

IMPORTANT INFORMATION FOR PENSION PLAN PARTICIPANTS

May 17, 2022

Dear Retiree:

You should have received a postcard in December 2021 announcing Fulton County Schools' plans for transitioning to a new business system called Atlas. The changeover occurred successfully in January, and retirees and beneficiaries who receive a pension benefit from the Fulton Pension Plan, including Safety Net participants, can now access information and documents more conveniently online. The system also allows you to directly make some changes to your account's personal information. The Atlas portal can be accessed by visiting www.fultonschools.org/retirementservices.

Multi-Factor Authentication (MFA)

As part of using Atlas, retirees and beneficiaries must use Multi-Factor Authentication (MFA) when logging on to access their information. Rather than just asking for a username and password, MFA requires one or more additional verification factors, such as sending a code to your cell phone or email address, before access is granted to the site.

Multi-Factor Authentication (MFA) security helps Fulton County Schools ensure your personal and financial information is protected while decreasing the likelihood of a cybersecurity attack. **This MFA requirement begins May 22, 2022.**

Getting Started

On the following page you will find instructions to guide you in accessing your FCS profile in Microsoft 365. You will use the username and password below. If you already have an FCS username and password, it has been reset to the one below. You must use this information to sign in for the first time. After that, you will be required to change your password to one you prefer. Passwords must contain a minimum of eight (8) characters including an Uppercase, Lowercase, Number and Special character. Passwords cannot contain any form of your account name.

USERNAME: **check your letter**

PASSWORD: **check your letter**

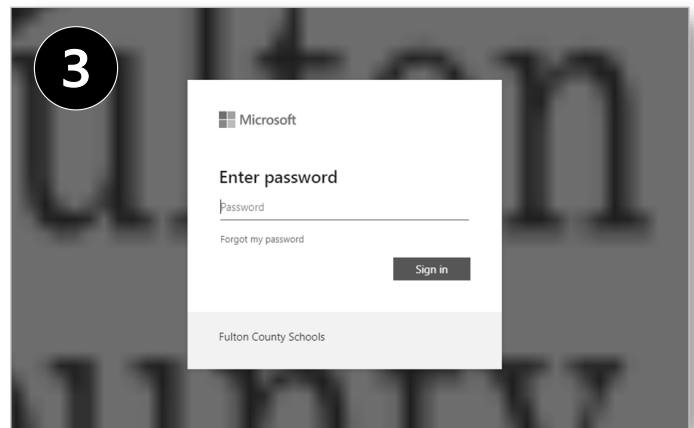
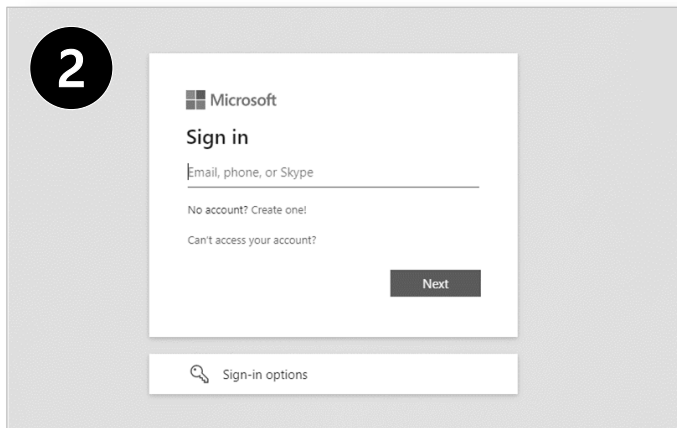
If you need help logging in, changing your password or enabling MFA, please contact the FCS Technology Service Desk at www.fultonschools.org/servicedesk, 470-254-HELP (4357) or servicedesk@fultonschools.org. Questions related to your pension plan should be directed to FCS Retirement Services at 470-254-0102 or RetirementServices@fultonschools.org.

And finally, we hope that you are finding retirement to be as fulfilling and enjoyable as you hoped it would be. Should you find a little extra time in your day, please know your contributions are missed and that we welcome you to stay connected with Fulton County Schools as a substitute employee, a volunteer or as a mentor.

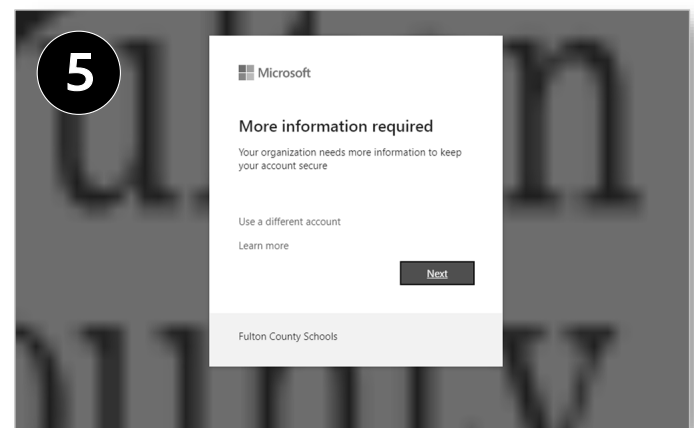
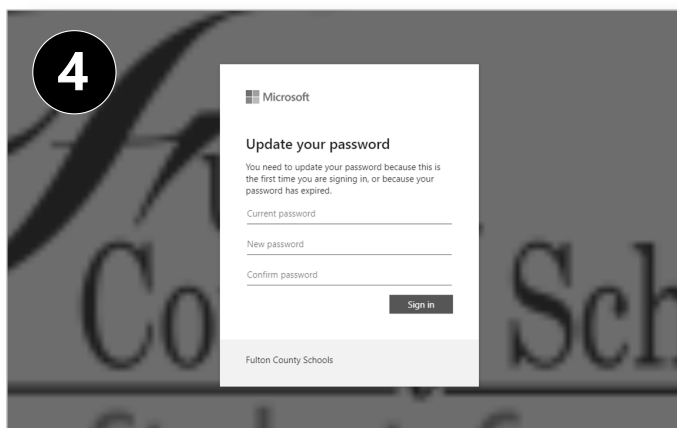
Sincerely,
FCS Retirement Services Department

Follow These Steps to Get Started

- 1 Open a web browser and type **https://myprofile.microsoft.com** (Note the **https://**. Do not type **www**.)

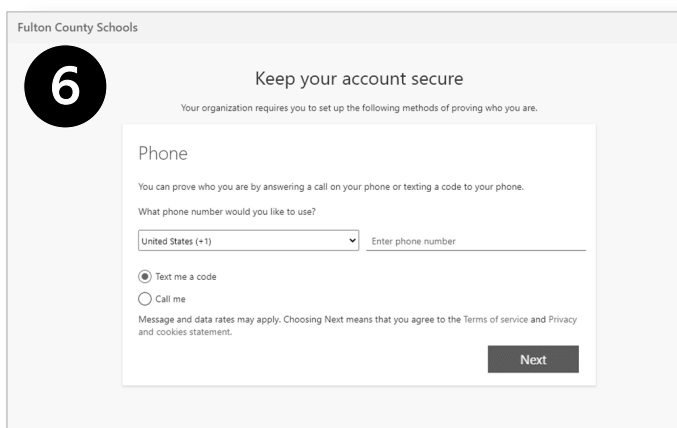


Next, type the **username** and **password** provided in this letter. If you already have a Microsoft 365 password with FCS, it will no longer work. You must use this one. Passwords are case-sensitive.

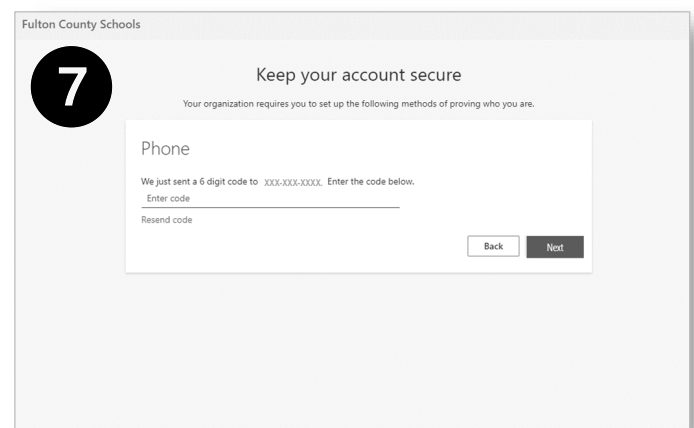


You will then be prompted to **change your password**.

Microsoft will ask for a phone number so it can text or call with a **verification code**.



Enter the **phone number** you want to use for receiving a text or phone call for verification.



Enter the code you received and select **Next**. After receiving the **Success** confirmation on the next screen (image not pictured), select **Done**. That's it!