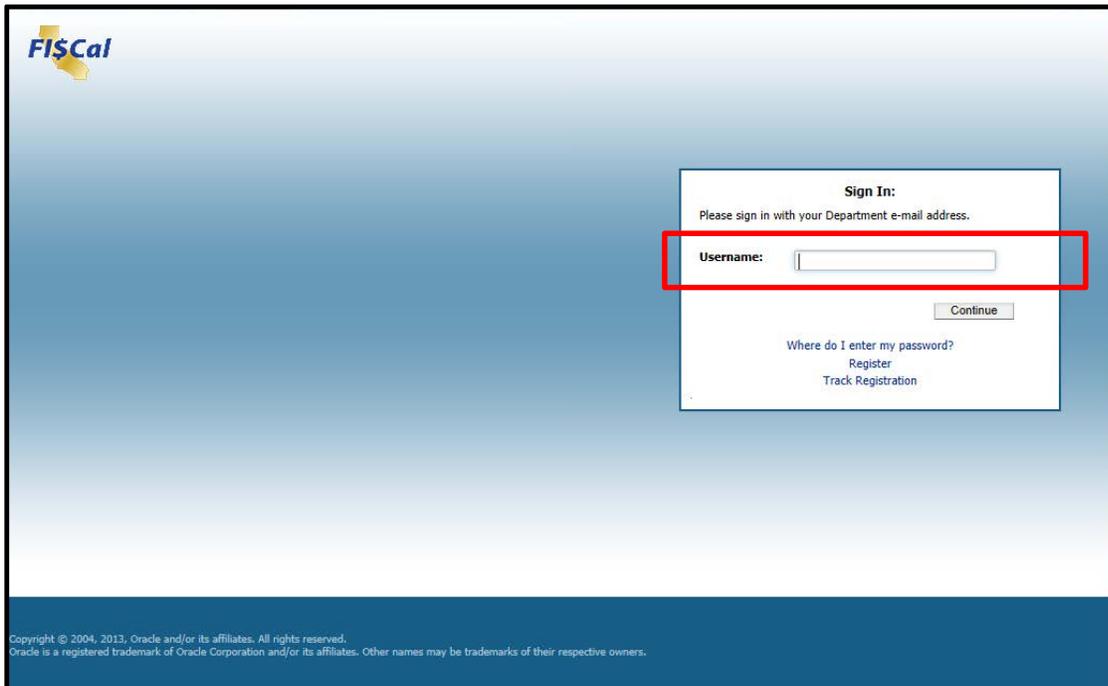
Step 2: Click the **Agree** button within the hovering pop-up window.



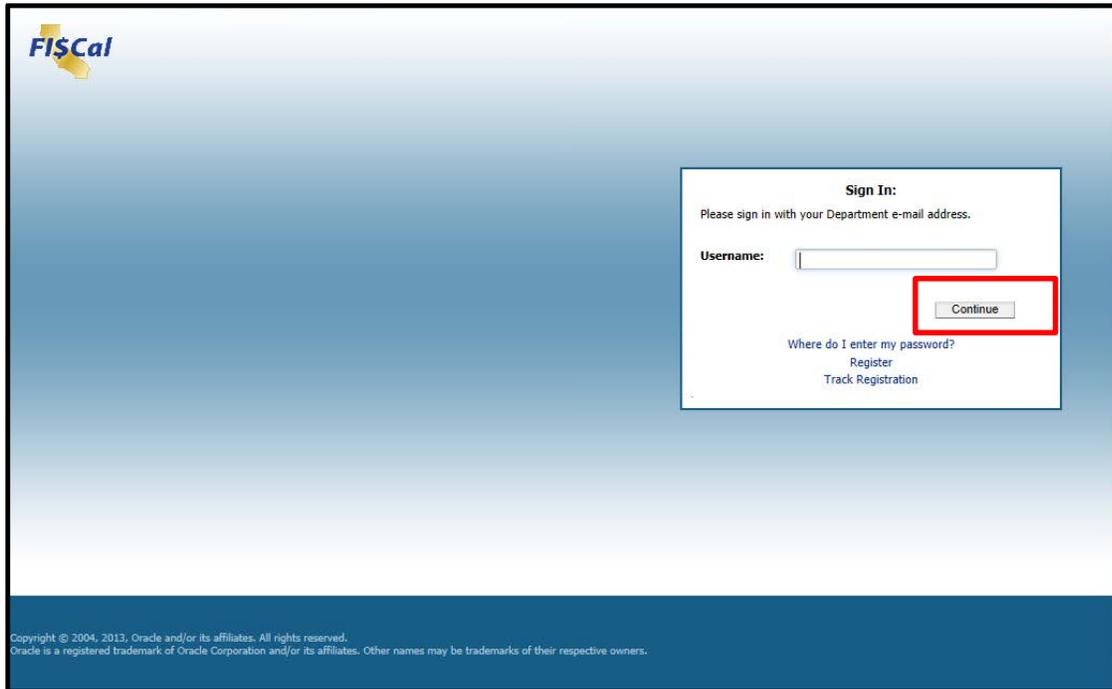
Step 3: Once you select the **Agree** button, the main **Sign In** page for FI\$Cal clearly displays.

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.



Step 4: Once you enter your State of California-issued email address in the **Username** field, click the **Continue** button.



Sign In:
Please sign in with your Department e-mail address.

Username:

[Continue](#)

Where do I enter my password?
[Register](#)
[Track Registration](#)

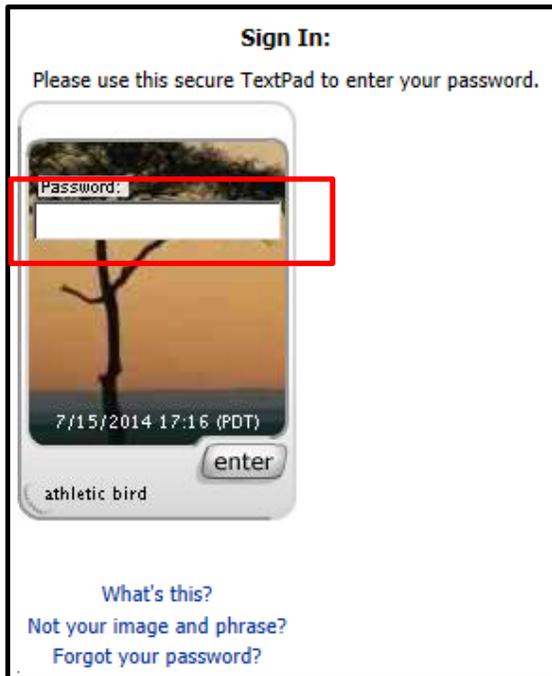
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Step 5: Once click the **Continue** button, the page will automatically refresh and display the **Sign In** page.

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.

You may not change or customize your **personal security image or personal security phrase**. Each FI\$Cal end-user is automatically assigned one of each.



Sign In:
Please use this secure TextPad to enter your password.

password:

7/15/2014 17:16 (PDT)

enter

athletic bird

[What's this?](#)
[Not your image and phrase?](#)
[Forgot your password?](#)

Step 6: Once you enter your password in the **Password** field, select the Enter button.



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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