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Overview

Introduction

Each user of the Fixed Asset Accounting and Control System (FAACS) is granted a Logon Identification and password following the procedures covered in CAPP Topic No. 70310, Security.

Once the user has an assigned LOGON ID and initial password, the following set of screens and instructions must be followed to access the FAACS web-based online System.
Logging On

Access the DOA Homepage

Access FAACS from the DOA Homepage: www.doa.virginia.gov. At the DOA Homepage, click on FIXED ASSET ACCOUNTING link on the right hand side.

Continued on next page
Logging On, Continued

Access Screen  This brings the user to the FAACS access screen. Click on FAACS On-line Application link in the Links box or the first bullet: FAACS On-Line Application.

Continued on next page
Logging On, Continued

Log-In Screen

This will take the user to the FAACS log-in screen. Enter the logon id (user ID) and password. Click the CONTINUE action button on the bottom of the screen to proceed.

Passwords expire after 90 days. To change the password, enter the logon ID and old password, then enter and confirm the new password. New passwords must be at least 8 characters long (no spaces) and contain the required elements as shown in CAPP Topic No. 70310, Security. FAACS allows users to reset forgotten passwords by answering three security challenge questions. The process for resetting a forgotten password is explained later in this CAPP Topic. Click the CONTINUE action button to proceed.

Continued on next page
Logging On, Continued

Bulletin Screen  The user will then come to the FAACS bulletin screen. This screen contains pertinent information regarding FAACS and a message that the user’s Log-In was successful. The user is now in the system and may perform data entry and inquiry functions. Click on the CONTINUE action button.
Logging On, Continued

Pending Transactions Screen

This takes the user to the FAACS pending transactions screen shown below.

To view master file or transaction file records or enter/edit transactions, click on the appropriate navigation bars at the top of the screen and use the appropriate action buttons at the bottom of the screen. An example of a FAACS Masterfile record is shown on next page. Additional information on data entry is contained in CAPP Topic No. 70325, Data Entry.
Logging Off

Log-Off Action Button
To log off FAACS, click on the LOGOFF action button located in the lower, right-hand corner on all FAACS screens.

Continued on next page
**Logging Off, Continued**

**Returns to Log-In Screen**

This returns the user to the Log-In screen. Clicking on the LOG OFF Action Button located in the screen’s lower, right-hand corner closes the FAACS Log-In screen.
Resetting Forgotten Passwords

FAACS provides a security feature that allows users to reset their own passwords by answering three security challenge questions as follows.

1. Click the [Forgot/Reset Password/Personal Options Submission] link shown on the previous FAACS Login screen to access the personal options security screens. A valid FAACS password is required the first time that you access the personal options screens.

2. Enter the FAACS user id and click the Submit menu button on the screen shown below.

![FAACS Login Screen](image_url)
Resetting Forgotten Passwords, Continued

Enter Existing Password to Access Personal Options Screen

- Enter the user’s current FAACS password and click the Submit Personal Options menu button. (The current FAACS password is required the first time that the user submits their security challenge questions.)

Continued on next page
Resetting Forgotten Passwords, Continued

Security of Your Personal Information Warning Banner

A FAACS security banner screen is then displayed to notify the user of the importance of personal information security.

- Click the Continue menu button to access the Personal Options Information screen.
Resetting Forgotten Passwords, Continued

Personal Options Information Screen

Complete the Personal Options Information screen by:

- Verifying the user’s email address (please notify DOA if the initial email address is incorrect),
- Entering and verifying a new FAACS password,
- Selecting and answering three security challenge questions (from a dropdown menu of eight possible questions),
- Entering a FAACS password “hint” to help the user remember the actual password, and
- Clicking the Submit menu button to save the answers to the security challenge questions and reset the FAACS password.

Continued on next page
Resetting Forgotten Passwords, Continued

Using the Security Challenge Questions to Reset Your Password

After the user has saved their answers to the security challenge questions, the user can then reset a forgotten password by:

1. Clicking the [Forgot/Reset Password/Personal Options Submission] link on the FAACS Login screen and submitting their FAACS user id at the Submit User Id screen previously shown in this CAPP Topic.

The user can then enter their answers to three security challenge questions and click the Submit Challenge Answers menu button to access the Personal Options Information screen and reset their password as shown on the previous page. Note: This screen also shows the users “Hint” to help remember a forgotten password.
Resetting Forgotten Passwords, Continued

Resetting Your Password on the Personal Options Information Screen

Users can reset their FAACS password as follows:

1. Verify the user’s email address (please notify DOA if the initial email address is incorrect),
2. Enter and verify a new FAACS password,
3. Click the Submit menu button to reset the FAACS password and return to the FAACS Login screen.

When accessing the Personal Options Information screen using the Submit Challenge Answers menu button on the previous page, users are not required to submit new answers to the security challenge questions or to update their password “Hint.” DOA recommends that the password “Hint” be updated whenever the password is changed.
Contacts

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Subject Cross References

References
CAPP Topic No. 70310, Security
CAPP Topic No. 70320, System Flow
CAPP Topic No. 70325, Data Entry