

## My FMS Connects User Group FAQs

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### **How can I get access to FMS?**

Talk to your Department Head or manager and see if FMSIII is something that would be beneficial for you and your department. If so, your manager will need to send a request to the Service Desk with the Department Head approval for you to have FMS access. The Service Desk will verify the information in the request and check your PC for the software. If you do not have the software, it will be sent to your PC. The FMS administrator will set up an account for you based on the security credentials indicated in the request from your manager. Once the account has been set up, you will be notified of your login and password. Training will be available online or by request.