ADDY NOTES

UCF Financials

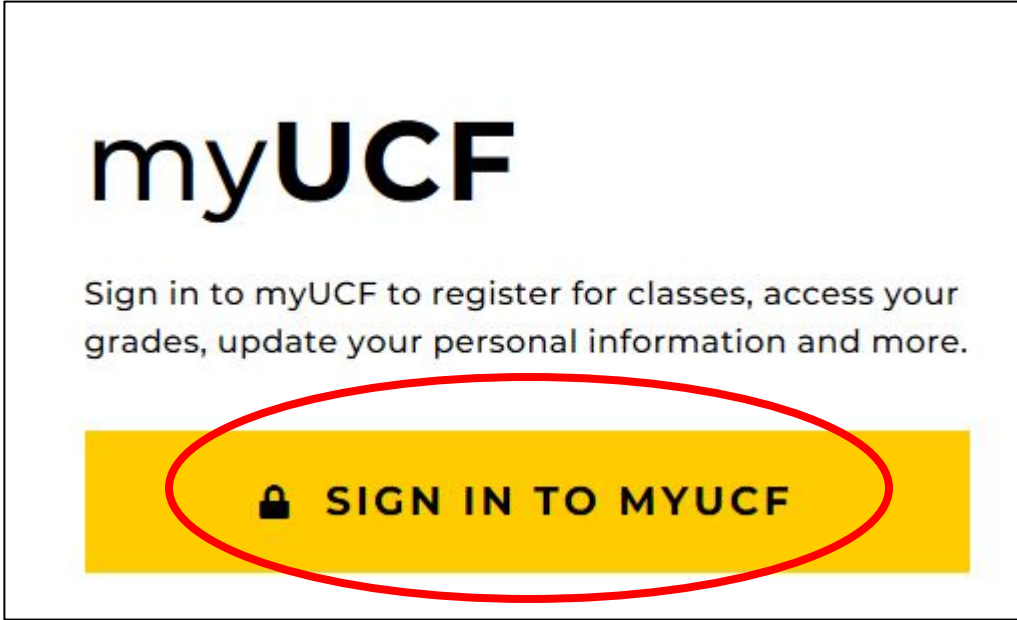## Logging into UCF Financials Through the myUCF Portal

Follow the instructions below to log into the UCF Financials system through the **myUCF** portal. You may want to print a copy of this Addy Note to refer to during the login process.

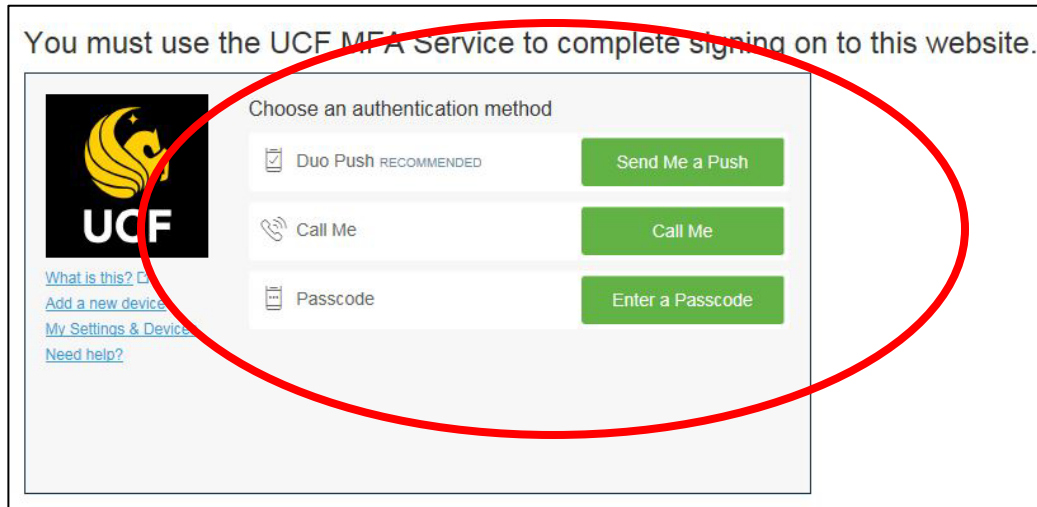| Step	Action
1.	Go to the myUCF portal home page (www.my.ucf.edu).
2.	Select the Sign in to MyUCF launch box. myUCF Sign in to myUCF to register for classes, access your grades, update your personal information and more. 🔒 SIGN IN TO MYUCF

3.	Enter your NID and Password.
	• **NID**: Your **NID** is your UCF Network Identification number. Your **NID** normally begins with the first letter of your first name followed by your last name. If you need to retrieve it, click on the **What is my NID?** link in the Sign on section of the **UCF Federated Identity** page.
	• **NID Password**: Your **NID Password** does not have a default. It is set for the first time with a password reset. You can reset your password by clicking the **What is my NID Password?** link in the **Sign on** section of the **UCF Federated Identity** page. Then click **Change NID Password** and follow the instructions

UCF Federated Identity

NID

jaddy

Password

••••••••

Sign on

my.ucf.edu
You have asked to login to my.ucf.edu

What is my NID?   ❯

NID Password Reset   ❯

Trouble Signing On?   ❯

By signing on, you agree to the terms of the UCF
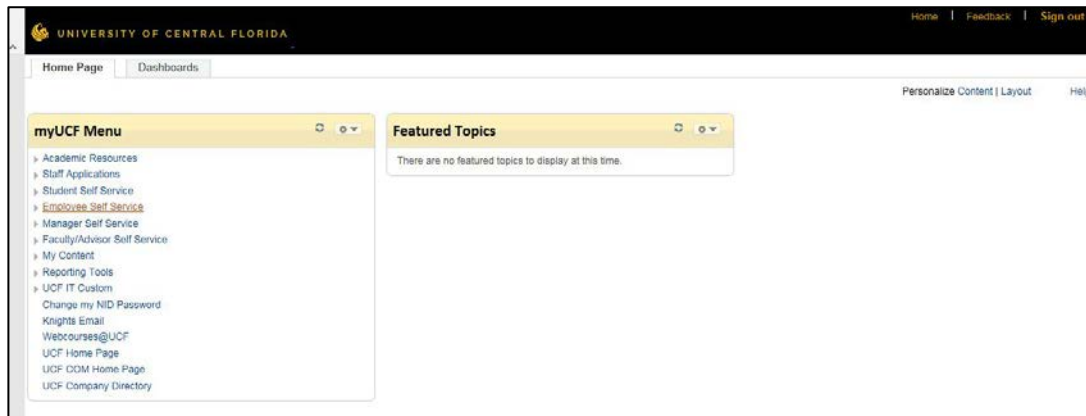**Information Technologies and Resources Policy** .

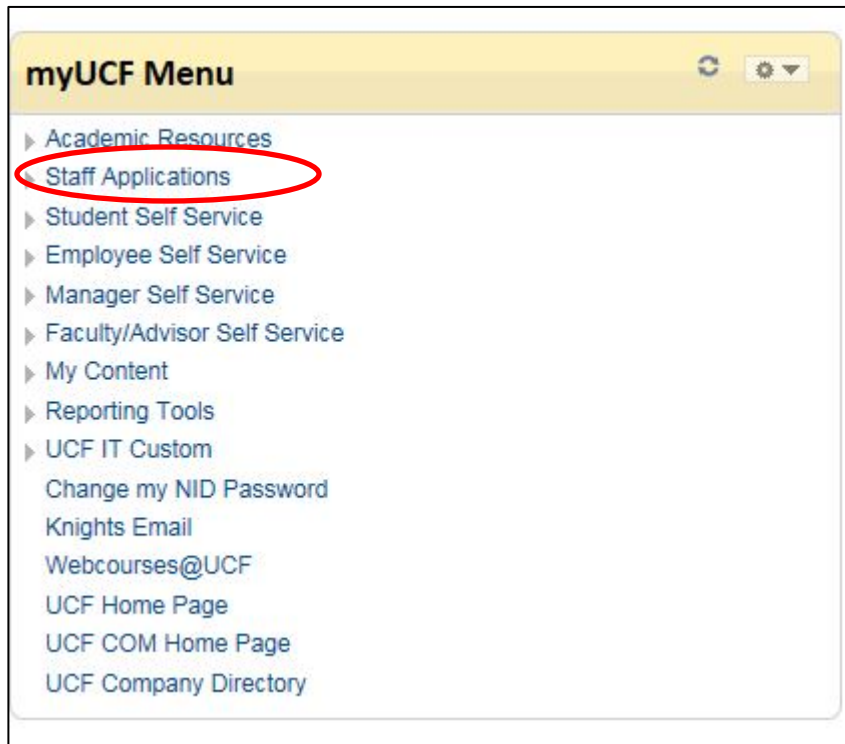| 4.	The UCF MFA Service displays. Select the item you wish to utilize to authenticate your log in to MyUCF.
5.	The UCF login homepage displays.
	Note: You may also change your password by clicking the **Change my NID Password** link.

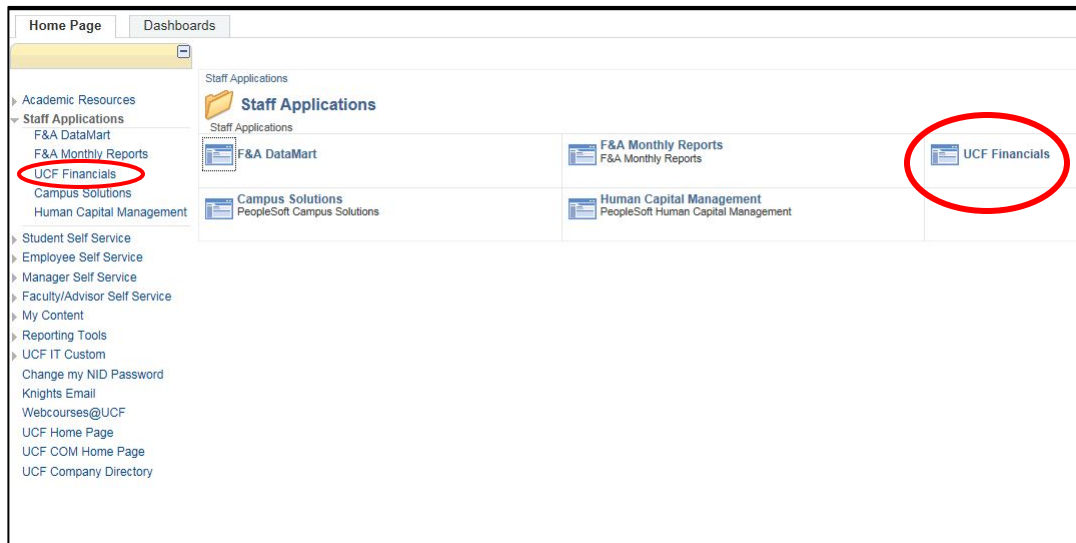| 6.	From the Home Page that displays, navigate to **Staff Applications** > **UCF Financials**.
	myUCF Menu ▸ Academic Resources Staff Applications ▸ Student Self Service ▸ Employee Self Service ▸ Manager Self Service ▸ Faculty/Advisor Self Service ▸ My Content ▸ Reporting Tools ▸ UCF IT Custom Change my NID Password Knights Email Webcourses@UCF UCF Home Page UCF COM Home Page UCF Company Directory

7.	Select **UCF Financials.**

8.	Select an option from the **UCF Financials Main Menu**.

9.	After you complete your work in **UCF Financials**, click the **Sign out** link near the top of the page.