

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:
 - eShop
 - FAST

STEPS

1. Enter this URL into an internet browser. central.carleton.ca


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.



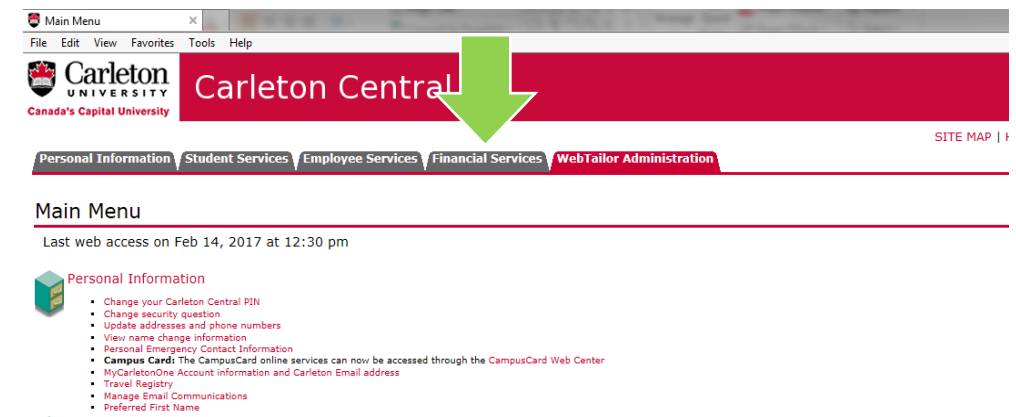
☐ Keep me signed in

Sign in

Forgotten your **Password**?

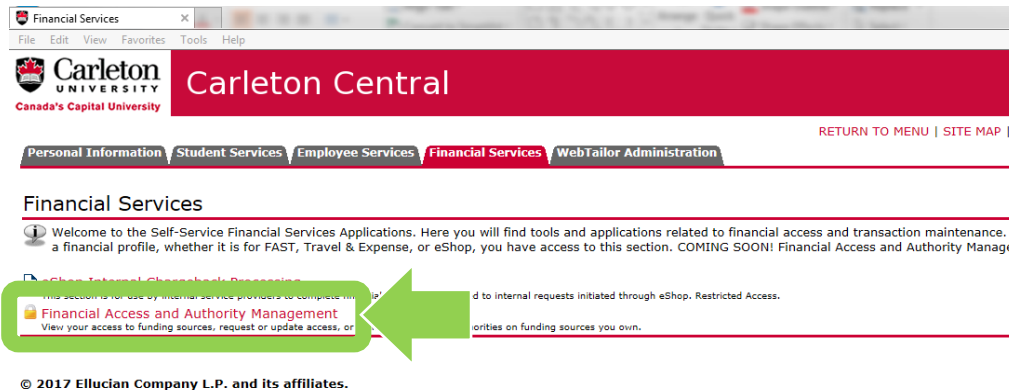
3. Click on the 'Financial Services' tab.

Tip: If you do not see a 'Financial Services' tab, email financial.systems@carleton.ca to request access.

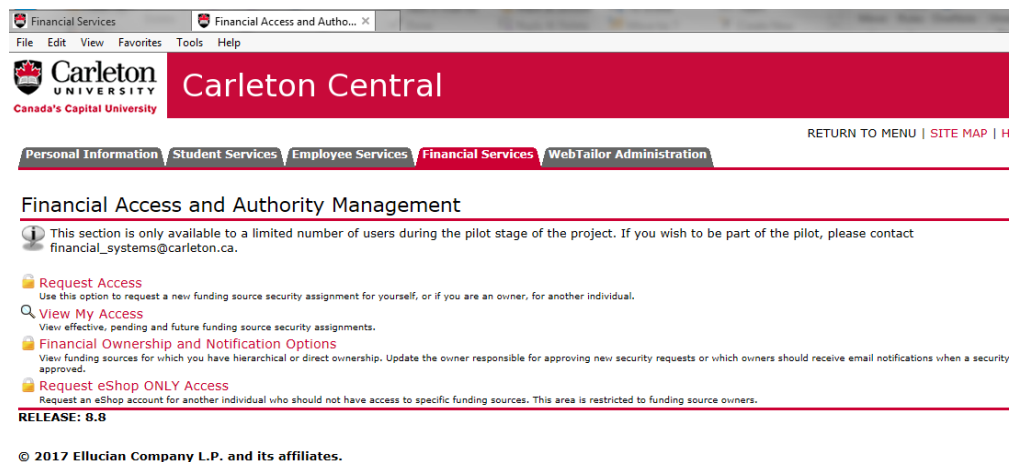


4. Click on the 'Financial Access and Authority Management' link to access the FAAM service.

Tip: If you do not see the link, email financial.systems@carleton.ca to request access.



5. You have now accessed the FAAM tool.



What next? Visit the [FACTS' FAAM tools and support page](#) find more how-to sheets (e.g. requesting access and removing access).