Resetting a FAMIS password

If clients forget their password, the FAMIS system allows the users to reset their own password. FAMIS will allow 3 login attempts; if users exceed 3 login attempts the system will lock the User's access and the following message will appear.

	FAMIS	
	rice Desk on 8343 2850 for any technical qu	
Too many login	ttempts, your account has been locked. Ple the Forgotten Password button.	ase use
	ок	
	G Log In	

To reset a FAMIS password, complete the following steps:

1. Enter the User ID and the Forgot Password button will be highlighted.

FAMIS	
Contact the Service Desk on 8343 285 queries.	0 for any technical
bloggs01	
password	Forgot Password



2. Click the <u>Forgot Password</u> button and users will be sent a password reset link to their registered email address.

** If yo	ou access FAMIS using a web browser (such as Google Chrome or Firefox) other than your default (e.g. Internet Explorer), please copy and paste this link into your preferred web browser **
https://t	amis sa gov. au/tamis/login/login.jsp/token=303B6006C10AE5C6DAEC9F51B704B733
1 our pa	
Vourne	norm and search field in
Your F.	AMIS password reset link is shown below. If you did not request this, please report it to the service desk, service desk contact details are on the FAMIS front page.
To Asac	ð, Wvian (DPTI)
	FAMIS Password Reset
М	DPTI:Business Systems Service Desk
	Mon 23/10/2017 4:49 PM

- 3. Click the password reset link sent to user's email address.
- 4. Type in a new password (**Note**: Remember to confirm the new password and click the <u>Reset Password</u> button).

FAMIS
Contact the Service Desk on 8343 2850 for any technical queries.
Reset forgotten password
new password
confirm password
Reset Password Cancel Reset

5. A message will be displayed on the screen stating the password has been reset. Users can then login to FAMIS with the new password.

Password Requirements

To comply with Government Security Guidelines, FAMIS requires Users to change and maintain their own Password in accordance with FAMIS Password Requirements:

Passwords must comply with the following:

- All Passwords must be 8 characters or more
- All Passwords must contain at least 1 number, 1 uppercase letter and 1 lowercase letter.
- Users will be prompted to change their Password every 30 days
- Passwords cannot be re-used until 13 other Passwords have been utilised.

Note:

If problems persist, users can also contact the Service Desk by telephone on 8343 2850 or by emailing DPTI.BusinessSystemsServiceDesk@sa.gov.au to re-set and/or unlock User access.