1. Log into Wildcat Connection

On www.cwu.edu, at CWU Home Page click on the link in the upper right corner of the page. Enter your Wildcat Username and Password.
Click the Login button.

Click the Financial Management System (FMS) Link.
Click on the link for FMS Production (Authorized Users Only) or FMS Report.

Welcome to the Financial Management System (FMS) Intro page.

If you experience difficulties logging into the FMS Production or Report system, please contact the EIS Help Desk at 963-2001.

To request access to the FMS system, please click on the below link to the FMS access form.

FMS Links

- FMS Reports
- FMS End User Help Guides
- FMS PeopleSoft Access Form
- FMS Production (Authorized Users Only)
- FMS Navigation Charges - Recorded Session (20 minutes)

2.

Click on the link for My Personalizations.
### Step-by-Step Guide

3. **Click on the button “Personalize User Options”**.

<table>
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<th>Personalization Categories</th>
<th>Personalize User Options</th>
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</table>

Click on the button “Personalize User Options”.
Click on the dropdown across from Type ahead and chose No.

5. Click the OK button.

If you have any questions, please contact the Travel Desk (509-963-1986) or email Traveldesk@cwu.edu.