New User Self Enrollment

The term "new user" refers to an individual who does not currently have an identity (Single Sign On or SSO - user ID and password) established to access Treasury applications via the UPS or ISIM provisioning services.

****If you already have an SSO account with which you access other Treasury applications via UPS or ISIM, proceed to the **User Account Request** section of this guide.*

To create an identity (Single Sign On user ID and password), access the Fiscal Service Self-Enrollment page at https://isim.fiscal.treasury.gov/selfenroll/register

1. A security notification will display. Review the information and click *I Agree* to continue.

2. Enter the self-enrollment information. Fields with (*) are required.

Fiscal Service Self Enrollment

Fields with (*) are required

Legal Prefix	
Legal First Name *	
Legal Middle Name	
Legal Last Name *	
Generational Identifiers / Suffix	-- Select --
Title	
Email *	
Re-Enter Email *	
Sponsoring Application *	-- Select --
Organization *	[Search]
External Supervisors	[Search]
Mobile Phone	
Office Phone *	
Office Extension	
Pager Number	
Office Fax	
Office Room Number	
Office Street Address *	
Office Street Address 2	
Office City *	
Office State *	-- Select --
Office Zip *	
Office Country *	UNITED STATES

Click the Search button next to Organization. A separate browser window will open. Enter your Entity name. Click the Search button. The Search results will display. Click the radial button next to your Entity, Click Add, then Done. Close the separate browser window if necessary.

Search:

Where	fmsorgname	Contains	department of

[Search]

	Name
⊙	FA_Department of Agriculture

[Add] [Done]

Please type the text from the image below.

mixched

[Submit]

Type the text from the *Captcha* image into the box and click Submit.

3. A confirmation message will display the identity was established successfully, click Close Window button.

Success!

Your request submitted successfully. You should receive an email shortly with your credentials.

Close Window

4. Two emails will be received. One email will contain the Single Sign On (SSO) userID, the other will contain a temporary password.

(The auto-generated emails are marked from *donotreply@fiscal.treasury.gov* or *donotreply@fms.treas.gov*. Some email systems may deliver the emails to junk or spam folders.)

5. Log into ISIM https://isim.fiscal.treasury.gov/itim/self enter the User ID and temporary password received in the emails and click **LOGIN**.

SINGLE SIGN ON

Forgot Password   Change Password   Forgot User ID   Contact

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

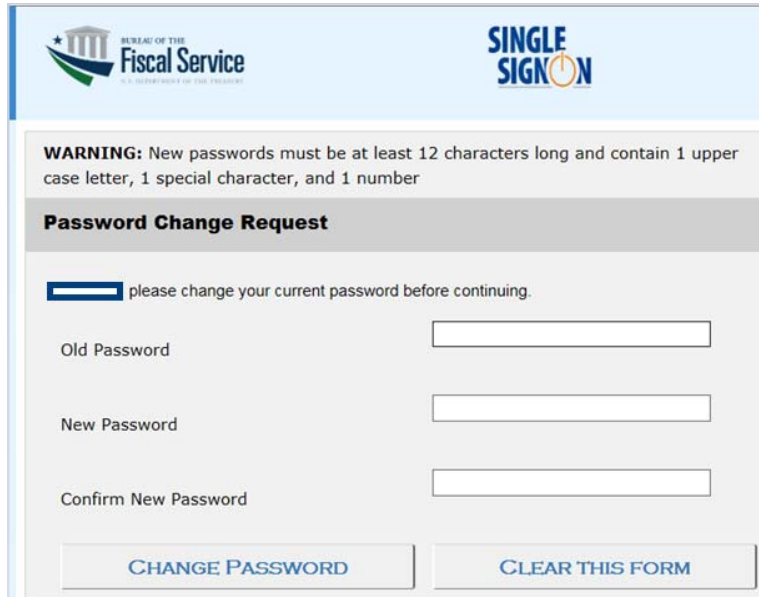| PIV Card or iKey	SecurID	User ID & Password
Please make sure your card/iKey is plugged into the reader	User ID	User ID (ITIM)
LOGIN WITH YOUR PIV	Passcode	Password
	LOGIN	LOGIN

WARNING WARNING WARNING
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

6. A prompt to change the temporary password will be displayed. Retype the User ID and temporary password in the corresponding fields. Create a New Password using the displayed criteria and retype in the Confirm New Password fields. After completing, click the Change Password button.
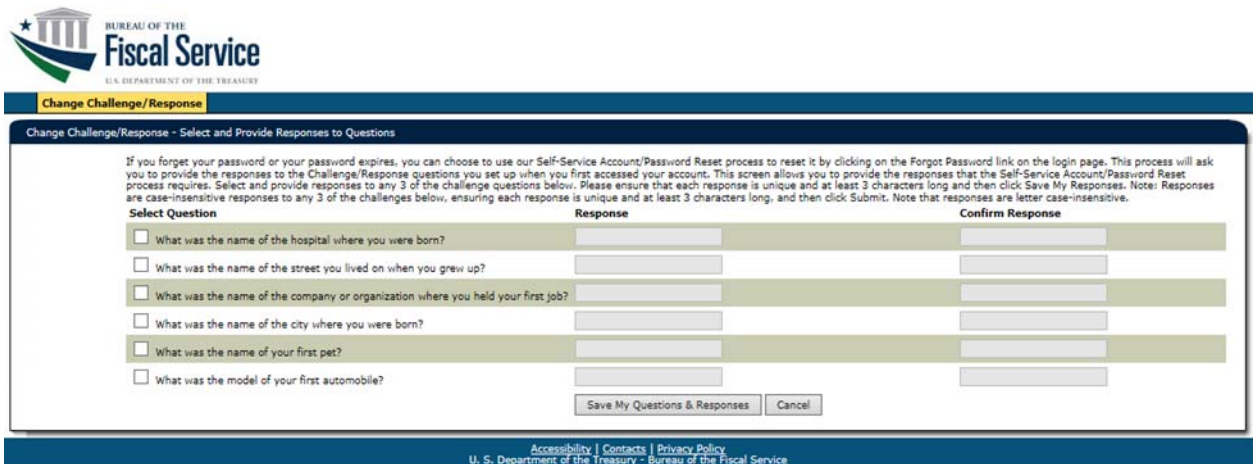
7. A prompt will be displayed to establish 3 security questions and a shared secret to use in the self-service portal for forgot password resets. Choose only 3 security questions and provide answers.

8. Enter information in the **Shared Secret** field (at least three characters) and re-enter it in the **Confirm Shared Secret** field. Click the **Save My Shared Secret** button when completed.

Your Shared Secret is used by the Help Desk personnel to verify your identity when you call them. At that time, you need to to provide that the shared secret is at least 3 characters long and then click Save My Shared Secret button.

Shared Secret	Confirm Shared Secret

Save My Shared Secret   Cancel

9. Click the **Logout** button.

Note: You must wait 15 minutes before using your User ID and password to log into ITIM to request access to TCIS.

Your new challenge questions and responses, as well as your new shared secret have been successfully saved.

⚠ Please wait 15 minutes prior to accessing your application.

Logout

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User Account Request

1. The Self-Service home page will load. To request access to CARS, click the **Request Account** link in the **My Access** section**.**

My Access

Request Account
Request a new account.

Delete Account
Delete one of your existing accounts.

View or Change Account
Change one of your existing accounts.

2. When the **Request Account** page loads, enter "GTAS" in the **Search for:** field, and then click **Search**.

Welcome, Bruce User
Home > Request account

Request Account

Enter information to search for the type of account you would like to request.

Search for:

[   ] Search

Go to Home Page

3. When the search results appear, click the **GTAS** link in the **Account Type** field.

Request Account

Enter information to search for the type of account you would like to request.

Search for:
GTAS   [Search]

Search Results
Click the account type that you would like to request.

Account Type △
GTAS

4. When the **Account Information** window appears, click the **Search** button next to the **GTAS Role** field. When the **Search for GTAS Role** screen appears, select the appropriate role by clicking on it.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (✶).

✶ User ID
tisusr05

✶ GTAS Role
[   ] [Search] [Clear]

Access Group
[   ]

Enter Agency Name, Department, FR Entity, or TAS
[   ]

✶ Supervisor
[   ] [Search] [Clear]

[< Back] [Next >]

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

5. When the **Account Information** page loads, the selected role will be populated in the **GTAS Role** field. Enter information relevant to your access in the **Enter Entity Name, Department, FR Entity, or TAS field**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (✱).

✱ User ID
tisusr05

✱ GTAS Role
Certifier Role   [Search] [Clear]

Access Group

Enter Agency Name, Department, FR Entity, or TAS

✱ Supervisor
[Search] [Clear]

[< Back] [Next >]

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 entity user, please provide the user name.

6. Click the **Search** button next to the **Supervisor** field to assign the supervisor.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (✱).

✱ User ID
tisusr05

✱ GTAS Role
Certifier Role   [Search] [Clear]

Access Group

Enter Agency Name, Department, FR Entity, or TAS
044 0100 000, 044X8030
025, 044 6803 001

✱ Supervisor
[Search] [Clear]

[< Back] [Next >]

7. Type in the name of the desired supervisor, and then click **Search**.

Search for Supervisor

Enter information to search for a Supervisor.

Search by:
Full name ▼

Search for:
amy | [Search]

Back to Account

8. When the GWA Supervisor's name appears in the search results, click the link to select it.

   Note: If the correct supervisor name does not appear, you will need to have him/her submit a form in order to be added to ISIM as a GWA Supervisor.

Search for Supervisor

Enter information to search for a Supervisor.

Search by:
Full name ▼

Search for:
amy | [Search]

Search Results
Click below to select from the search results.

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

Back to Account

9. The supervisor name will appear in the **Supervisor** field. Click **Next** to continue with the process.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (✱).

✱ User ID
tisusr05

✱ GTAS Role

| Certifier Role | Search | Clear |

Access Group

Enter Agency Name, Department, FR Entity, or TAS

044 0100 000, 044X8030
025, 044 6803 001

✱ Supervisor

| Amy Super | Search | Clear |

< Back   Next >

10. Click **Request Account** to submit the request. 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 Account: GTAS

Click Request Account to submit a request for a new account on GTAS

User ID: tisusr05
Account type: GTAS

< Back   Request Account   Cancel

Request Submitted: Request Account

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

Request Detail

Request ID: 4659358669700973589
Date submitted: January 6, 2015 1:12:13 PM
Request type: Account Add
Account/Access: tisusr05 on GTAS

Related Tasks

- To check on the status of your request, refer to the View My Requests page.
- To create another request, click on Request Account.
- To perform other tasks go to the IBM Security Identity Manager Home page.

11. 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 Add** 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 Add	January 6, 2015 1:12:12 PM		In Process	tisusr05 on GTAS
Page 1 of 1	Total: 1	Displayed: 1		

Go to Home Page

Request Information

Request Detail

Request ID: 4659358669700973589
Date submitted: January 6, 2015 1:12:12 PM
Request type: Account Add
Account/Access: tisusr05 on GTAS

Status Detail: Pending information

Due date: January 13, 2015 1:12:18 PM
Providers:

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

12. 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 GWA supervisor does not approve the request within the seven-day timeframe designated for GWA 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 ▾	Go		
Request Type	**Date Submitted** ▽		**Status**	**Account/Access**
Account Add	January 6, 2015 1:12:12 PM		Success	tisusr05 on GTAS
Page 1 of 1	Total: 1	Displayed: 1		

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

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.