ADDY NOTE
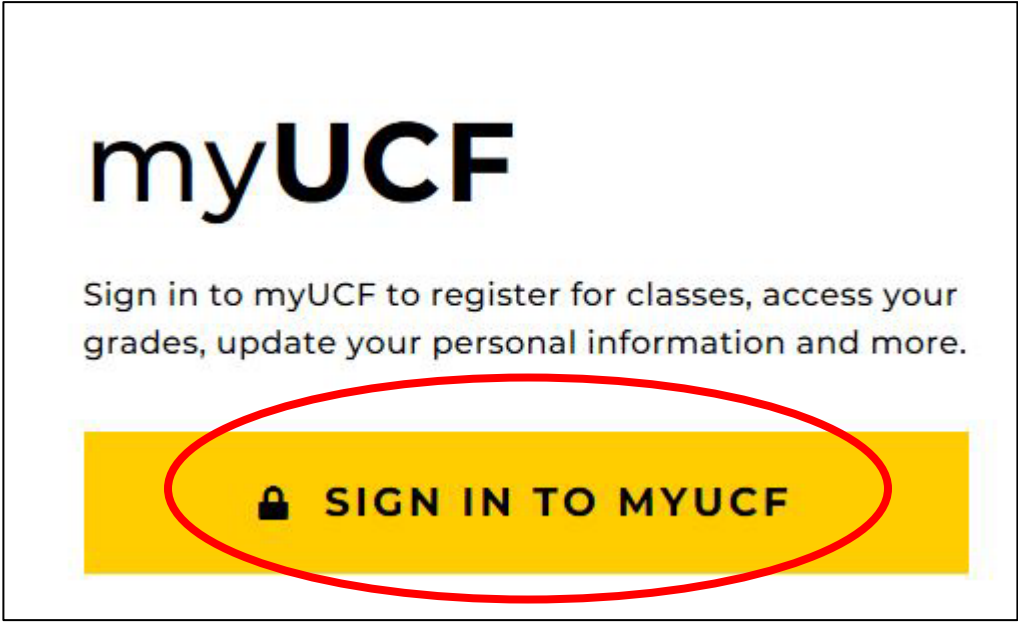
ATTENTION:
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

UCF
FINANCIALS
REFERENCE
DATABASE

Logging into the Historical <u>READ-ONLY</u> UCF Financials Through the myUCF Portal

Follow the instructions below to log into the **Historical <u>READ-ONLY</u> 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

ADDY NOTE

ATTENTION:
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

FINANCIALS
REFERENCE
DATABASE

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

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

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

What is my NID?   ❯

NID Password Reset   ❯
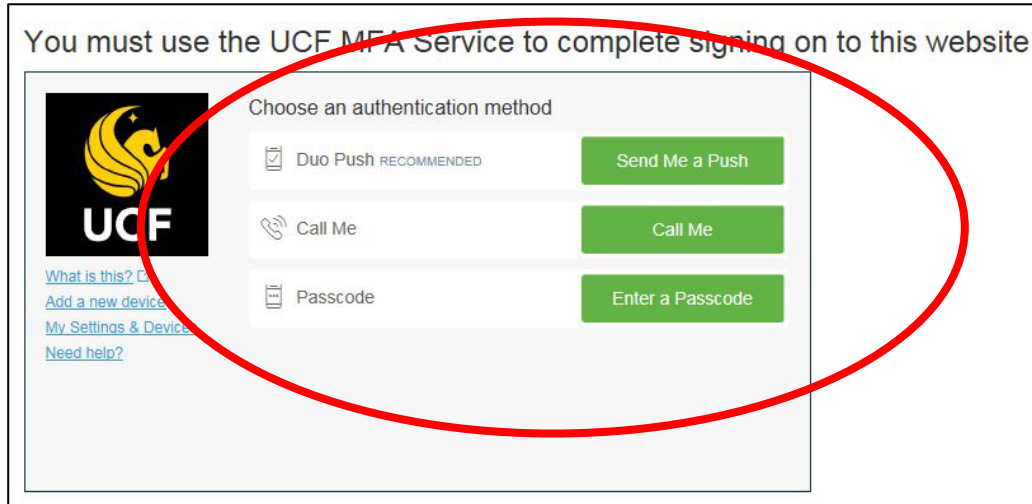
Trouble Signing On?   ❯

ADDY NOTE

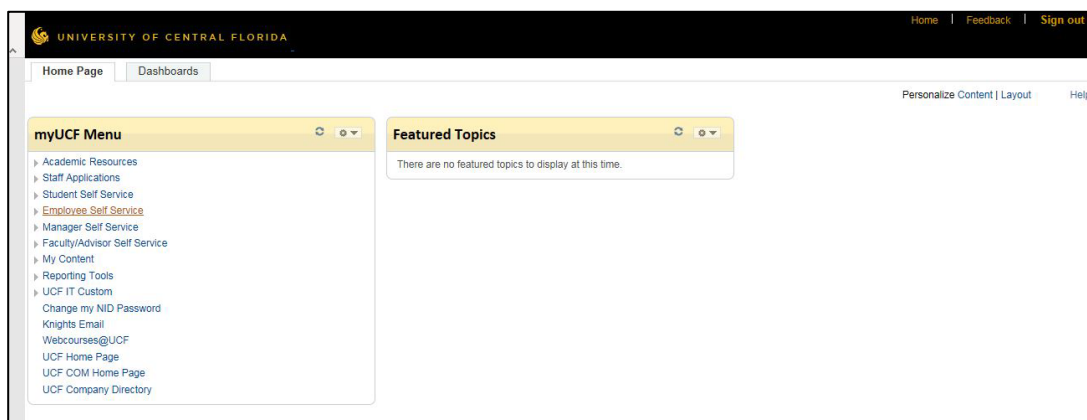**ATTENTION:**

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

FINANCIALS REFERENCE DATABASE

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.

ADDY NOTE

ATTENTION:
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

UCF
FINANCIALS
REFERENCE
DATABASE

6.	From the Home Page that displays, navigate to **Staff Applications** > **Historical Environments > Select: Financials Datamart, Financials Monthly Reports, UCF Financials.**