

Companion text for CANOPY “Logon & Navigation” Camtasia Video

Welcome to CANOPY logon and navigation. To begin, use your FAMIS UserID and password. If you do not have one, please contact your FAMIS security officers at your agency. Please note you also can change your password by entering your current password, new password information, and pressing “Change Password” button. We are not going to do that today so we will proceed to log on to the CANOPY main menu.

On the CANOPY main menu there are tabs across the top for each one of the modules that is available. These modules have drop down menus that you can then expand and click to get into the information that you wish. You can also reach that by using the links on the left side. By going into say the FRS you now have the ability to click into the information that you wish to look at.

I’m going to click on the word CANOPY; it will always take you back to the main menu.

The “Recently Visited” is a fast way to position yourself to where you were in previous sessions.

“What’s New” will give you a quick and easy way to find out the current functionality that we have just put into production for CANOPY users. We are hoping that you will read that so that you keep up-to-date with what’s available.

The “Campus” provides a drop down list of the campuses for which you have security and can access. The “Fiscal Year” is similar; you have a drop down box listing all of the years that are available. If you have the proper security you would be able to choose from one of those. Any time you change your campus or fiscal year, be sure that you click the “Set CC/FY” button in order for those changes to take effect.

Below we have the “Themes”. Right now I am using the large font theme, because it is good for us to see as I am doing a demonstration. Some of the other themes, you can set it to neon blue, and click the “Set Theme”. This gives a different look and feel to your experience in CANOPY. Whatever you set as your theme will stay with you until you actually change it again, even through logging off and logging back on.

We have a “User Profile”, and in the “User Profile” you also can be sure that your email address is correct, and check your information. You have the ability to edit some of that. There are some routing notification profiles and other system profiles that we will address in other videos.

Going back to the main menu, we have the “Send Feedback”. The “Send Feedback” provides you with an opportunity to tell us of your experience in CANOPY. There are some topics. You can choose one of our topics, and then put your comments in the box, or click on other feedback, and then type in what it is you wish us to know. It may be something you are experiencing that you didn’t expect, or simply just say you like the way it works. We appreciate all of the feedback and we do look at it daily. You may submit it with the “Submit” button, or submit anonymously. We do prefer that you do not submit anonymously, as we might want to contact you to get more information if you are making a suggestion.

To logout, the “Logout” link is in the upper-right hand corner, so you click on that. You have now exited the CANOPY session.

We hope this has been helpful for you to get a first experience in CANOPY, and please use the CANOPY feedback if you want us to have some information regarding your experience. Thank you.