Financial Access and Authority Management (FAAM) Service How-to Sheets

#1. Logging into the FAAM Service

This how-to sheet outlines the steps required to:

- Log into the Financial Access and Authority Management (FAAM) service

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
- This allows use of financial systems, for example, eShop, Travel and Expense, and FAST

STEPS

1. Enter this URL into the internet browser of your choice.  
   http://central.carleton.ca/

2. Enter your MyCarletonOne credentials.

3. Click on the ‘Financial Services’ tab.
   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. If you do not see the link, email financial.systems@carleton.ca to request access.

5. You have now accessed the FAAM Service.

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