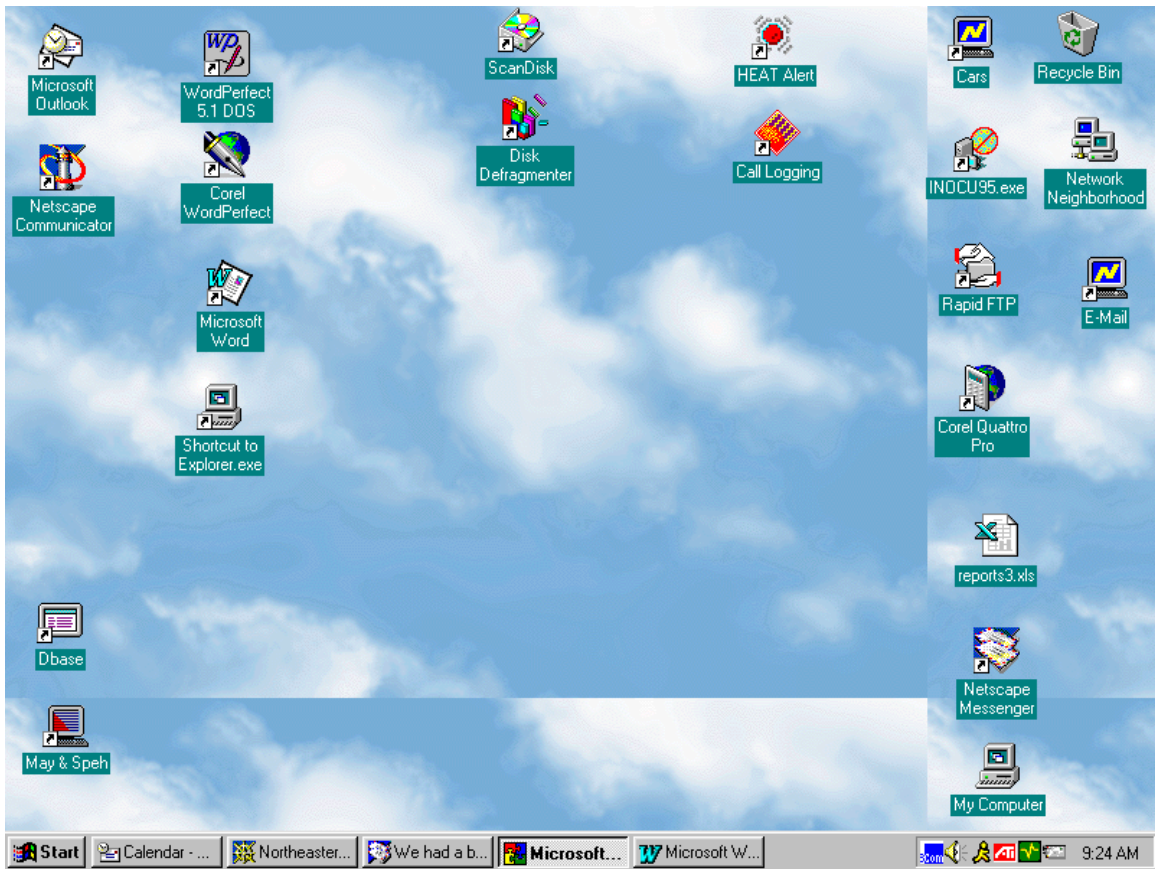




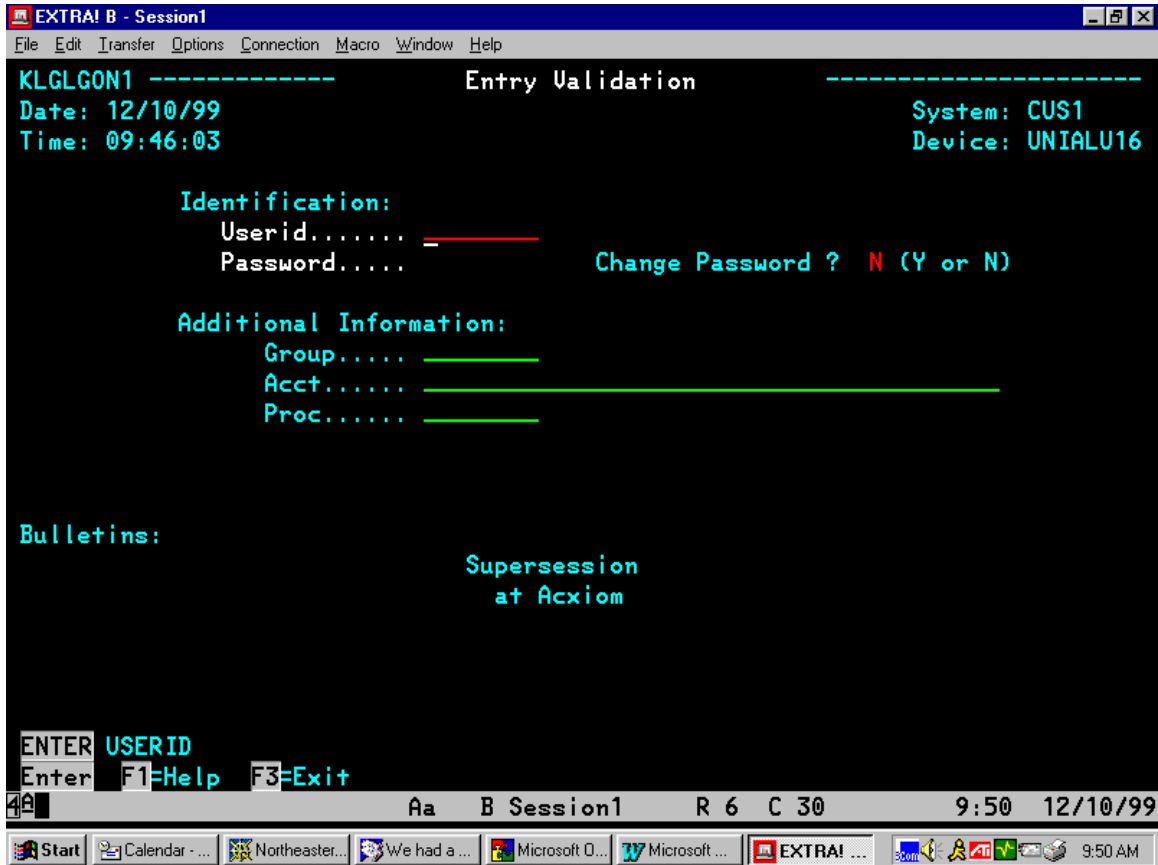
ACXIOM  
And  
FRS FINANCIAL SYSTEM  
SIGN ON/OFF  
PROCEDURES©

By Loretta K. Pienta  
Controller's Office



Your desktop will look something like this.

Click on the ACXIOM icon.

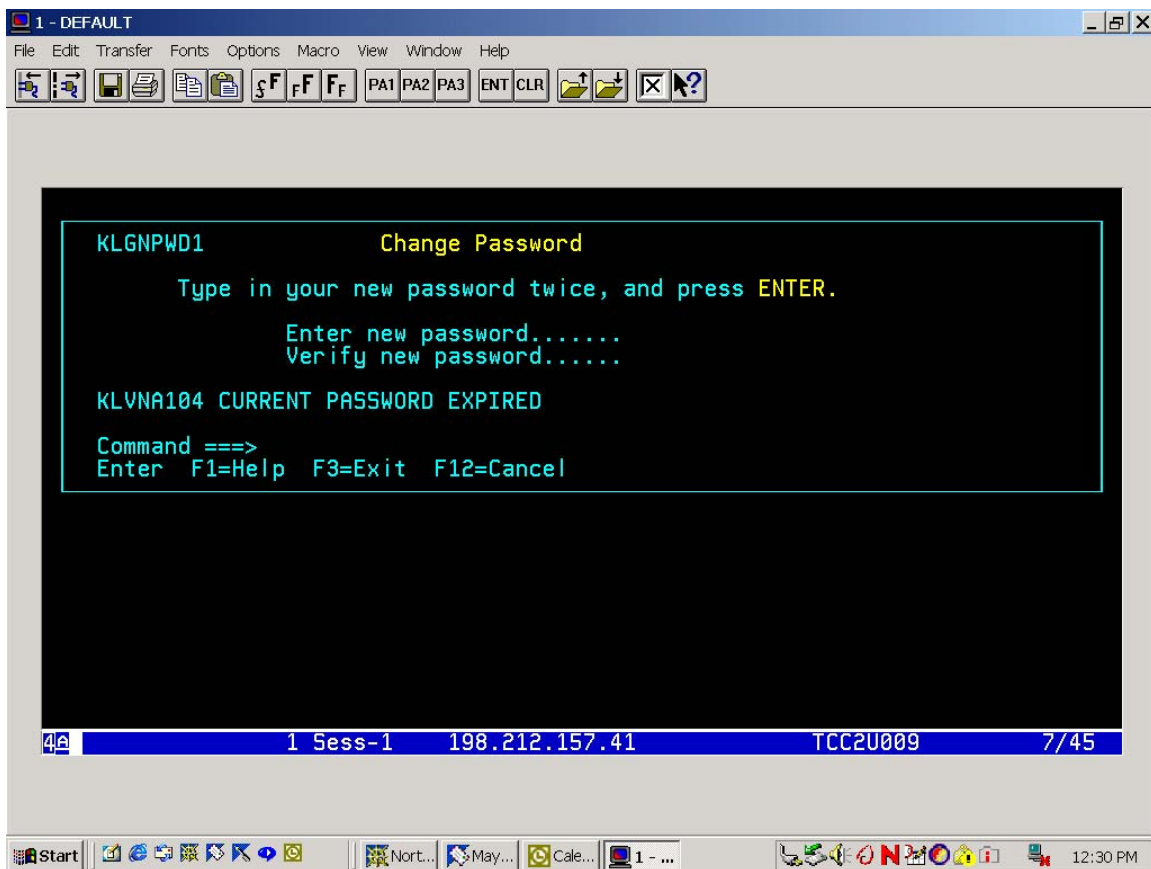


Type your ACXIOM User ID and Password on this screen.

If you do not know your User ID and Password or your password has been revoked, call Loretta at X5148 or Tonie Bedoe at X5126 for help.

Use the tab key to move the cursor from field to field.

Press the ENTER key to gain access to the system.



Whenever this screen appears, you must change your password.

Refer to the Password Guidelines before choosing a new password. (you can keep the same word and just change the number)

Enter your new password.

Press the tab key to move to the "verify new password..." line.

Enter your new password again (to ensure that you haven't made typed your password incorrectly).

Press the enter key.

```

EXTRA! B - Session1
File Edit Transfer Options Connection Macro Window Help
----- Actions Options Commands Features Help -----
KLSUSEL1          CL/SUPERSESSION Main Menu          More:
Select sessions with a "/" or an action code.

  Session ID  Description                                Type  Status
-----
= TSOC        TSO - CUS2 SYSTEM                                Multi
- UNICICSD    NORTHEASTERN UNIU PROD V4                       Multi  Active
- UNICICST    NORTHEASTERN UNIU TEST V4                       Multi
- UNICICS2    NORTHEASTERN UNIU PRODTERM                      Multi  Active
- XUTU01P     NORTHEASTERN UNIU PRINT CONTROL                 Multi

CS006 Background session(s) started.
Command ==> _____ CUS1/UNIALU16
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action
Aa B Session1 R 9 C 2 9:56 12/10/99

```

Type an "s" next to option UNICICSD - Northeastern Univ Prod V4 - Multi and press ENTER.

Be very careful that you select the correct option as the options are very closely situated and similarly titled. Once you are in a region of the system, the system does not identify which region you are in.

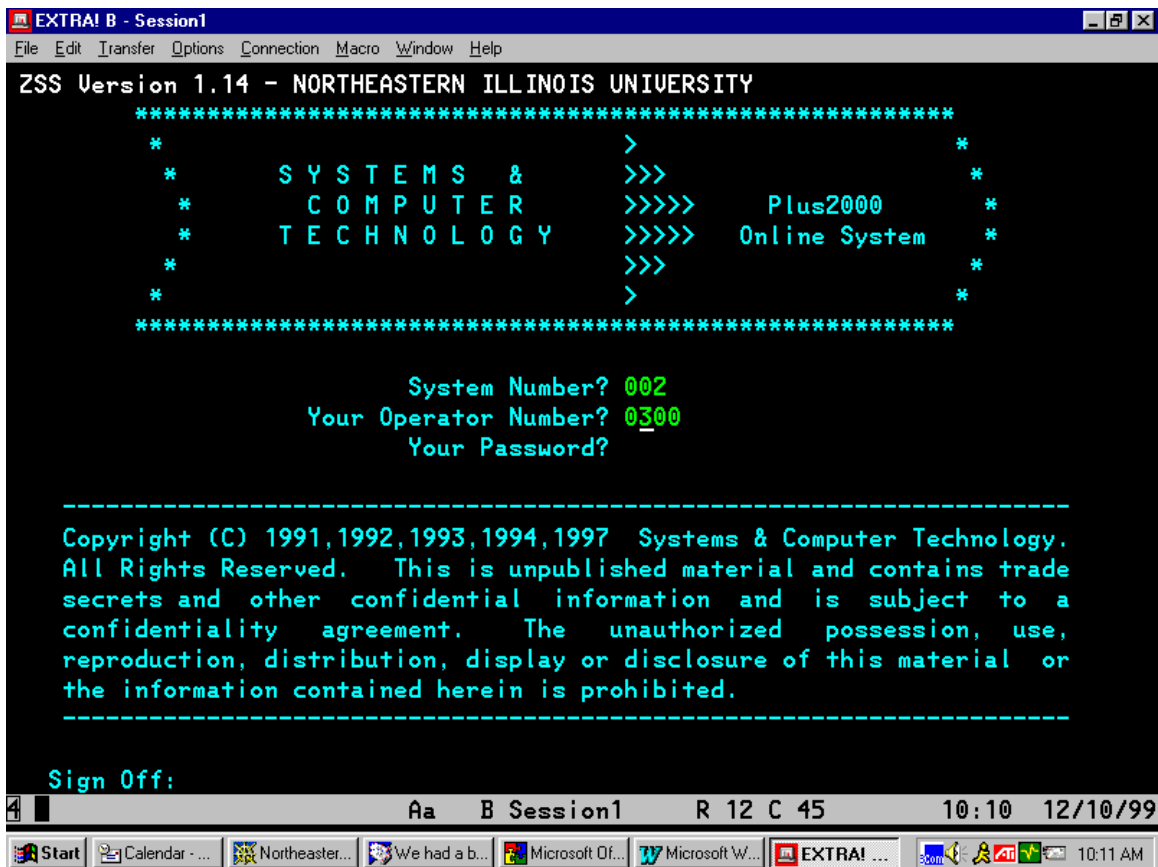


This screen will appear.

Press the PAUSE key to clear the screen.



Type "zctl" and press ENTER to access the FRS Plus 2000 Financial System.



Type in the following information:

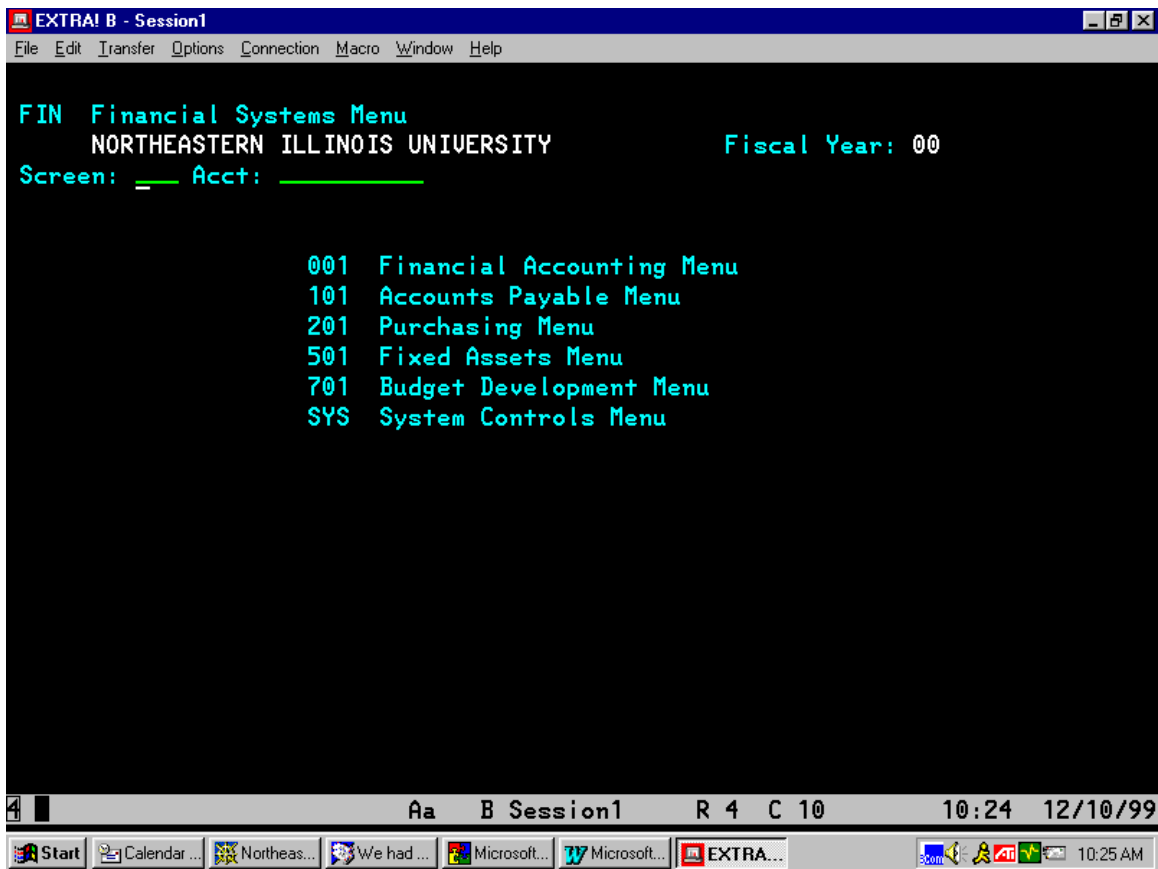
System Number = 002

Operator Number = Type the four-digit operator number that your system administrator has assigned to you.

Password = neiu1234 (or your personal password.)

If you do not know your User ID and Password or your password has been revoked, call: Loretta at X5148  
or  
Tonie at X5126

Press ENTER when this data is correct.  
Press ENTER again if the cursor jumps to "Sign Off."



The FRS Plus 2000 Financial Systems Main Menu will appear.

Type in the screen field the number of the screen you would like to view.

Type in the account field the account number that you would like to view and press ENTER

## Function Keys

F1 = Online Help

F2 = Screen/Field Help

Position your cursor on the screen field and press F2 to display an overview of the screen. Position your cursor on a specific field and press F2 to display detailed information on that particular field.

The ENTER key will page the help data forward one screen at a time.

The TAB key will allow you to go to a specific page or a specific topic.

F3 = Displays Flying Messages (Messages that pass by your screen too quickly to read.)

F4 = Return from help to original screen.

## Important Keys

Pause	Clear Screen
Enter	Process
ESC	Reset
TAB	Move from field to field, line to line.
End	EOLN - Erase to End of Line.

## Additional Information

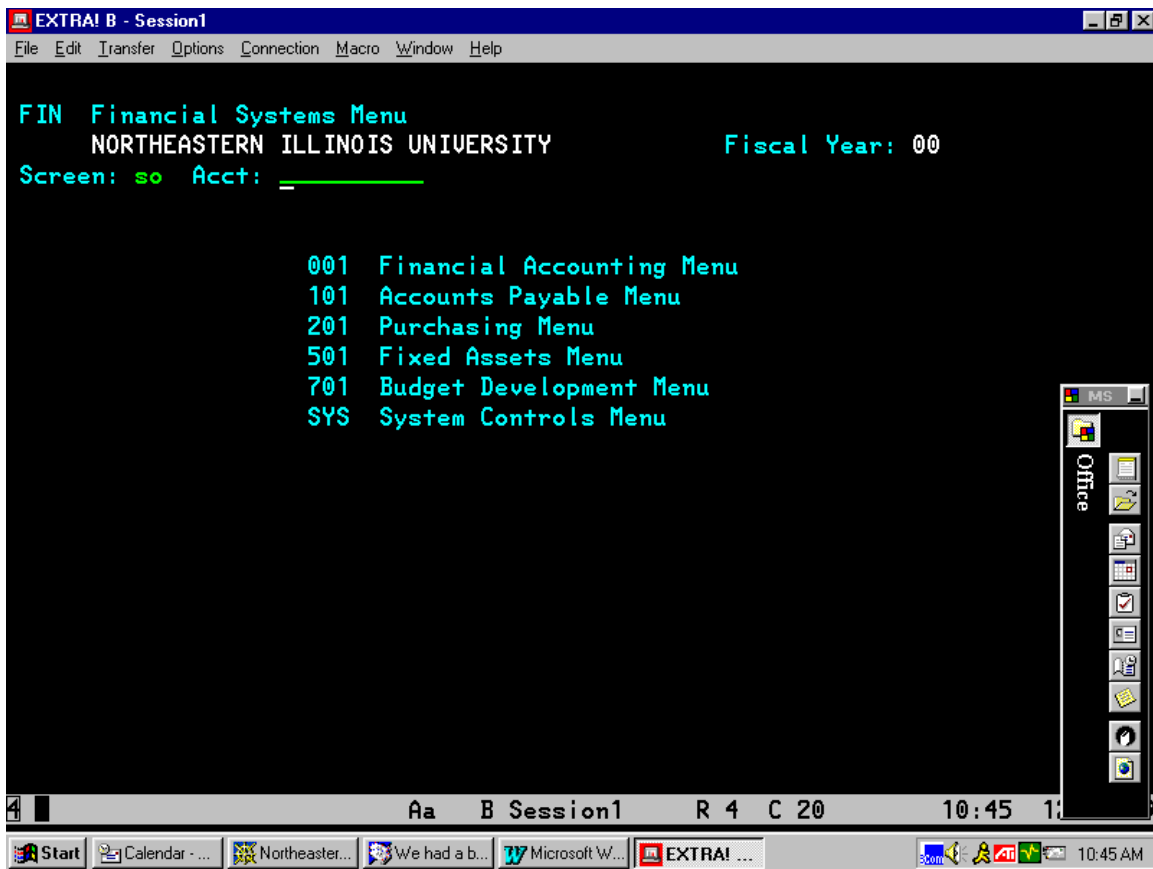
If you are having password problems, call Loretta Pienta, X5148 for help.

There is a listserv through which messages are sent to the users usually about the system being unavailable but also with information that may be usefull to you.

The data you see on your screen may only be viewed and printed.

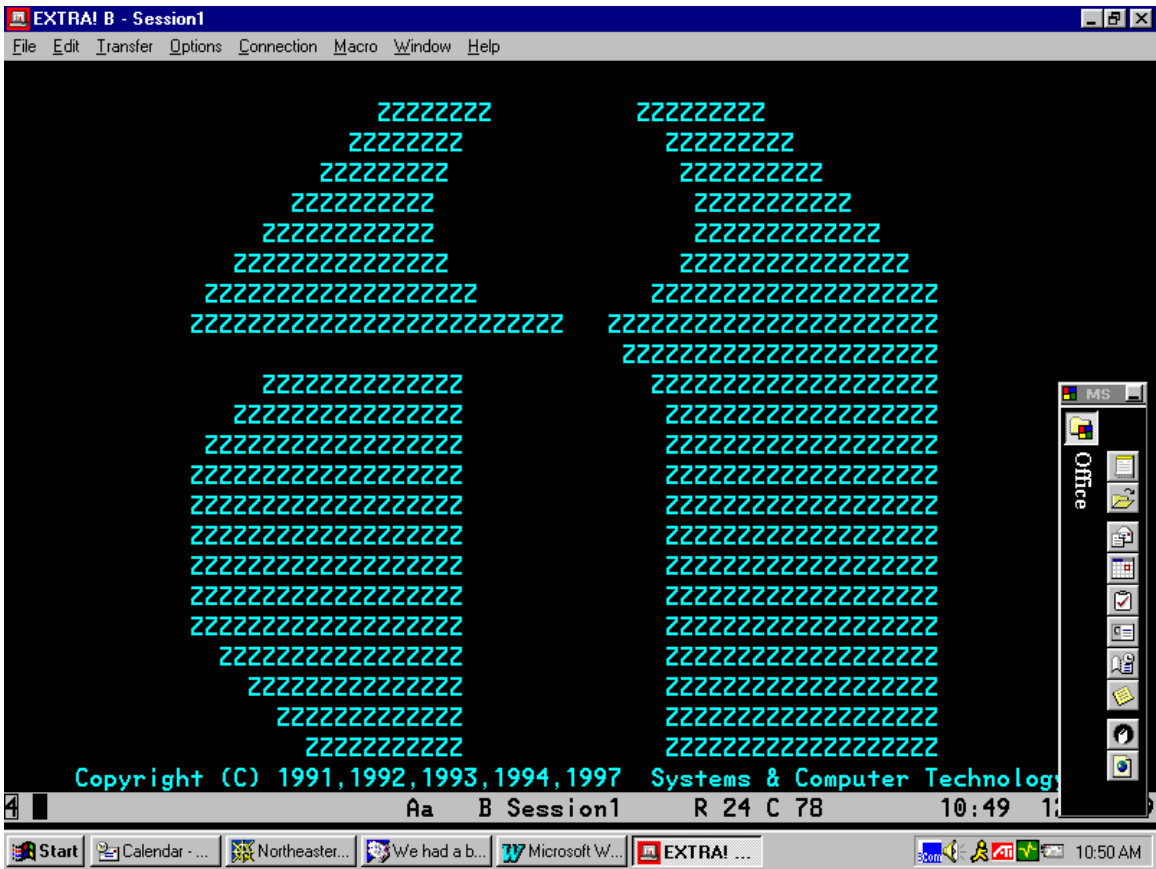
You may not edit the data. However, if you copy data via the print screen feature and then paste the data to a Word document, you can edit the data there.

Data can't be downloaded to another program such as excel. However, it is possible for a report to be designed that either AIS or the Controller's Office can run and then forward to you. Such a request needs to be emailed to Jean Potillo, Director of Administrative Information Systems (j-potillo@neiu.edu). **The email must include the details of the request and a list of account numbers to be targeted.** Jean will then coordinate with Peggy Ho, Director of Financial Affairs/Controller for authorization.



Type "so" in the screen field to exit the system.

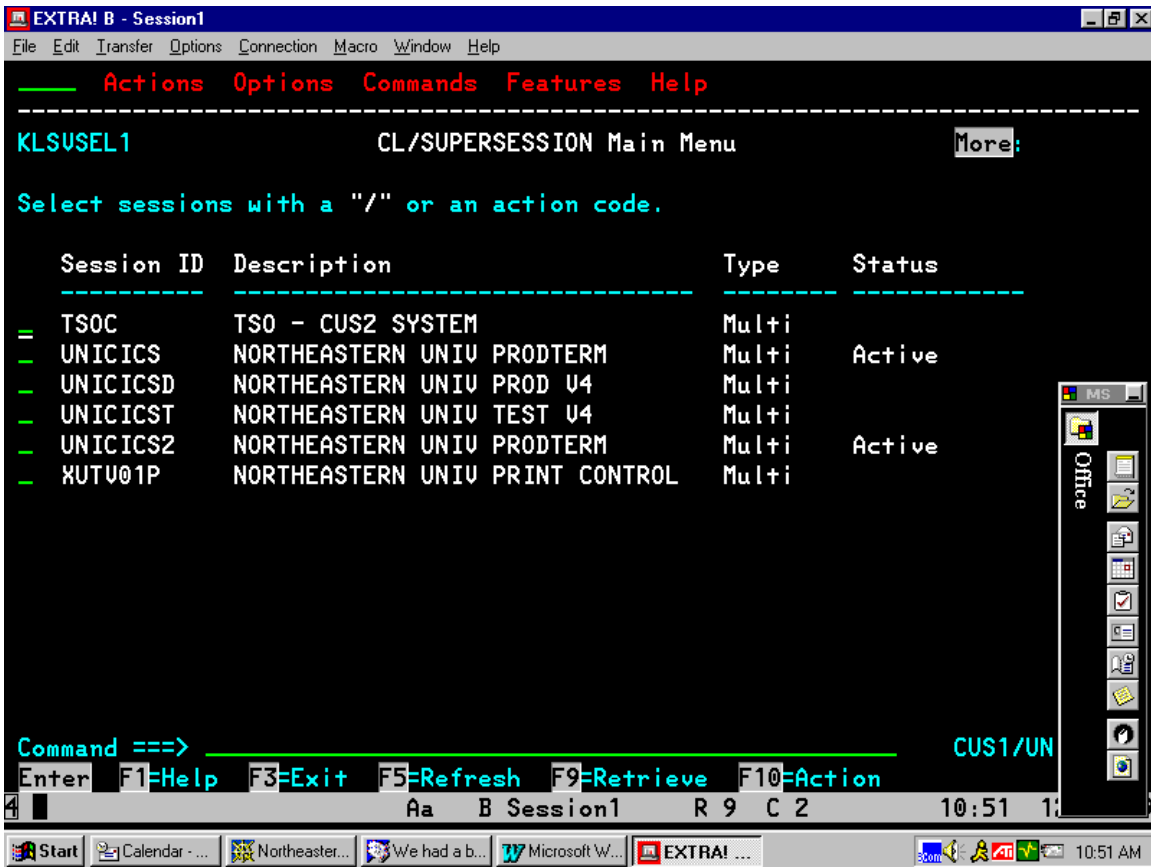
Press ENTER.



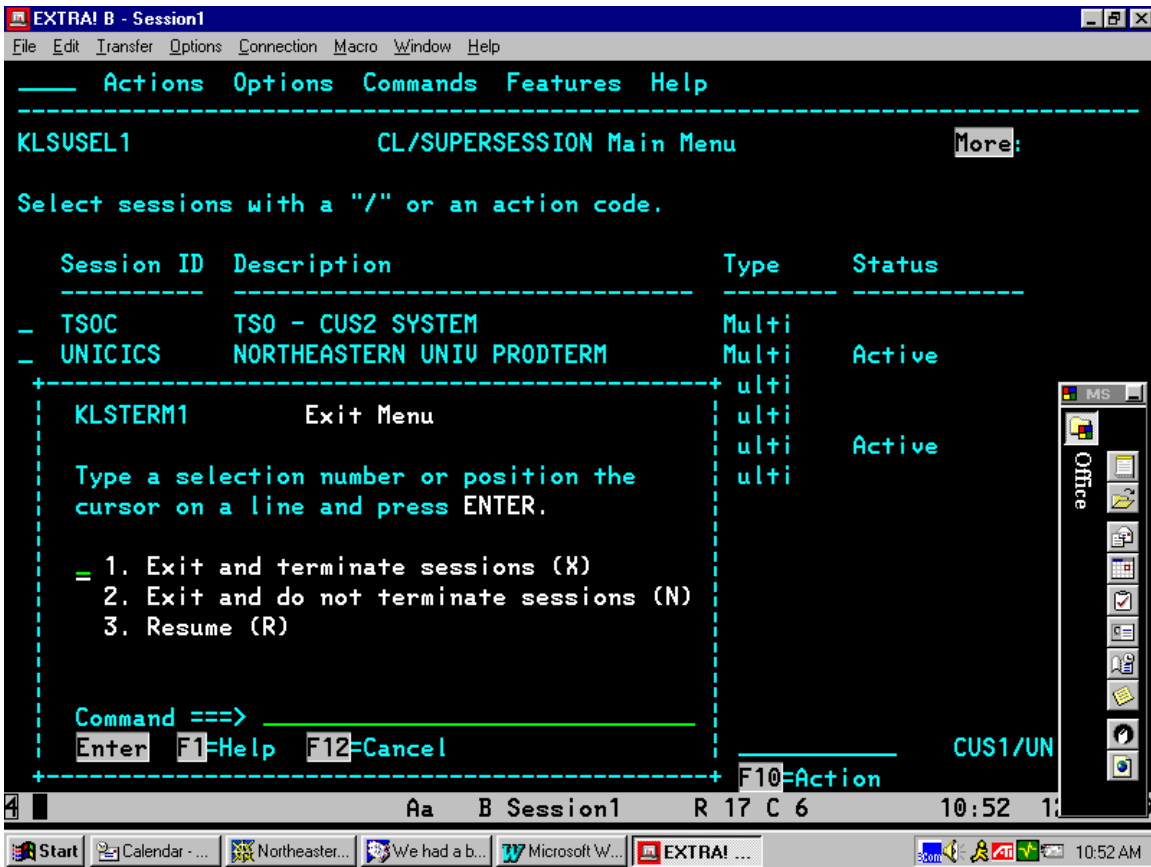
Press the PAUSE key to clear the screen.



Type "cesf logoff" and press the ENTER key.



Press F3.



Type "x" or 1 at option 1 to exit ACXIOM.