

Financial Access and Authority Management (FAAM) Tool How-to Sheets Log into the FAAM Tool

This how-to sheet outlines the steps required to:

• Log into the Financial Access and Authority Management (FAAM) tool

What is FAAM?

- FAAM is used to request or to remove financial access to a funding source for yourself or someone else via Carleton Central
- Use FAAM to request access to the following financial systems:
 - o eShop
 - o FAST

STEPS

- 1. Enter this URL into an internet <u>central.carleton.ca</u> browser.
- 2. Enter your MyCarletonOne credentials.

Tip: Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

Note: This system is DUO enabled (carleton.ca/its/duo).



Welcome to the Carleton SSO Federated Portal. Enter your MyCarletonOne username and password.

	MyCarletonOne username
	Password
Keep me signed in	
	Sign in

Forgotten your Password?

3.	Click on the 'Financial Services' tab. Tip: If you do not see a 'Financial Services' tab, email <u>financial.systems@carleton.ca</u> to request access.	Main Menu X File Edit View Favorites Tools Help Carleton Central Very Ensure Carleton Central Canadas's Capital University Personal Information Student Services Financial Services WebTailor Administration Sitte MAP Personal Information Student Services Financial Services WebTailor Administration
4.	Click on the ' Financial Access and Authority Management' link to access the FAAM service. Tip: If you do not see the link, email <u>financial.systems@carleton.ca</u> to request access.	Financial Services X File Edit View Favorites Tools Halp Carleton Central Carleton Central Return to MENU SITE MAP Personal Information Student Services Financial Services WebTailor Administration Financial Services Employee Services Financial Services WebTailor Administration Financial Services Employee Services Financial Services WebTailor Administration Financial Services Employee Services Financial Services WebTailor Administration Image: Services Employee Services Financial Services Image: Services Image: Services Expense, or eShop, you have access to this section. COMING SOONI Financial Access and Authority Management Image: Services of unding sources, request or update access, or eshop, you own.
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5.	You have now accessed the FAAM tool.	Financial Services Fine Edit View Favorites Tools Help Calledon Central Carlot Control Contro

What next? Visit the <u>FACTS' FAAM tools and support page</u> find more how-to sheets (e.g. requesting access and removing access).