**Day1am - User management**

**HOW TO LOG INTO FINACLE**

1. Click on the Finacle URL. On the landing page, there are fields for USERNAME and PASSWORD and an icon for **Login.**
2. On the USERNAME field, enter your **username.**
3. On the PASSWORD field, enter your **password**. A password:
   1. Is between six to fifteen characters.
   2. Must contain at least three of the following: an uppercase letter, a lowercase letter, a special character and a numeral.
4. Click on the **Login** icon or hit the **Enter** key. If you are logging in for the first time, the system will prompt you to change your password. In this case, you will enter the current password, then enter the new password and confirm the latter, then click on the **Submit** icon

**HOW TO CHANGE YOUR FINACLE PASSWORD**

1. Click on the Finacle URL. On the landing page, there are fields for USERNAME and PASSWORD and an icon for **Login.**
2. On the USERNAME field, enter your **username.**
3. On the PASSWORD field, enter your **password**.
4. Click on the **Login** icon or hit the **Enter** key. If you had already logged in, steps one to four are not required.
5. Click on the **Change Credentials** icon (it has an image resembling a key) on the upper horizontal task bar.
6. On the new window, click on the **Go** icon.
7. The system will prompt you to change your password. You will enter the current password, then enter the new password and confirm the latter.
8. Click on the **Submit** icon to change your password.

**HOW TO RESET PASSWORD IN FINACLE**

1. Invoke menu **SSO (SSO Administration)**
2. Click on the **Reset User Login Details** option on your Left
3. Under **Function**, Select **Modify**
4. Input **User ID** and Click **Go**
5. Under **Reset Type**, Choose **Password.**
6. Set a**New Password**and **Confirm the Password**, and then **Submit**
7. The user whose password has expired will log in and be prompted to change the password

**HOW TO UNLOCK A USER IN FINACLE**

1. Invoke menu **SSO (SSO Administration)**
2. Click on the **Reset User Login Details** option on your Left
3. Under **Function**, Select **Modify**
4. Input **User ID** and Click **Go**
5. Under **Reset Type**, Choose **Unlock User** and then **Submit**
6. The user to proceed and log in with the existing correct password

**HOW TO REFRESH A USER’S SESSION IN FINACLE**

1. Invoke menu **SSO (SSO Administration)**
2. Click on the **Reset User Login Details** option on your Left
3. Under **Function**, Select **Modify**
4. Input **User ID** and Click **Go**
5. Under **Reset Type**, Choose **Login Status** and then **Submit**

**HOW TO RESET PASSWORD EXPIRY DATE**

1. Invoke the menu **URMUIM (User ID Maintenance)**. You will land on the **User Details** page
2. Under ACTION select **Modify**
3. Under USER ID enter the username to modify
4. Click on the **Go** and then **Continue** icons successively. You will land on the **Login Details** page
5. Under the PASSWORD EXPIRY DATE field, amend entry to read a date between **tomorrow up to sixty days into the future**
6. Click on the **Submit** icon to forward the process to a verifier
7. The verifier will:
   1. Invoke the menu **URMUIM (User ID Maintenance)**. You will land on the **User Details** page
   2. Under ACTION select **Verify**
   3. Under USER ID enter the username whose record id to be verified
   4. Click on the **Go** and then **Continue** icons successively to view the static data
   5. Click on the **Submit** icon to complete the verification