

July 28, 2016

Welcome to the new FI\$Cal! Important info



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Dear DGS FI\$Cal user,

The Financial Information System for California (FI\$Cal) system will be live in August!

### Your login will arrive soon

- Save the email with your login information from the FI\$Cal Service Center – **it is crucial to your work within FI\$Cal.**
- **Test your login ONLY. Do not transact.** You will be notified when you will be able to start transacting.

### About logging in

You are urged to log in and preview the system.

The menu bar will display all types of financial transactions and reporting

assigned by your division.

**Please DO NOT begin transacting** – your division leads and training coordinators will work with you when it is time for your initial transactions to begin.

### **Trouble logging in**

#### **FI\$Cal Service Center contact information**

Phone: (855) FISCAL0 (347-2250) (Toll Free)

- Email: [fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov)

#### **Important notes about completing your training**

1. See the comprehensive [FAQs](#) for questions about training or getting started in FI\$Cal.
2. If you have not completed your FI\$Cal training, please go to the [FI\\$Cal Training Academy \(FTA\) homepage](#) to access your incomplete courses before you begin transacting in the system. Contact your division training coordinator (see #6) for help accessing courses or receiving completion certificates.
3. Walk-in support labs for FTA training are available Wednesdays through August 10 in training room 1-316 at DGS headquarters from 9 a.m.-4 p.m.
4. Questions about your role assignment? Contact your division role mapping contact (see #6).
5. Technical questions about FI\$Cal modules? Contact your division super user (see #6).
6. The [FI\\$Cal Contact Resource Manual](#) includes all DGS division contacts and resources, and is also available on the DGSNet, under the “FI\$Cal

for DGS” tab.

Thank you for your continued cooperation and hard work!

