

Accessing MEMFIS Applications

Chapter 1

MEMFIS Basics

Phase I of the MEMFIS project was implemented on July 1, 2001. It included Purchasing, Accounts Payable, Cash Management, and General Ledger modules. Phase II of the project will be implemented on January 1, 2005 and will include Human Resources and Payroll modules. All staff will begin recording their time on December 12, 2004. While faculty and staff will continue to be paid on the last working day of the month; students and seasonal staff will be paid bi-weekly with their first paycheck on January 19, 2005.

For Phase I, users were given access based upon their purchasing and reporting responsibilities. For Phase II, basic access to MEMFIS will be automatically granted to all Faculty, Staff and Students who are employed by the University. Employees who are responsible for purchasing and reporting will need to continue to complete an Authorization for Access form which is available on the web at <https://access.uni.edu/forms/memfis/access.xls>. The Authorization for Access form is also used to request Timecard Manager and Timecard Reviewer responsibilities for your department.

As an employee of the University of Northern Iowa, you will have access to your own personal information including W4's, timecards, and earnings statements (payslips). Employees can change personal information such as home address, phone number, office address, second office and privacy protect information. The system will automatically route all information to the appropriate offices. All employees will be responsible for completing a timecard.

In order to access MEMFIS applications, users will need a computer with an internet connection and a browser. The MEMFIS time entry system will be available twenty-four hours a day, seven days a week. A computer at the University will be identified where each employee will be able to complete a timecard. Alternatively, you can use a computer elsewhere that can access the internet and has a browser. If you cannot access a computer for timecard entry, arrangements can be made for you to provide your time to the person in your department that has "Timecard Manager" responsibility who can create your timecard and submit it for approval.

Logging into MEMFIS

1. From the UNI home page (<http://www.uni.edu>), click on **MyUNiverse**.



2. Login with your **MyUNiverse Username (SSN)** and **Password**. After you have changed your initial MEMFIS password you can use your MEMFIS Username and Password to log into MyUNiverse. Phase I users may login with your **MEMFIS Username** and **Password**.

The image shows a 'Secure Login' form. It has two input fields: 'Login:' and 'Password:', both with masked characters. Below the password field is a link that says 'Forgot your password?'. At the bottom is a 'Login' button and a link for 'First Time User Information'.

3. Locate the MEMFIS Channel. As of December 1st, employees will see their MEMFIS Username displayed in their MEMFIS Channel. New users will also see their initial password displayed. Click on **Access MEMFIS Applications/Timecard/PAF**.

The image shows a 'MEMFIS' channel menu. It contains several links: 'Access MEMFIS Applications/Timecard/PAF', 'Register for Training', 'Timecard Help', 'Ask a Question', 'MEMFIS Web Site', 'MEMFIS Forms', and 'MEMFIS Reports'. Below the links are two sections. The first is 'Generate a Sandbox Timecard Username and Password' with a text box for 'Account Type' and a 'Submit' button. The second is 'I already have a Sandbox Timecard Username and Password' with a 'Submit' button.

4. Enter your **MEMFIS Username** and **Password**.

UNI
MEMFIS

*Modern Executive Management
Financial Information Systems*

Welcome to Oracle E-Business Suite
Enter your username and password to log in
*Indicates Required Field

• Username: jse.parker

• Password: *****

Maintained by the
University of Northern Iowa

Logon

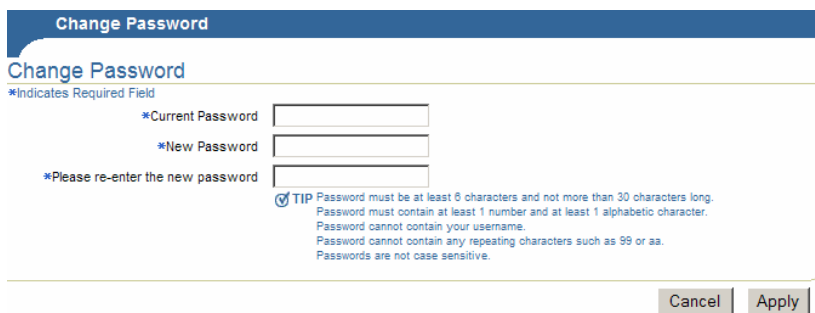
5. Click **Logon**. If this is the first time you have logged in, you will be automatically prompted to change your password.

Changing Your MEMFIS Password

Your MEMFIS password will expire every 90 days. The system will automatically prompt you to change your password the first time you log in and when it is expired.



1. To change your password manually, click **Preferences** in the upper right corner of the home page.

The image shows a 'Change Password' form. It has a blue header with the text 'Change Password'. Below the header, there are three input fields: '*Current Password', '*New Password', and '*Please re-enter the new password'. A 'TIP' section is located below the fields, containing several lines of text: 'Password must be at least 6 characters and not more than 30 characters long.', 'Password must contain at least 1 number and at least 1 alphabetic character.', 'Password cannot contain your username.', 'Password cannot contain any repeating characters such as 99 or aa.', and 'Passwords are not case sensitive.' At the bottom right of the form are 'Cancel' and 'Apply' buttons.

2. Enter your **Current Password**.
3. Enter a **New Password**. Please note the following rules when creating a new MEMFIS password:
 - Password length - minimum is 6 - maximum is 30
 - Passwords must contain at least 1 number and 1 alphabetic character
 - Passwords cannot contain your username
 - Passwords cannot contain repeating characters.
 - Passwords cannot be reused for 365 days; that is, if you change your password, you cannot change it back to ANY password you have used for the past year
 - If a password is lost, forgotten, or locked because of expiration, contact the Computer Consulting Center at 273-5555 and select option 2. They cannot give you your password, but the password will be reset for you to change it yourself. You should keep your new password confidential to prevent unauthorized users from gaining access to the system.
4. Renter the **New Password**.
5. Click **Apply** when finished.