

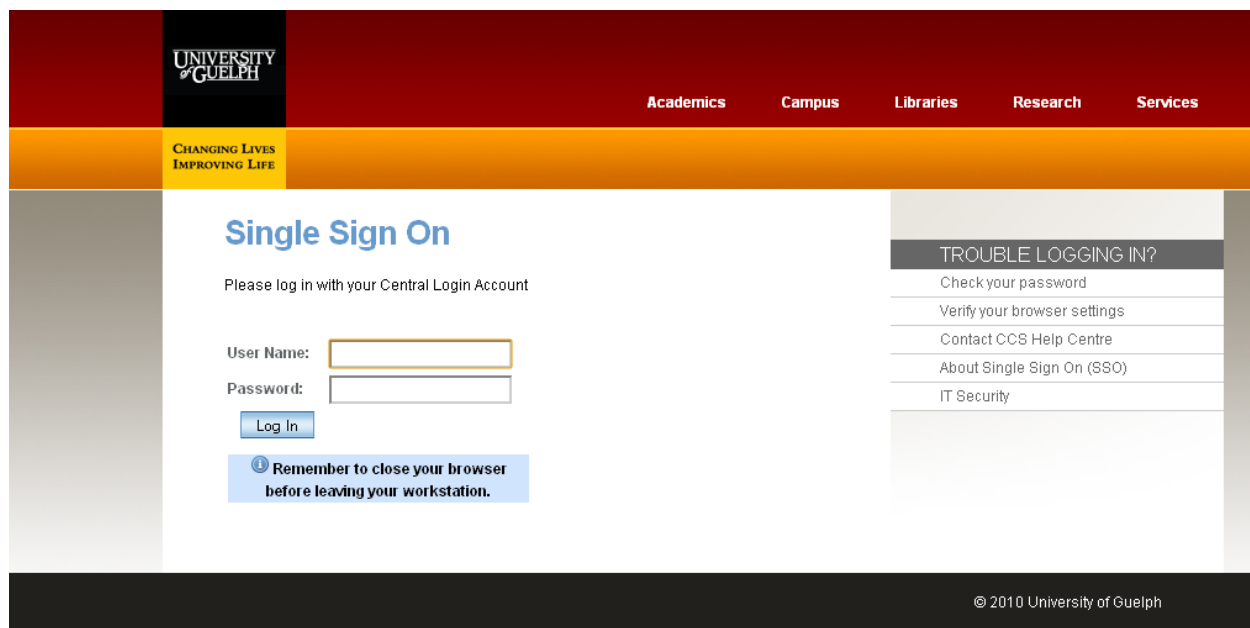
FRS Upgrade to "Single Sign On" – Wednesday Oct 26<sup>th</sup> 4:00 pm

To all FRS Users:

FRS will not be available after 4:00 pm Wednesday October 26<sup>th</sup> (Tomorrow) for maintenance.

Financial Services is upgrading FRS to allow you to use central login ID's and passwords for access. Up until now, FRS required unique login and passwords provided by Financial Services. These Financial Services logins and passwords will no longer work.

As of Thursday morning, your FRS link will take you to the University's "Single Sign On" access page where you will enter your central login and password to gain access to the system. There are no changes to the FRS menus or reports.



The screenshot shows the University of Guelph's Single Sign On page. At the top, there is a dark red header with the University of Guelph logo on the left and navigation links for Academics, Campus, Libraries, Research, and Services on the right. Below the header is a yellow banner with the slogan "CHANGING LIVES IMPROVING LIFE". The main content area is white and features the "Single Sign On" title in blue. Below the title, it says "Please log in with your Central Login Account". There are two input fields: "User Name:" and "Password:". Below these fields is a blue "Log In" button. A blue box with a warning icon contains the text: "Remember to close your browser before leaving your workstation." On the right side of the page, there is a grey sidebar with the heading "TROUBLE LOGGING IN?" and a list of links: "Check your password", "Verify your browser settings", "Contact CCS Help Centre", "About Single Sign On (SSO)", and "IT Security". At the bottom of the page, there is a black footer with the copyright notice "© 2010 University of Guelph".

In order to make the necessary changes, FRS will not be available after 4:00 pm Wednesday Oct 26<sup>th</sup> and there will be no update of transaction information on Wednesday night. The interface will update FRS as normally scheduled on Thursday night.

Financial Services and CCS have worked hard to make this transition as seamless as possible. If you have problems logging into FRS on Thursday morning using your central login and password or if you cannot access your authorized accounts, please email Financial Services at [frs@uoguelph.ca](mailto:frs@uoguelph.ca) and we will quickly respond to help you.

Thank you for your patience while we improve FRS by simplifying your access to the system.