

Exercise #1: Logging into Travel Manager (Document Preparation)

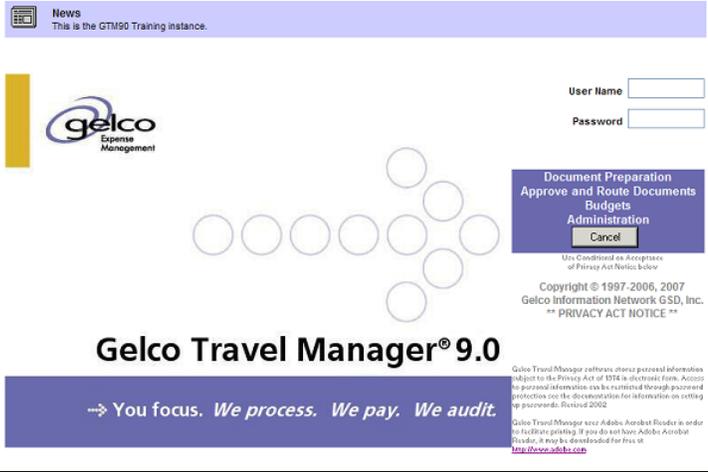
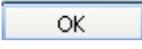
Objectives: • Successfully login to Travel Manager

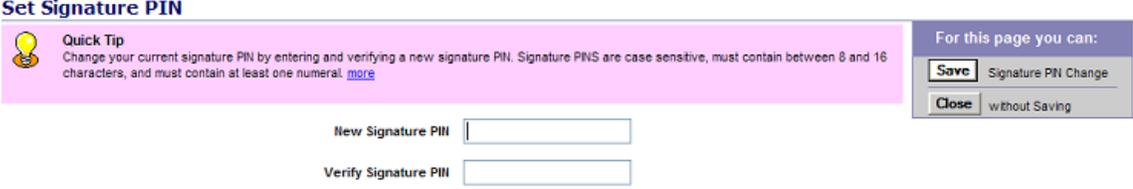
Notes: **When logging into Travel Manager for the first time, the Travel Manager default password must be used. Contact your servicing Finance Office for the default password. Passwords and electronic signatures are case sensitive.**

Instructions: Execute the following steps:

All users require a user ID/password and an electronic signature in order to electronically stamp and/or route travel documents.

- **User IDs** consists of the first three characters of the last name and the last four numbers of the vendor number
- **Passwords** must be at least twelve characters long and include:
 - One Numeric Value
 - One Upper Case Value
 - One Lower Case Value
 - One Special Character Value
- **Electronic Signatures** must be at least eight characters long and include at least one numeric value

Step	Action
1	Open a Internet Explorer window Point your browser to: (URL Instructor Provides)
2	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <ul style="list-style-type: none"> ➤ Enter User Name and Password assigned for training purposes ➤ Click Document Preparation </div> <div style="flex: 2; text-align: center;">  </div> </div>
<p>Note: At the top of the login page is a NEWS feature. Please read and note any information as this is used to communicate key information to users.</p>	
3	If prompted, “New User – please enter a password now,” click 

Step	Action
4	<p>On the Set Password page:</p> <ul style="list-style-type: none"> ➤ In the Current Password field enter the Password assigned for training purposes ➤ In the New Password field enter the new Password assigned for training purposes ➤ In the Verify Password field enter the new Password assigned for training purposes ➤ Click Save Password Change 
5	<p>On the Set Signature page:</p> <ul style="list-style-type: none"> ➤ In the New Signature PIN field enter the Signature PIN assigned for training purposes ➤ In the Verify Signature PIN field enter the Signature PIN assigned for training purposes ➤ Click Save Signature PIN Change 
6	<p>The Home page appears</p> 