

# FASAMS Job Aid

## Account Setup

To receive access to the FASAMS system, a FASAMS System Administrator must create an account in the system for a new user after all DCF stipulated documentation, training, and certifications have been completed.

1. Request FASAMS access after completing appropriate online security training, HIPAA training, and any other requirements outlined by the Department of Children and Families.
2. You will receive the below Account Created email. Click **Confirm Account Creation** which will open the Account Setup page.

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Hello,

You have received this email because a FASAMS Security Server account was created for you.

Username: Test.Tester

Please click here to confirm your email address:

**Confirm Account Creation**

Thanks!  
STS Team

If this account was created in error or not requested, then click [cancel request](#)

Email - [FASAMS.support@feisystems.com](mailto:FASAMS.support@feisystems.com)

- Complete the security questions and click **Submit** once all questions have been answered.

## FASAMS Security Server - Set Security Questions

### Set your security questions

Please note that answers are case sensitive.

(For example, if your security question answer is **Dog**, then you will need to enter **Dog** rather than **dog**.)

Question 1 Question is required

-- choose question --

Answer Answer is required

Question 2 Question is required

-- choose question --

Answer Answer is required

Question 3 Question is required

-- choose question --

Answer Answer is required

Question 4 Question is required

-- choose question --

Answer Answer is required

**Submit**

- Update your Password, following the password guidelines, and click **Submit** to save.

## FASAMS Security Server - Set Password

### Set your password

Password

Confirm Password

- 1 uppercase letter(s)
- 1 lowercase letter(s)
- 1 digit(s)
- 1 special character(s)
- 6 character(s) minimum

**Submit**

5. The system will confirm that your password was accepted by redirecting to the below **Success** screen.

FASAMS Security Server -  
Success

## Success

You can now log in to FASAMS.

6. Once Account Setup is complete, you will receive an Email Account Verified email.

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Hello,

Your email address was verified for your FASAMS Security Server account.  
Click here to log in:

**Log In to FASAMS Security Server**

Thanks!  
STS Team

Email - [FASAMS.support@feisystems.com](mailto:FASAMS.support@feisystems.com)

7. Click **Log In to FASAMS Security Server** to log in to the FASAMS system.
8. End of *Account Setup* job aid. Please see the Login job aid for next steps.