IFM$

LOGON SET UP GUIDE

Integrated Financial Management System

Release 5.1E

Introduction

Release 5.1E of the Environmental Protection Agency's Integrated Financial Management System (IFMS) includes significant security enhancements. Each time you logon to IFMS Release 5.1E, you will be required to enter a 6-8 digit password on the *Front End Logon Screen*. This password will be in addition to your current 8-digit IFMS USERID. Please note that while your USERID will be known by the IFMS Security Administrators, your password will be *chosen by you*, and should be kept secret. For a more detailed discussion of IFMS Release 5.1E security features, refer to the article entitled *5.1E Security* in the January 1994 issue of *Hot Lines*.

This document contains step-by-step instructions that you must follow the first time you go into IFMS Release 5.1E. The last two pages contain explanations and solutions to error messages you might encounter while trying to set up your IFMS Password. As always, the IFMS Hotline is available to provide help and answers at (703) 841-6800.

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The first time you logon to IFMS Release 5.1E, you will need to follow the steps outlined below to do two important things - change the default IFMS application, and define your personal IFMS password. These simple changes will only have to be made once, but without them, you will be unable to access IFMS Release 5.1E.

Step 1

On the *U.S. Environmental Protection Agency Menu System Screen* execute the following four steps:

1) Type **PC** in the COMMAND field

2) Type your 3-digit NCC USERID in the USERID field

3) Leave the PASSWORD field **blank**

4) Press **<ENTER>**

```
NETMAIN              U.S. Environmental Protection Agency    Date:      04/23/94
                                Menu System                  Time:      09:01:22
                                                             Terminal:  T2311263
                                                             Logmode:   S3278R2
     Please enter selection or command and then press ENTER.

        1. INFORMATION    News Alerts and User Memos
        2. SYSTEM MENU    System Selection Menu
       -3. MAIL           EPA Electronic Mail for 3270
        4. APPLICATIONS   EPA Applications Menu
        5. INTER-AGENCY   Inter-Agency Applications Menu
        6. PUBLIC         Public Access Applications Menu

     WARNING: The use of this computer is for official Government business only.
     Unauthorized use of this computer is a criminal offense under Title 18
     United States Code, Section 641, and may subject violators to a fine of
     up to $10,000, or imprisonment of up to 10 years, or both.

     Command ===> PC

     Optional Quick Logon - USERID    ===> ABC
                            PASSWORD ===>

     F1/F13=Help    F5/F17=Refresh    F12/F24=Cancel
```

U.S. Environmental Protection Agency Menu System Screen

Step 2

You will now be on the *U.S. Environmental Protection Agency PRODUCTION CICS logon Screen* where you need to execute the following steps:

1)   Enter your NCC password in the PASSWORD field

2)   Enter a **Y** in the CHANGE OTHER LOGON PARAMETERS (Y/N) field

3)   Press **<ENTER>**

```
 ZZSNSHT           U.S. Environmental Protection Agency       Date: 04/23/94
                          PRODUCTION CICS logon               Time: 09:01:23

 +-------------------------------------------------------------------------+
 | Enter USERID and PASSWORD and then press ENTER.                         |
 |                                                                         |
 |    USERID    ===> ABC                                                   |
 |                                                                         |
 |    PASSWORD  ===> ABC123        NEW PASSWORD ===>                       |
 |                                                                         |
 | Change other logon parameters (Y/N) ===> Y    Cancel (Y/N) ===> N       |
 +-------------------------------------------------------------------------+




 Command ===>
 F1/F13=Help    F3/F15=Exit
```

U.S. Environmental Protection Agency PRODUCTION CICS logon Screen

Step 3

You will now be on the *U.S. Environmental Protection Agency PRODUCTION CICS sign-on Screen* where you should:

1) Change the INITIAL TRANS field to **FFSP**. (This field may have been blank, or contained the letters FFPM).

2) Press **<ENTER>**

```
ZZSNLNG             U.S. Environmental Protection Agency        Date: 04/23/94
                         PRODUCTION CICS sign-on                Time: 09:01:24
+--------------------------------------------------------------------------+
| Enter USERID and PASSWORD and then press ENTER.                          |
|                                                                          |
|   USERID      ===> ABC                                                   |
|                                                                          |
|   PASSWORD    ===>                    NEW PASSWORD ===>                   |
+--------------------------------------------------------------------------+
|   ACCT ID     ===> XXXX               BIN NUMBER   ===>                   |
|                                                                          |
|   FIMAS       ===> XXXXX              PRINT DEST   ===>                   |
|                                                                          |
|   GROUP IDENT ===> XXXX                                                  |
|                                                                          |
|   INITIAL TRANS => FFSP                                                  |
+--------------------------------------------------------------------------+


Command ===>
F1/F13=Help    F3/F15=Exit
```
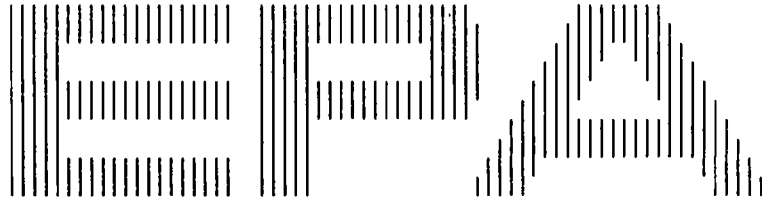
U.S. Environmental Protection Agency PRODUCTION CICS sign-on Screen

3/18/94

Step 4

Now that you have established IFMS Release 5.1E as your default application, you will automatically be taken to the *Environmental Protection Agency Front End Logon Screen*, where you must define your personal IFMS password. To set up your IFMS password:

1)   Type 1 in the COMMAND field

2)   Press <TAB> to go to the USERID field

3)   Enter your 8-digit IFMS User ID in the USERID field. (The IFMS USERID you currently have will remain the same in Release 5.1E. As in Release 3.1, the last four digits will remain invisible when you type them)

4)   Press <TAB> to move the cursor to the NEW PASSWORD field

5)   Enter the 6-8 digit password which you have chosen to go with your IFMS USERID.

6)   Press <TAB> to move to the VERIFICATION field

7)   Reenter your IFMS password in the VERIFICATION field

8)   Press <ENTER>

```
                    ENVIRONMENTAL PROTECTION AGENCY




                    INTEGRATED FINANCIAL MANAGEMENT SYSTEM

        SELECT BY NUMBER:  1.  TABLE INQUIRY/UPDATE (MTI)
                           2.  DOCUMENT ENTRY AND CORRECTION (DDB)
                           3.  PERSONAL COMPUTER INTERFACE (PCI)
                           X.  EXIT
        COMMAND: 1
                USERID: MIKE USER         PASSWORD:
            NEW PASSWORD: DOGBONES     VERIFICATION: DOGBONES
```

Environmental Protection Agency Front End Logon Screen

You will now be on the *IFMS 5.1E Flower Screen* from which you can go to any table for which you have clearance by using the Next MTI action (i.e. type N in the ACTION field and SUSF in the TABLE ID field to get to the SUSF table). Your USERID will automatically be carried over and will not have to be reentered. The last four digits of your USERID will be invisible, as they are now in Release 3.1.

```
ACTION: H TABLEID: FFS1 USERID: MIKE USER
                              *******
      IIIIIIII   FFFFFFFF    ****************       MMM    MMM   SSSSSSS
        II       FF          ******************    MMMM   MMMM   SS
        II       FFFFF       *********/   \******* MM MMMM MM    SSSSSS
        II       FF          *********|   |******* MM   MM MM        SS
      IIIIIIII   FF          *********\   /******* MM      MM   SSSSSSS
                             0\___/0\___/0\___/0\___/0
      INTEGRATED     0       000000000000000000000000     0    ENVIRONMENTAL
      FINANCIAL      0   0    0000000000000000000000     0  0    PROTECTION
      MANAGEMENT       0    0   00000000000000000      0    0      AGENCY
      SYSTEM            0       0    0000000      0       0
      VERSION 5.1         0        0    ###     0        0
                            0        0   ###   0        0
                             0       0   ###  0      0
                              0     0   ### 0    0
                       000000000 0   0 ### 0   0 000000000
                  000000000000000000 0 ### 0 000000000000000000
                      0000000000       ###       0000000000
                                       ###
      TYPE AN 'X'                                  (  ) MAIN MENU
      NEXT TO THE OPTION                           (  ) GENERAL MESSAGES
      YOU WISH TO PERFORM  - - >                   (  ) DIVISION MESSAGES
```

IFMS 5.1E Flower Screen

IFMS Password Policies

♦ **Never tell your password to anyone**, including the IFMS Hotline or people at EPA. Headquarters. There is no legitimate reason for anyone but you to know your password. Passwords are hidden and encrypted for a good reason.

♦ Choose a password that is easy to remember so you don't have to write it down. A helpful method is to combine two totally unrelated words such as TAXAPPLE or PINKGOAT.

♦ We do not recommend using your birthday or your child's name as a password. While easy for you to remember, they are also easy for anyone to guess.

♦ Never put your password in your Rolodex or on a Post-It note on your wall.

♦ Upon implementation of Release 5.1E, you will be forced off IFMS after 5 consecutive failed attempts to logon to IFMS. That is, if you mistype your password five time in a row during one logon attempt, IFMS will automatically disable your USERID. After June 30, 1994, you will only be allowed 3 failed attempts before being forced off the system. The following error message will appear if you are forced off IFMS:

*FE00 MAX LOGON TRIES REACHED

If you receive this message, you will need to call one of the IFMS Security Administrators (Randi Davis 202-260-5079 or Valerie Chun 202-260-6016) to have your USERID reset.

♦ If you go more than a year without accessing IFMS, your USERID will be disabled, and will need to call one of the IFMS Security Administrators (Valarie Chun 202-260-6016 or Randi Davis 202-260-5079) to have your USERID reset.

Password
Expiration

Your IFMS password will expire every 90 days. When this occurs, you will receive the error messages ***FE05 - PASSWORD HAS EXPIRED** and ***FE06 - ENTER NEW PASSWORD** on the *Front End Logon Screen*. To reset your personal IFMS password:

1) Type 1 in the COMMAND field

2) Press <TAB> to go to the USERID field

3) Enter your 8-digit IFMS User ID in the USERID field.

4) Press <TAB> to move the cursor to the NEW PASSWORD field

5) Enter a new 6-8 digit password which you now want to go with your IFMS USERID. Remember, this can not be a password that you have used previously, it must be completely new.

6) Press <TAB> to move to the VERIFICATION field

7) Reenter your new IFMS password in the VERIFICATION field

8) Press <ENTER>


```
                    ENVIRONMENTAL PROTECTION AGENCY



              INTEGRATED FINANCIAL MANAGEMENT SYSTEM

      SELECT BY NUMBER:  1.  TABLE INQUIRY/UPDATE (MTI)
                         2.  DOCUMENT ENTRY AND CORRECTION (DDB)
                         3.  PERSONAL COMPUTER INTERFACE (PCI)
                         X.  EXIT
      COMMAND:  1
              USERID:  MIKE USER        PASSWORD:
         NEW PASSWORD:  FIANCMAN    VERIFICATION:  FIANCMAN

    FE-*FE05 PASSWORD HAS EXPIRED          FE-*FE06 ENTER NEW PASSWORD
```

Environmental Protection Agency Front End Logon Screen

Error Messages

Below are some of the error messages you might encounter while trying to set up your IFMS password. For each case, a solution to the error has been included. In addition, the IFMS Hotline is available for help at (703) 841-6800.

*FE00   MAX LOGON TRIES REACHED

The maximum number of attempts to logon has been exceeded. This means that your USERID has been disabled. Call Valerie Chun (202-260-6016) or Randi Davis (202-260-5079) to have your USERID reset.

*FE01   USERID NOT IN USERID TAB

The USERID entered on the Front End Logon Screen is not in the User ID (USID) table. Retype your USERID in the USERID field and then press <ENTER>. If this fails, call Valerie Chun (202-260-6016) or Randi Davis (202-260-5079).

*FE02   USERID NOT IN SECURITY TABLE

The USERID entered on the Front End Logon Screen is not in the Security Table (STAB). Retype your USERID in the USERID field and then press <ENTER>. If this fails, call Valerie Chun (202-260-6016) or Randi Davis (202-260-5079).

*FE04   INVALID PASSWORD

The password entered in the PASSWORD field is not the same as the password assigned to the User ID. Retype your IFMS password in the PASSWORD field and then press <ENTER>.

*FE06   ENTER NEW PASSWORD

Enter a new password in the NEW PASSWORD field

*FE07   ENTER PASSWORD IN VERIFICATION

Enter your new password in the VERIFICATION field

*FE08   **NEW PASSWORDS DON'T MATCH**

The password entered in the NEW PASSWORD and VERIFICATION fields are not identical. Retype the entries in the NEW PASSWORD and VERIFICATION fields and then press <ENTER>.

*FE09   **ENTER PASSWORD**

A password is required and was not entered. Enter your password in the PASSWORD field and then press <ENTER>.

*FE10   **ENTER USERID**

No User ID was entered. Enter a User ID in the USERID field.

*FE11   **ENTER MENU OPT ON COMMAND LINE**

No menu option was specified in the COMMAND field. Enter 1 in the COMMAND field to go to the MTI (table) side of IFMS. Enter 2 in the COMMAND field to go to the DDB side of IFMS.

*FE12   **CAN NOT RE-USE PASSWORD**

You can not change your password to one which you used previously. Enter a new password in the NEW PASSWORD and VERIFICATION fields.

*FE13   **PASSWORD LENGTH TOO SHORT**

You password must be at least 6 characters long. Enter a password 6-8 characters in length in the NEW PASSWORD and VERIFICATION fields and then press <ENTER>.