



Application Recertification Tool

Portal User Guide

WHAT IS RECERTIFICATION?

User recertification is mandated by the Department of Treasury, Bureau of the Fiscal Service's Federal Information Security Modernization Act (FISMA) policy.

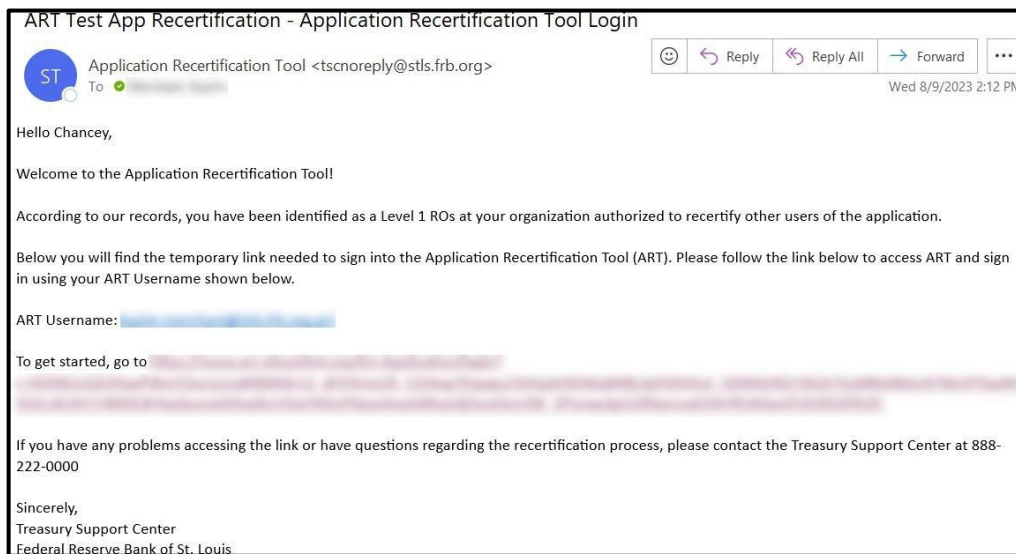
The purpose of an annual end-user recertification is to review and determine whether each user's application access is still required and the access granted is still appropriate based on job function and responsibilities. The Recertification Officials (ROs) are provided this opportunity to also make any necessary adjustments to user access.

Affects every user with access to the application(s) included, based on a point in time.

APPLICATION RECERTIFICATION TOOL (ART)

Logging In

After the RO access is activated in the system, you will receive an email notification from tscnoreply@stls.frb.org.¹ The email will provide your username and a unique link to set your own password. Be sure to note your username for logging in in the future.



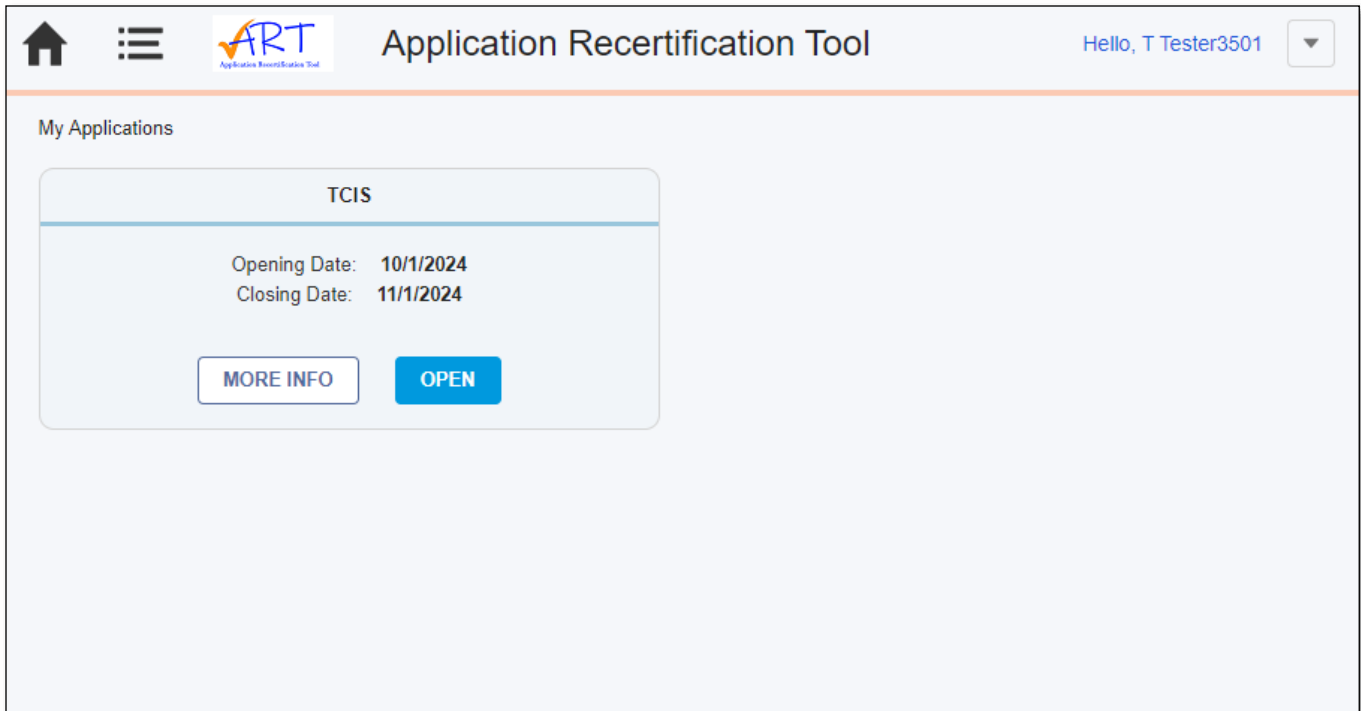
Click the link in the email or copy and paste it into your browser.

- After following the link, set your password. Passwords must contain:
 - At least 8 characters
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 special symbol
 - 1 number

¹ If you do not see the email in your inbox or junk/spam folders please contact your local IT to ensure the tscnoreply@stls.frb.org email is placed on a whitelist so the email can be received.

- You will now be logged into the Application Recertification Tool portal. This will allow you to see all Applications for which you are completing recertification.
- Following this login, you will be able to access the ART login page:
<https://www.art.stlouisfed.org/Art-Application>

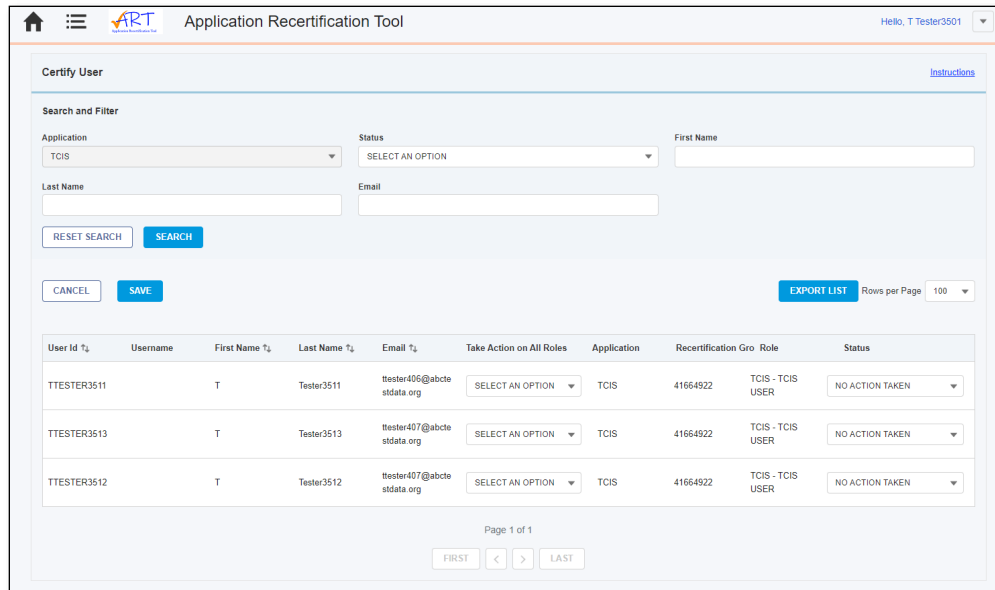
RECERTIFYING USERS



The screenshot shows the user interface of the Application Recertification Tool. At the top, there is a navigation bar with a home icon, a menu icon, the ART logo, the title "Application Recertification Tool", and a user greeting "Hello, T Tester3501" with a dropdown arrow. Below the navigation bar, the main content area is titled "My Applications". A single application card is displayed for "TCIS". The card shows the "Opening Date: 10/1/2024" and the "Closing Date: 11/1/2024". At the bottom of the card, there are two buttons: "MORE INFO" and "OPEN".

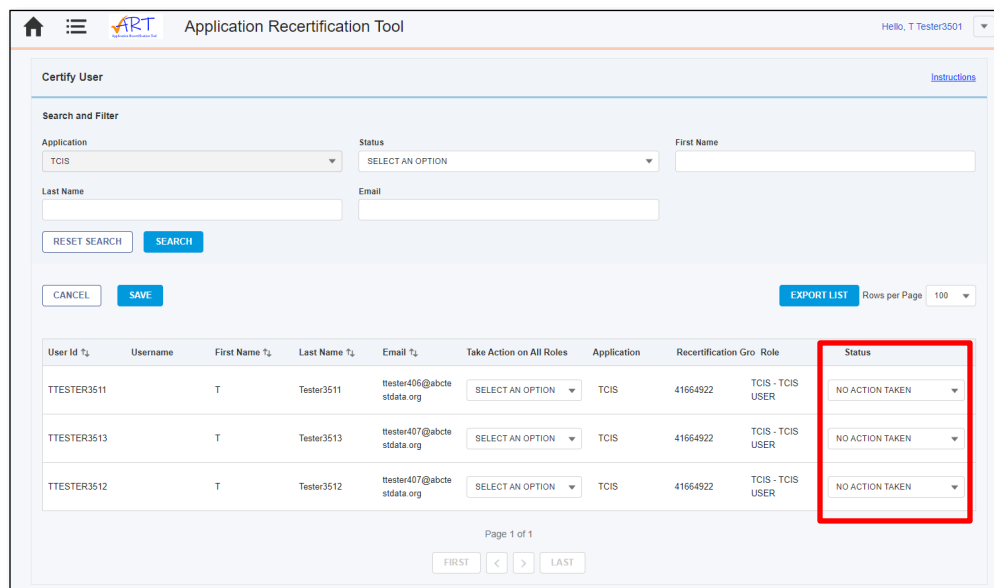
- Click **More Info** to view messages displayed pertaining to the recertification process, including contact information, if you need additional assistance.
- Click **Open** on the Application for which you are completing recertification.

- You will now see your list of users to recertify.



NOTE:

- The search results can be further narrowed by using the other search fields such as **Status, Role, First Name, Last Name, or Email.**
- The number of records to be displayed per page can also be adjusted by using the **Rows per Page** drop-down menu.
- Use the **Status** drop-down menu to select **Recertify** or **Revoke**.



- NOTE:**
- There is no way to bulk update all users, you must recertify or revoke each individual user.
- You can also **Export** the user list in an Excel format to review at your convenience using the Export List button.
- If a user has multiple roles, you can recertify or revoke all their roles using the **Take Action on All Roles** drop-down menu.

Application Recertification Tool Hello, T Tester3501

Certify User [Instructions](#)

Search and Filter

Application: Status: First Name:

Last Name: Email:

Rows per Page:

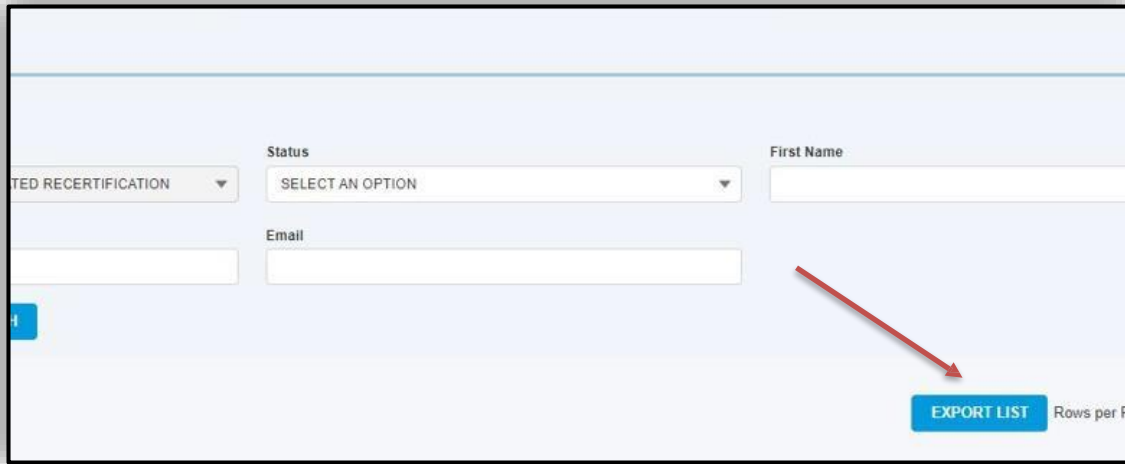
User Id ↑↓	Username	First Name ↑↓	Last Name ↑↓	Email ↑↓	Take Action on All Roles	Application	Recertification Gro	Role	Status
TTESTER3511		T	Tester3511	ttester406@abctestdata.org	<input type="text" value="SELECT AN OPTION"/>	TCIS	41664922	TCIS - TCIS USER	<input type="text" value="NO ACTION TAKEN"/>
TTESTER3513		T	Tester3513	ttester407@abctestdata.org	<input type="text" value="SELECT AN OPTION"/>	TCIS	41664922	TCIS - TCIS USER	<input type="text" value="NO ACTION TAKEN"/>
TTESTER3512		T	Tester3512	ttester407@abctestdata.org	<input type="text" value="SELECT AN OPTION"/>	TCIS	41664922	TCIS - TCIS USER	<input type="text" value="NO ACTION TAKEN"/>

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- When you are finished, click **Save**.
- NOTE:**
- A green banner will appear confirming the updates to all users.
 - If you would not like to Save the changes you have made, click the **Cancel** button instead.
- Be sure to scroll all the way down to see if you have multiple pages of users to recertify.

EXPORTING YOUR LIST

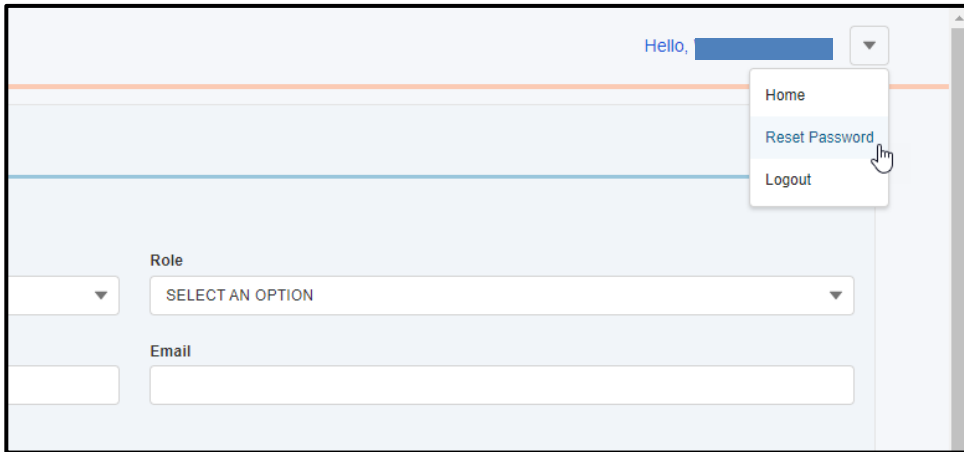
- A user list may be exported using the **Export List** function. The user list will be exported into Excel (.xls) format to review.
- You are allowed to **EXPORT** your user listing at any time.
- You are highly encouraged to save a copy of this report for your records, upon completion, to show that this task was completed for the Recertification Effort.



The screenshot displays a web interface for the Application Recertification Tool. It features several input fields: a dropdown menu for 'STATUS' (partially visible as 'TED RECERTIFICATION'), a dropdown menu for 'Status' with the text 'SELECT AN OPTION', a text input field for 'First Name', and a text input field for 'Email'. A blue button labeled 'EXPORT LIST' is located at the bottom right of the form area, with a red arrow pointing to it. To the right of the button, the text 'Rows per P' is partially visible. A small blue button with a downward arrow is also visible on the left side of the form.

UPDATING YOUR PASSWORD

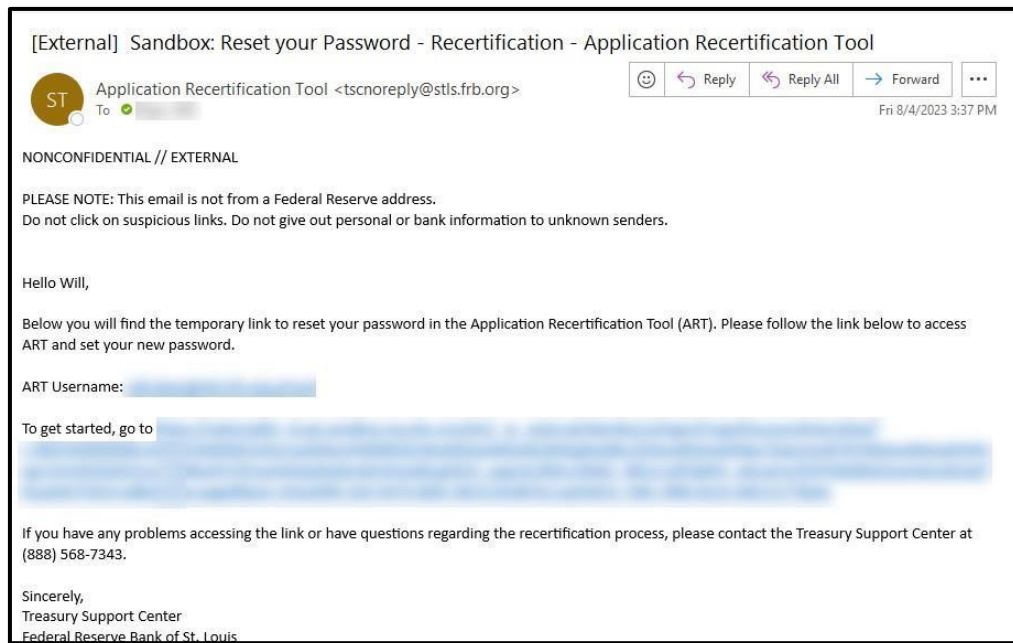
- To set a new password at any time, click the arrow near your name on the top right of the screen.



- Click Reset Password.
- Enter in your new password, following the password rules on-screen.
- Click Confirm.
- Your password is now updated.

FORGOT PASSWORD

- If you have forgotten your password, you can reset it from the portal login page.
- Go to the portal login page: <https://www.art.stlouisfed.org/Art-Application/s/login/>
- Click “Forgot your password?” below the Log In button.
- Enter in your username and click the Reset Password button.
 - a. Your username is not your email.
 - b. Your username is included in the registration email you received when first logging in to the portal.
- Check your email inbox for an email from tscnoreply@stls.frb.org



- Click the link in the email or copy and paste it into your browser.
- Once the page has loaded, click the Reset Password button.
- Proceed to enter your new password and submit the change by clicking the Change Password button.
- You should now be logged in to the portal.