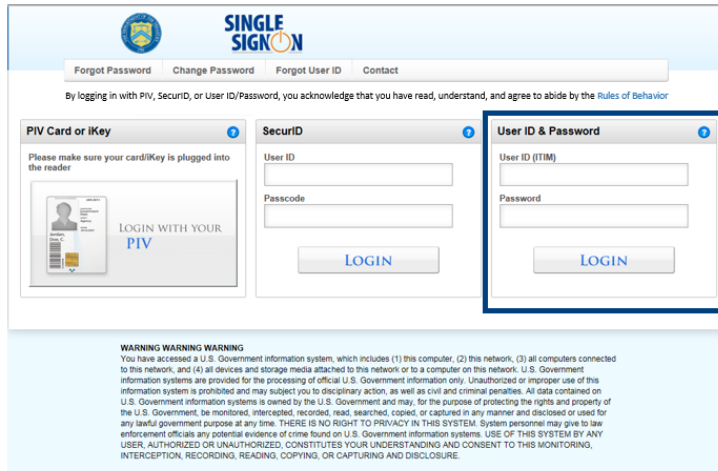


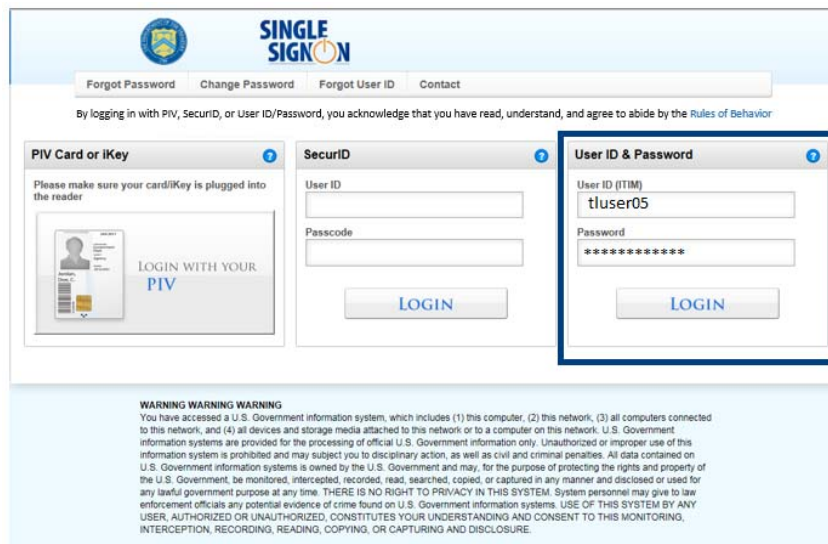
User Account Modification

1. Access the ISIM Self-Service website at <https://isim.fiscal.treasury.gov/itim/self>.



The screenshot shows the SINGLE SIGN ON login interface. At the top, there are links for "Forgot Password", "Change Password", "Forgot User ID", and "Contact". Below these is a disclaimer: "By logging in with PIV, SecurID, or User ID/Password, you acknowledge that you have read, understand, and agree to abide by the Rules of Behavior". There are three login options: "PIV Card or iKey", "SecurID", and "User ID & Password". The "User ID & Password" form is highlighted with a blue border and contains fields for "User ID (ITIM)" and "Password", with a "LOGIN" button below. A "WARNING WARNING WARNING" section is at the bottom, detailing system security and privacy policies.






2. Enter your user ID and password, and then click the **LOGIN** button.



This screenshot shows the same SINGLE SIGN ON login page as above, but with the "User ID & Password" form filled out. The "User ID (ITIM)" field contains the text "tUser05" and the "Password" field contains a series of asterisks "*****". The "LOGIN" button is still visible below the fields. The rest of the page, including the disclaimer and other login options, remains the same.

3. The Self-Service home page will load. To modify access to GTAS, click the **View or Change Account** link in the **My Access** section.

Welcome, Talia Isusr [Help](#) [Logout](#) [Switch Application](#)

<p>My Password</p> 	<p>Change Password Use this link to change your passwords.</p> <p>Change Forgotten Password Information Use this link if you need to change the information required to log in when you have forgotten your password.</p>
<p>My Access</p> 	<p>Request Account Request a new account.</p> <p>Delete Account Delete one of your existing accounts.</p> <p>View or Change Account Change one of your existing accounts.</p> <p>Request Access Request access to items such as accounts and applications.</p> <p>View Access View your access to items such as accounts and applications.</p>
<p>My Profile</p> 	<p>View or Change Profile View and edit your personal profile.</p>
<p>My Requests</p> 	<p>View My Requests View the requests you have recently submitted.</p>
<p>My Activities</p> 	<p>Approve and Review Requests View and take action on activities that are assigned to you.</p> <p>Delegate Activities Delegate your activities to another person or stop delegating your activities.</p>



- When the **View or Change Account** page loads, click the **GTAS** link in the **Account Type** field.

[Home](#) > View or change account

View or Change Account

Click the account type of the account you want to view or change. If you do not see yo

<u>Account Type</u> ▲	<u>User ID</u>	<u>Status</u>	<u>Description</u>
CARS	auser006	Active	
GTAS	auser006	Active	

- When the **Account Information** window appears, click the **Search** button next to the **GTAS Role** field. A second window will open. When the **Search for GTAS Role** window appears, select the appropriate role by clicking on it.

Account Information

Change the account information below. When you are done changing information, click OK. All required fields are marked with (*).

* User ID
auser006

* GTAS Role
Preparer Role

Access Group
8468

Enter Agency Name, Department, FR Entity, or TAS
(Insert name of Federal Agency here)

* Supervisor
Amy Super

Search for GTAS Role

Search Results

Click below to select from the search results.

Name
Certifier Role
Executive Role
Preparer Role

Page 1 of 1 Total: 3 Displayed: 3

[Back to Account](#)

- When the **Account Information** page loads, the updated role will be populated in the **GTAS Role** field. Verify the information in the **Enter Entity Name, Department, FR Entity, or TAS** field and **Supervisor** field is accurate. Click **OK**.

Account Information

Change the account information below. When you are done changing information, click OK. All required fields are marked with (*).

* User ID

auser006

* GTAS Role

Certifier Role

Search

Clear

Access Group

8468

* Enter Agency Name, Department, FR Entity, or TAS

044 0100 000, 044X8030
025, 044 6803 001

This is a free-form entry field. If selecting the Preparer or Certifier role, provide a list of the TAS. (If access should be mirrored after existing user, please provide the user name.)

* Supervisor

Amy Super

Search

Clear

OK

Cancel

- When the **Request Submitted** confirmation page opens, the request ID assigned to the submitted request will appear. To view the status of the request, click the **View My Requests** link.

Request Submitted: Change Account

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 5628112687069934734
Date submitted: March 22, 2018 9:27:00 AM
Request type: Account Change
Access/Account: tibus06 on GTAS

Information Updated

Enter Agency Name, Department, FR Entity, or TAS: 044 0100 000, 44x8030 025, 044 6803 001

Related Tasks

- To check on the status of your request, refer to the [View My Requests](#) page.
- To change another account, click [View or Change Account](#).
- To perform other tasks go to the [IBM Security Identity Manager Home](#) page.





- When the [View My Requests](#) page opens, the status of the request should initially be shown as “In Process.” To view the Request Detail, including the name of the supervisor who needs to approve the request, click the corresponding [Account Change](#) link in the [Request Type](#) column.

View My Requests

Click the request type to view its information.

View:	Show last 31 days	Go	
Request Type	Date Submitted	Status	Account/Access
Account Change	August 4, 2015 3:33:45 PM	In Process	auser006 on GTAS
Page 1 of 1	Total: 1	Displayed: 1	

[Go to Home Page](#)

Request Information

Request Detail

Request ID: 8821282323454293103
Date submitted: August 4, 2015 3:33:45 PM
Request type: Account Change
Account/Access: auser006 on GTAS

Status Detail: Pending information

Due date: August 11, 2015 3:33:46 PM
Providers:

Full Name
Amy Super
Page 1 of 1 Total: 1 Displayed: 1

[Go to View My Requests](#)



9. The request will remain in a status of “In Process” until it is approved, rejected, or the timeframe for action ends. It will change to “Success” after the request has been approved by both your supervisor and the Treasury Support Center. You will receive an email after the request has been approved or rejected.

Note: This process can take up to 14 days: your supervisor has seven days to approve the request, after which the Treasury Support Center has another seven days to complete its approval. **If your supervisor does not approve the request within the seven-day timeframe designated for supervisor approval, the request will fail, and you will need to resubmit it.**

View My Requests

Click the request type to view its information.

View:	Show last 31 days ▾	<input type="button" value="Go"/>		
Request Type	Date Submitted ▾	Status	Account/Access	
Account Change	August 4, 2015 3:33:45 PM	Success	aus006 on GTAS	
Page 1 of 1	Total: 1	Displayed: 1		

[Go to Home Page](#)

Contact the Treasury Support Center at (877) 440-9476 or via email at GTAS@stls.frb.org if you have questions concerning the GTAS account modification process.



Appendix A.

GTAS External Roles

GTAS is used by entities to report budget execution information and proprietary financial reporting information to the Department of the Treasury. Each user may have only one entity role.

Preparer

This is an entity role used to upload ATB data and review it for accuracy. Multiple users at each entity should be assigned this role, encouraging cross-verification and separation of duties. This role may also be used by service providers who act on behalf of one or more entities. Preparers must be assigned to an Access Group), granting them access to one or more entities' TAS's or a subset of TAS's. This role is for the users at the various entities who are responsible for all aspects of extracting data from their core accounting systems, loading trial balance data into GTAS, and reviewing the data for accuracy.

- Uploads bulk files
- Certifies ATB periods 2-11
- Enters year end manual adjustments
- Explains material differences periods 3, 6, 9 and 12

Certifier

This role is for external entity users who are responsible for certifying the trial balance data and material differences by TAS.

- Certifies ATB period 12
- Certifies year end manual adjustments
- Entity CFO or designee certifies material difference reporting periods 3, 6, 9 and 12

Executive

This role is for those users who are running reports only. Users will not have access to upload, update, or delete any data throughout the system. Any user at any entity may request access to this role.