

Fiscal Health Monitoring System Accessing FHMS for the First Time Job Aid



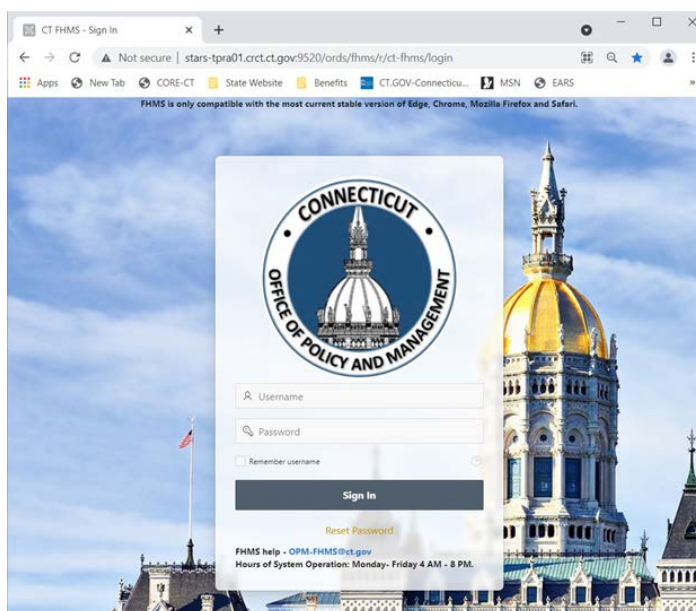
1. You will receive an email from OPM-FHMS@ct.gov



This email gives you your username (your email address) and your temporary password

2. Go to the website and log in using your Username and Temporary Password from the email

[CT FHMS - Sign In](#)



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3. Create your new password

A screenshot of a web form titled "Change Password". The form has a light beige background. At the top, it says "Change Password" in a large, bold, black font. Below the title, there are three input fields, each with a red asterisk to its left and a help icon to its right. The first field is labeled "Username:" and contains the text "TESTBRADSHAW-HILLC@MANSFIELDCT.ORG". The second field is labeled "Enter Current Password". The third field is labeled "Enter New Password". Below the third field, there is a fourth field labeled "Confirm New Password".

**Note: Password must contain:*

- At least 6 characters
- At least one alphabetic character
- At least one punctuation character (!"#\$%&()``*+,-/;<=>?_)
- At least one upper-case alphabetic character
- At least one lower-case alphabetic character

4. Click on the bottom right-hand corner of the screen

You will be brought back to the website

5. Log in using your Username and New Password

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Welcome to FHMS!

A screenshot of the CT FHMS application interface. The top navigation bar shows "CT FHMS" and a user email "TESTTEST@TOWNOFABC.GOV". Below this is a blue header with "FHMS Fiscal Health Monitoring System Application". A yellow banner contains the message: "Please complete the Auditor Appointment and have it Approved by OPM to Proceed." The main area is titled "Menu" and contains a grid of 12 icons for various system functions: Entity, My Activity, Personal Information, Help/Support, Auditor Appointment, Extension, Exemption, Budget, Financial Indicators, UCOA, Pension, and OPEB. A vertical sidebar on the left contains additional navigation icons.