



GWA Supervisor

The GWA Supervisor approval process in ISIM consists of two steps:

- Review the request for information, in which the supervisor has the ability to change the user access request.
- Approve or reject the user request.

The request for information and approve or reject actions apply to new account requests and also modification account requests.

The GWA supervisor will receive an email indicating a user request is pending. “This email was generated by the ISIM system during the processing of one or more requests. The ISIM system can be accessed at <https://isim.fiscal.treasury.gov/itim/self>”

(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.)

1. Log into the **ISIM Self-Service website** at <https://isim.fiscal.treasury.gov/itim/self> Enter your user ID and password, and then click **LOGIN**.

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 main login panels:


- PIV Card or iKey:** Includes a note "Please make sure your card/iKey is plugged into the reader" and a "LOGIN WITH YOUR PIV" button.
- SecurID:** Includes fields for "User ID" and "Passcode", and a "LOGIN" button.
- User ID & Password:** This panel is highlighted with a blue border. It includes fields for "User ID (ITIM)" and "Password", and a "LOGIN" button.

At the bottom, there is a "WARNING WARNING WARNING" section with a detailed disclaimer about system monitoring and unauthorized use.


2. The **Self-Service home page** will display.

Welcome, Amy Super [Help](#) [Logoff](#) [Switch Application](#)

Action Needed [Supervisor Request for Information](#) for Bruce User requires your attention by 12/9/13 2:35:40 PM




My Password [Change Password](#)
Use this link to change your passwords.



[Change Forgotten Password Information](#)
Use this link if you need to change the information required to log in when you have forgotten your password.

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.

[Request Access](#)
Request access to items such as accounts and applications.


[View Access](#)
View your access to items such as accounts and applications.

My Profile [View or Change Profile](#)


3. Click the **Supervisor Request for Information** link in the **Action Needed** section. (Requests needing action may also be viewed by clicking on the **Approve and View Requests** link at the bottom of the page in the **My Activities** section.)

Welcome, Amy Super [Help](#) [Logoff](#) [Switch Application](#)

Action Needed [Supervisor Request for Information](#) for Bruce User requires your attention by 12/9/13 2:35:40 PM



My Activities [Approve and Review Requests](#)
View and take action on activities that are assigned to you.



[Delegate Activities](#)
Delegate your activities to another person or stop delegating your activities.

4. The **Review Request** page will display, click **Provide Information**.

Home > [Approve and review requests](#) > Review request

Review Request

Review the details of this request. To complete this activity, click the Provide Information button. To review other a

Request Detail

Date submitted: March 22, 2018 10:37:36 AM
 Request type: Provide Information
 Requested for: Taurus Isusr
 Requested by: Taurus Isusr
 Account/Access: tisusr09 on GTAS
 Due date: March 22, 2018 11:37:37 AM
 Instruction summary: Enter additional information as required.

▶ Instruction Detail

Are any additional roles required for this access?
 You will have an opportunity to Approve/Reject the access in the next step.

5. The **Provide Information** screen will display. Select the **View all information** in the drop down window, then click **Go** to see more information.

Provide Information

Provide the information below. When you are done entering information on

View:

* GTA

Certifier Role

Enter Agency Name, Department, FR Entity, or TAS

044 0100 000, 044X8030
 025, 044 6803 001



- The **Provide Information** page reloads showing the **User ID**, **Access Group** and **Supervisor** fields. If the role selected by the user is incorrect, you can change it by clicking the **Search** button next to the **GTAS Role** field.

Provide Information

Provide the information below. When you are done entering information on each tab, click OK. All req

View:

* User ID

* GTAS Role

Access Group

Enter Agency Name, Department, FR Entity, or TAS

* Supervisor

7. The **Search for GTAS role** page is displayed, click the appropriate role.

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](#)

8. The **Provide Information** page will display, once you have verified the GTAS role and requested access, click **OK**.

Provide Information

Provide the information below. When you are done entering information on each tab, click OK. All req

View:

* User ID
cuser004

* GTAS Role
Preparer Role

Access Group

Enter Agency Name, Department, FR Entity, or TAS

044 0100 000, 044X8030
025, 044 6803 001

* Supervisor
Amy Super



- The **Response Submitted: Information Provided** section will display the **Request Detail**. Click the **Approve and Review Requests** link under **Related Tasks** to complete the workflow.

Response Submitted: Information Provided

You have completed this request for information, which will be removed from your list.

Request Detail

Date submitted: August 4, 2015 3:33:48 PM
 Request type: Provide Information
 Requested for: Abby Users
 Requested by: Abby Users
 Account/Access: auser006 on GTAS

Information Provided

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

Related Tasks

To review other activities, refer to the [Approve and Review Requests](#) page.
 To perform other tasks go to the [IBM Security Identity Manager Home](#) page.

- The **Approve and Review Request** screen will display, click the **Supervisor Approval** link.

Approve and Review Requests

The following requests require your action. Click an activity to review and complete it.

Activity	Due Date	Requested For	Requested By
Supervisor Request for Information	August 14, 2015 9:30:43 AM	Chris User	Chris User
Supervisor Approval	August 14, 2015 10:13:15 AM	Candice User	Candice User
Supervisor Approval	August 17, 2015 8:50:38 AM	Abby Users	Abby Users

Page 1 of 1 Total: 3 Displayed: 3

[Go to Home Page](#)



11. Select the **Approve** or **Reject** radio button as appropriate, click **OK**.

Note: As the approver, you have the option to provide a reason for your action in the *Reviewer Comments* field that will be sent to the user via email. This is typically used when the access requested is rejected by the approver.

Review Request

Review the details of this request. To complete this activity, select the appropriate action, enter information in the comments field, and click OK. To review other activities without completing this request at this time, click Cancel.

Request Detail

Date submitted: August 4, 2015 3:33:48 PM
Request type: Account Change
Requested for: Abby Users
Requested by: Abby Users
Account/Access: auser006 on GTAS
Due date: August 17, 2015 8:50:38 AM
Instruction summary: Approve/Reject the Request

▶ Instruction Detail

Reviewer Action

Select the appropriate action:

- Approve
 Reject

Reviewer Comments

Enter comments:



12. The **Response Submitted:** will display with the action taken, “**Approve**” or if the request was rejected, “**Reject.**”

- Click the **Approve and Review Requests** link to continue with other Action Needed workflows.
- Click the **IBM Security Identity Manager Home** link to return to the ISIM Self-Service home page.

[Home](#) > [Approve and review requests](#) > [Review request](#) > [Response submitted](#)

Response Submitted: Approve

You have completed this activity, which will be removed from your list.

Request Detail

Date submitted:	2018 03 22 10:37:36
Request type:	Account Change
Requested for:	Taurus Isusr
Requested by:	Taurus Isusr
Account/Access:	tisusr09 on GTAS
Action taken:	Approve

Related Tasks

To review other activities, refer to the [Approve and Review Requests](#) page.

To perform other tasks go to the [IBM Security Identity Manager 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 enrollment 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.