Teamcenter and NX Usage Guidelines

1. Before logging into Teamcenter, ensure housekeeping activities are performed.

2. Always launch Native NX using the NX Launch Pad. **Do not** pin the NX shortcut to the taskbar.

3. Always ensure that you are working on parts under the correct Project ID. If you do not have access to the required project, raise a request for access through the AGT portal.

4. Log in to Teamcenter as soon as the login page appears in the browser. Delayed login may result in a **"Single Sign-On error."**

5. If Teamcenter is not accessed for 90 days, your access will be removed. You will need to request access again through the AGT portal.

6. While changing your password using the Password Wizard portal, make sure you are connected to VPN (if working from home). If VPN is not connected, the new password will not reflect in Teamcenter login.

7. If changing the password from within the FCA network, connecting to VPN is not required.

8. For any issues faced in Teamcenter, NX, Vis, or AVD, select **"Report an Issue"** in DriveIT and raise a ticket.

9. If you are requesting access (e.g., Ownership Transfer, AVD Access, Vis Mockup Access), select **"Request Something"** in DriveIT.

10. Do **not** delete any incorrect objects. Always use the **cut** option instead.