



# ADDY NOTE



FINANCIALS  
REFERENCE  
DATABASE

## ATTENTION:

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

## Logging into the Historical REFERENCE-ONLY UCF Financials Through the myUCF Portal

Follow the instructions below to log into the **Historical READ-ONLY 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 ( <a href="http://www.my.ucf.edu">www.my.ucf.edu</a> ).
2.	Select the Sign in to MyUCF launch box. <div data-bbox="337 949 1349 1566" data-label="Image"> </div>



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### 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

<p>NID</p> <input type="text" value="jaddy"/>	<p>my.ucf.edu</p> <p>You have asked to login to my.ucf.edu</p>
<p>Password</p> <input type="password" value="••••••••"/>	<p>What is my NID? </p>
<p>Sign on</p>	<p>NID Password Reset </p>
	<p>Trouble Signing On? </p>

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



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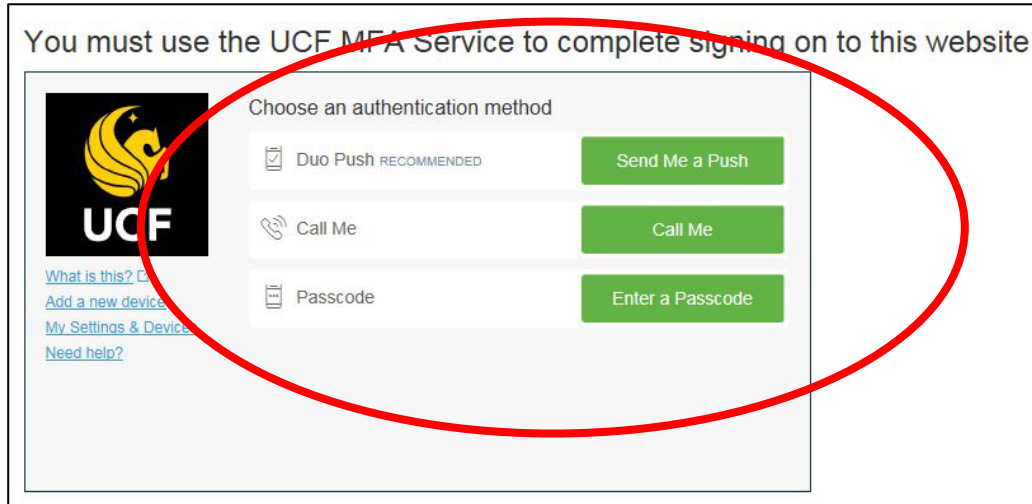


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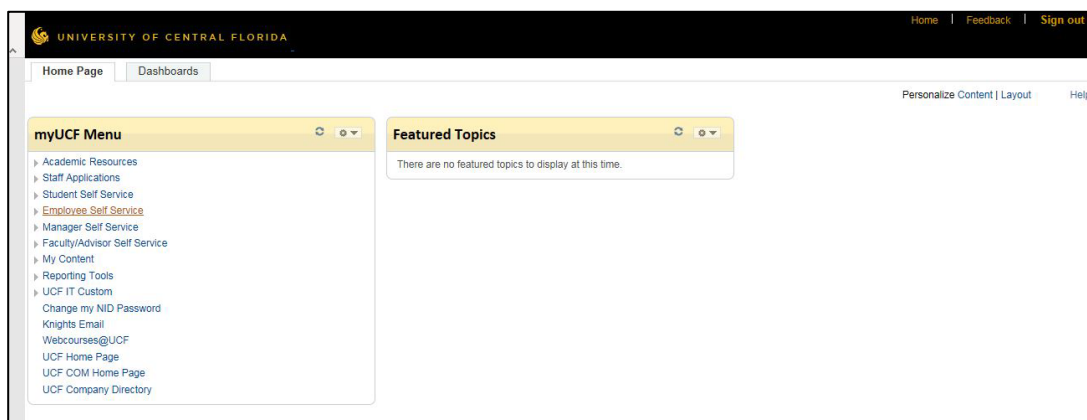
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4. The UCF MFA Service displays. Select the item you wish to utilize to authenticate your log in to MyUCF.



5. The UCF login homepage displays.



**Note:** You may also change your password by clicking the **Change my NID Password** link.



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

