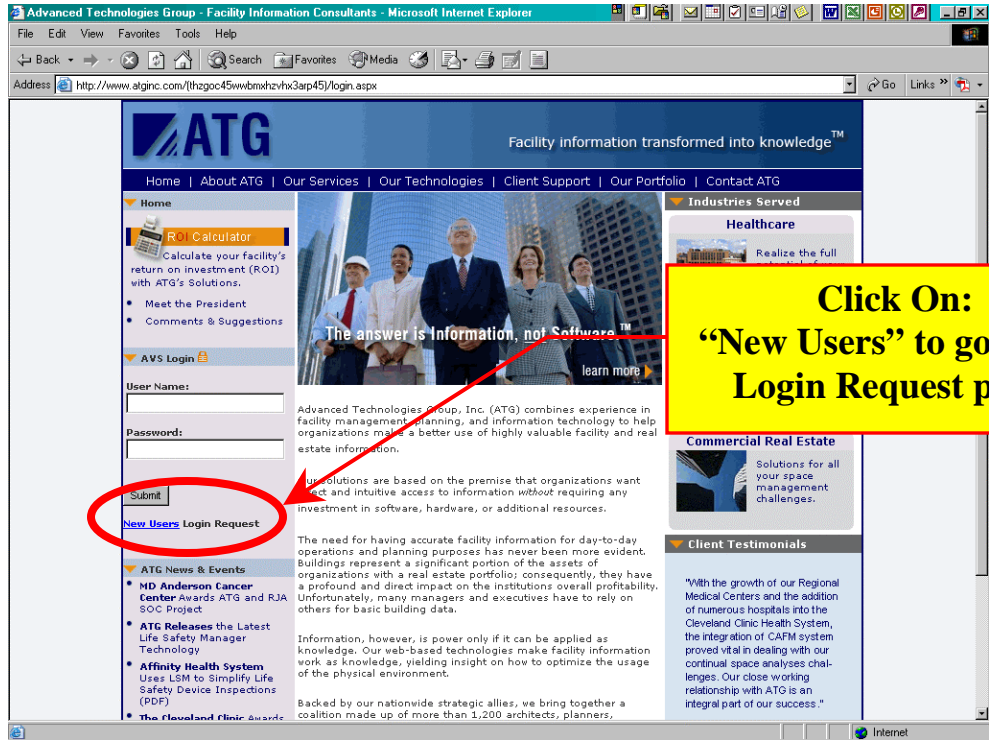




UIHC Facilities Management Information System (FMIS)  
**ATG ACTIVE VISUAL SYSTEM (AVS) – NEW USER LOGIN REQUEST GUIDE**

**Step 3:** ATG Home Page. Click on New Users Login Request as indicated below.



**Step 4:** Fill out all fields on the Login Request page; use UIHC in the Facility Name field. After completing the page click Submit to process your request. Your request will be reviewed and, if approved, your HawkID will be assigned as your User Name. You will be notified via e-mail at each step of the review and approval process.

