

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

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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

[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.

The screenshot shows the Carleton Central Main Menu. At the top, there is a navigation bar with tabs: Personal Information, Student Services, Employee Services, Financial Services, and WebTailor Administration. The Financial Services tab is highlighted. Below the navigation bar, the page title is 'Main Menu' and it shows 'Last web access on Feb 14, 2017 at 12:30 pm'. Under the 'Personal Information' section, there is a list of links: Change your Carleton Central PIN, Change security question, Update addresses and phone numbers, View name change information, Personal Emergency Contact Information, Campus Card: The CampusCard online services can now be accessed through the CampusCard Web Center, MyCarletonOne Account information and Carleton Email address, Travel Registry, Manage Email Communications, and Preferred First Name. A green arrow points to the Financial Services tab in the navigation bar.

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.

The screenshot shows the Carleton Central Financial Services page. The navigation bar is the same as in the previous screenshot. Below the navigation bar, the page title is 'Financial Services'. A welcome message states: 'Welcome to the Self-Service Financial Services Applications. Here you will find tools and applications related to financial access and transaction maintenance. a financial profile, whether it is for FAST, Travel & Expense, or eShop, you have access to this section. COMING SOON! Financial Access and Authority Management'. Below this, there is a section titled 'Financial Access and Authority Management' with a description: 'View your access to funding sources, request or update access, or...'. A green arrow points to this link. At the bottom, there is a copyright notice: '© 2017 Ellucian Company L.P. and its affiliates.'

5. You have now accessed the FAAM tool.

The screenshot shows the Carleton Central Financial Access and Authority Management page. The navigation bar is the same as in the previous screenshots. Below the navigation bar, the page title is 'Financial Access and Authority Management'. A message states: 'This section is only available to a limited number of users during the pilot stage of the project. If you wish to be part of the pilot, please contact financial_systems@carleton.ca.' Below this, there are four links: 'Request Access' (Use this option to request a new funding source security assignment for yourself, or if you are an owner, for another individual.), 'View My Access' (View effective, pending and future funding source security assignments.), 'Financial Ownership and Notification Options' (View funding sources for which you have hierarchical or direct ownership. Update the owner responsible for approving new security requests or which owners should receive email notifications when a security approved.), and 'Request eShop ONLY Access' (Request an eShop account for another individual who should not have access to specific funding sources. This area is restricted to funding source owners.). At the bottom, there is a 'RELEASE: 8.8' label and a copyright notice: '© 2017 Ellucian Company L.P. and its affiliates.'

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