# First Time Login Instructions

IMPORTANT

- You must change your password every thirty-one days or it will expire.

- Passwords must be eight (8) alphanumeric characters and must contain at least one upper case character, one lower case character and one digit. The special characters @, #, and $ are permitted. You may use one of these instead of an upper case character or in addition to it for additional security.

- You cannot reuse a Password within 15 months.

- Passwords are case sensitive.

1. Go to web site https://flair.dbf.state.fl.us.

2. Click on "Tuition Waiver Verification" under the "Universities & Community Colleges Only" section.

3. At this point, first time users may see a message box appear that says:

   "Security Alert - You are about to view pages over a secure connection."

   If the "Security Alert" box appears, simply click on "YES/OK" to move to the next step. If you do not want to see this message in the future simply click your pointer in the box next to the "In the future, do not show this warning" as shown below.   For all other users, skip to step 4.
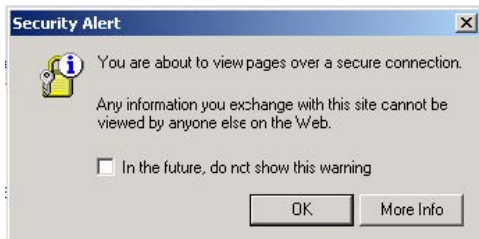
4. The "Enter Network Password" box should now appear:

   a. Returning Users:

      Simply enter your user ID and password and click on "OK" to take you directly to the Tuition Waiver Verification Menu. IMPORTANT – User ID passwords expire after 31 days of non-use. A user whose password has expired must contact the agency Tuition Waiver Access Control Custodian to have the password reset. The user must repeat the "First Time Users" process once he or she has received the new password from the Access Control Custodian.

b. First Time Users
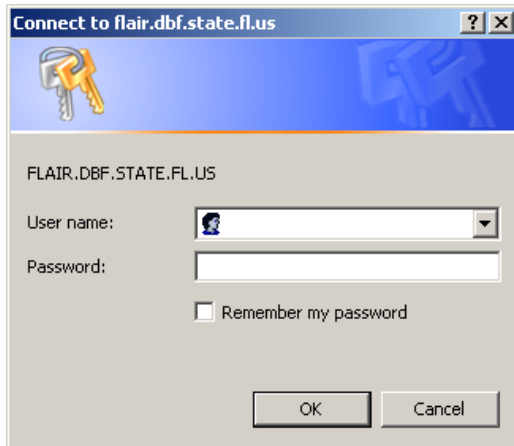
First time users need to reset their password using the User Name and password provided by the Agency Tuition Waiver Access Control Custodian before accessing the site. Enter your User ID assigned to you. Tab to the Password box. Enter your initial assigned password followed by a slash "/", your new password (user selected 8 character alphanumeric password) followed by a slash "/" then your new password again for verification as follows.

Assignedpassword/Newpassword/Newpassword

After completing the above initial password setup procedure you will be returned to the "Enter Network Password" box where you simply enter your user ID and new password and click "OK" to take you directly to the Tuition Waiver Verification Menu.

Should you encounter an "Error 401" screen shown below, simply click the "back" button on your browser and repeat the above instructions starting with step 2 above.