

# Texas A&M Engineering Experiment Station FAMIS Mentor Program

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## What is the FAMIS Mentor Program?

The goal of the FAMIS Mentor Program is to allow new departmental FAMIS users to create, invoice and receive purchasing documents in FAMIS without delays due to mandatory training requirements. If you have a mentor and have completed the Introduction to FAMIS course (web based), then the FAMIS Mentors Program will grant you access to do your job for a probationary time period of two months.

During this probationary period, you must attend all of your required training courses; otherwise, your access will be expired at the end of the period. If you complete all of your required training by your deadline, then your access will not change. Access beyond the two month period may be granted on an individual basis.

## Who is a FAMIS Mentor?

A FAMIS Mentor is an experienced FAMIS user who is assigned by your department to assist you with inquiring and entering information into FAMIS until you have had a chance to attend all of your required training. If you are requesting access under the FAMIS Mentors Program, the mentor must be identified on the FAMIS User Access Request Form (EN-UAR).

## What are the security procedures for the FAMIS Mentors Program?

As a rule of thumb, only the person who is logged on should touch the keyboard. Under no circumstance should any mentor log on and allow the person that he/she is training to utilize his/her access - even if the mentor is sitting there. This is against the FAMIS security procedure and against the law to share access. However, the mentor can enter using his/her own FAMIS ID while the trainee watches and takes notes. If the trainee is going to enter anything, then he/she should use his/her own access to enter while the mentor assists.

## What are the training deadline requirements?

With a mentor, FAMIS Security will give you a deadline (normally two months) to complete all training. If you do not complete all required training by your deadline, then they will regretfully deny your entry access for any courses that you missed until you attend.

## If I do not have a mentor, then when do I get all of my access?

If you are not assigned a mentor, then FAMIS Security is not allowed to give you any access to FAMIS until you attend all of the required training.

## How are FAMIS Mentors assigned, and what are the requirements?

FAMIS Mentors are assigned using the FAMIS User Access Request Form (EN-UAR). Selection of a qualified mentor is crucial to the success of this program.

## Mentors should meet the following criteria:

- Be a FAMIS user of the on-line purchasing document screens for at least 6 months.
- Have knowledge of the screens to create, receive, approve and sign purchasing documents.
- Have knowledge of creating preliminary assets.

## What are the duties of a FAMIS Mentor?

The main responsibilities include the following:

- Assist the trainee with creating on-line documents until he/she is able to attend training.
- Assist the trainee with invoicing and receiving.
- Assist the trainee with entering preliminary fixed asset data.

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## **Are FAMIS Mentors assigned to approvers and signers?**

No, due to the critical nature of this access, the Engineering Program requires all approvers and signers go through training with a FAMIS trainer. This training may be done in person or over the telephone. Access will not be granted until this training is completed.

## **Is the FAMIS Mentors Program monitored?**

Yes. Our help-line staff monitors calls. If your mentor is unable to assist you with basic entry requirements, then your department will need to assign a new mentor. If no other mentor is assigned, then FAMIS Security will have to deny your access to the entry screens until you go to the training classes.

If you are assigned as a mentor and do not feel that you are qualified to do this function, then please have your department assign a different mentor.

***Please remember that this program was designed to help your department, and we must all work together to guarantee its success. If you have any questions about these procedures please contact Texas A&M Engineering Experiment Station - FAMIS Security at 979- 458-7731.***