

How To Identify What Server You Are On in UFS

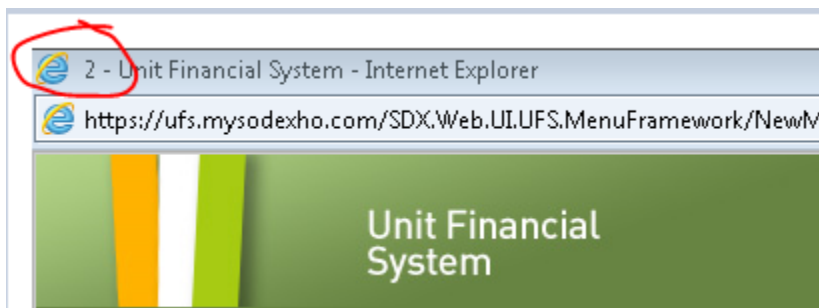
When performance issues are noticed, and you call the UFS Help Desk for assistance, you will be asked which server number you are currently logged into for technical tracking purposes.

Identifying the server number is easy. After launching UFS from the homepage, look up at the top bar of the screen where you see the website URL address. To the right of the address you will see a number from 2 to 7 in front of the words "Unit Financial System – Internet Explorer." This number indicates which server you are currently logged into.



ACTION TO TAKE: If you are experiencing UFS performance issues or errors, close out of BOTH, UFS and all other internet pages that are open. Log back into UFS. Check the server number at the top. You should now be hitting a different server number. You may need to repeat the process more than once to hit a different server number.

NOTE: If you have not updated to Internet Explorer 11, you will see the server number at the top left of the page as indicated in the below screenshot.



Technical questions related to UFS?

Contact the UFS Help Desk at 1-888-667-9111, option 1, option 2, option 1. UFS Help Desk hours are posted on the UFS Homepage.