

PROCEDURE TO SETUP A USER TO ACCESS FISCWEB DOCUMENTATION FOR TREASURER'S

1. At the SWOCA prompt, type ARP.
2. Select option #6 - FISCWeb Access Facility, press Enter.

User Authorization Facility

This program will allow an authorized district representative, Superintendent, Treasurer or designee, to perform maintenance functions for individual user accounts as follows:

1. Invoke Authorization Request Program, (ARP)
2. Reset a forgotten or expired password.
3. Disable all access for a specific user.
4. Brief listing of all district users on SWOCAC.
5. Full listing of all district users on SWOCAC.
6. FISCWeb Access Facility.
7. E-Mail ARP Authorization Certification.
8. FFE, Flat File Editor for Uploading EMIS Information
9. EMIS-R Data Collector

Enter option (1 through 9 or Return to exit): █

3. Enter U (UPDATE) and press Enter. Enter the username (xxxx_xx) and press Enter. NOTE: The user does not have to have a SWOCA account. You can give FISCWeb access and use your own district defined username. If the user does have a SWOCA account it is best to use that for the login.

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Enter option (1 through 9 or Return to exit): 6

Update or View a protection file: (U or V, <U>): u

Enter username to add to protection file (Return to exit): tawnya

Enter password (Return to use SWOCA password <*>) : █

- Next, press Enter to accept the default * and use the SWOCA password as the FISCWeb password. If you want the user to have a different password for FISCWeb type in that password instead of accepting the * default.

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Enter option (1 through 9 or Return to exit): 6

Enter username to add to protection file (Return to exit): demo

Enter password (Return to use SWOCA password <*>) :

HISTORY ACCESS: If the user needs access to EMIS, USAS, or USPS History reports, open a helpdesk ticket to FAS to request this additional FISCWEB access.

- On the following screen, enter the number (1, 2, 3 etc.) of the report that you want the user to access. Continue adding the user to all necessary reports.

```
1 TA_WEB:[000000].WWW_PROTECT
2 TA_WEB:[000000.5YEAR].WWW_PROTECT
3 TA_WEB:[000000.DISTRICT].WWW_PROTECT
4 TA_WEB:[000000.DISTRICT.001-0000].WWW_PROTECT
5 TA_WEB:[000000.DISTRICT.001-9001].WWW_PROTECT
6 TA_WEB:[000000.DISTRICT.001-9002].WWW_PROTECT
7 TA_WEB:[000000.DISTRICT.001-9003].WWW_PROTECT
8 TA_WEB:[000000.DISTRICT.001-9004].WWW_PROTECT
9 TA_WEB:[000000.DISTRICT.001-9194].WWW_PROTECT
10 TA_WEB:[000000.DISTRICT.002-9087].WWW_PROTECT
11 TA_WEB:[000000.DISTRICT.002-9088].WWW_PROTECT
12 TA_WEB:[000000.DISTRICT.002-9089].WWW_PROTECT
13 TA_WEB:[000000.DISTRICT.002-9901].WWW_PROTECT
14 TA_WEB:[000000.DISTRICT.003-0000].WWW_PROTECT
15 TA_WEB:[000000.DISTRICT.004-9900].WWW_PROTECT
16 TA_WEB:[000000.DISTRICT.006-0000].WWW_PROTECT
17 TA_WEB:[000000.DISTRICT.022-9094].WWW_PROTECT
18 TA_WEB:[000000.DISTRICT.032-9501].WWW_PROTECT
19 TA_WEB:[000000.PDFPRT].WWW_PROTECT
```

Enter option number E to exit or Return for next screen: █

6. When finished enter an E to exit.
7. After you are done with the steps above, notify the user of their username and password to log in to FISCWeb.

NOTE: All districts have a default “auditor” login for FISCWeb. Auditors can log in with the username auditor. The password is auditor_IRN (district’s IRN number).