

# NNOOC FMIS/HRIS

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## *Security Statement*

### **Security and User Identification**

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Access to FMIS/HRIS system user must have a User ID and Password. Users must have completed and passed the UPK training. Users must submit a FMIS Security Change Form with current PAF, test scores and a FMIS 6B Security Change Form when requesting for 6B rolls. Users accept responsibility for the confidentiality and security of access to the FMIS/HRIS System. Users determine passwords based on FMIS/HRIS conventions. Users play a crucial role in preventing others from logging on their account. Users should not use passwords that are easy to guess.

### **Lockouts**

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The FMIS System uses a lock-out protocol to deter unauthorized users from repeated login attempts. After 5 login attempts or 14 days of non-login, the system locks the user out, requiring a phone call or email to FMIS Support Section to verify the identity of the user, before resetting user's password for re-entry into the FMIS system.

Contact FMIS Systems Section:

928-871-6337

[Support@nnooc.org](mailto:Support@nnooc.org)

### **Sharing of User ID and Password**

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User take responsibility when accessing the FMIS/FHRIS system. Users that share their User ID and Password will result in your access being terminated.

### **Protecting your user ID and Password**

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You should not keep your User ID and password information on or near your computer. Keep both in a secure area away from your computer to prevent any unauthorized access to your account. Never share your User ID and Password with anyone, sharing your User ID and Password will result in your account being disabled. For security purposes. Passwords must be changed during the initial log-in to the FMIS/HRIS systems. Users passwords expire every ninety (90) days. Some browsers may store users ID and password to make it easier when you revisit FMIS/HRIS website. Navajo Nation Office of the Controller does not recommend using this feature to access the FMIS/HRIS site. You can disable this feature in your browser. Please note that if you enable this feature, unauthorized users may be able to access your account without your knowledge and could result in your account being terminated. Do not leave your computer while you are logged into the FMIS/HRIS system, especially if others may have access to your computer. Before leaving your computer, be sure to click the Log off option to end your online session.