

## Recertifying your CBS Access

1. Log into the Integrated Travel Manager (ITM) application:

<https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w>

2. Upon login the ITM Recertification notice will appear onscreen. Users will be required to click OK to acknowledge the notification.



3. The ITM Recertification screen will automatically be populated with your name and user account information. All ITM application roles which are assigned to your account will be listed and the check boxes will automatically default as checked [✓].
  - a. Review each role and determine if your access is still required. **If yes, make no changes and proceed to Step 5.** If no, click the check box to remove the check mark which will indicate the assigned role is no longer required.
  - b. Read the information contained within the Recertification Details block.
  - c. Click, *I agree to the above* check box if you accept the terms of the agreement.
  - d. Click on the Recertify button to certify your access. Note the Recertify button will only enable if you check "I agree to the above".



**Quick Tip**

Your account is due for recertification. You should: 1) Read the text below 2) Check the 'I agree to the above' box to indicate you have read and agree with the terms presented 3) Uncheck any roles that are no longer needed and leave any roles still needed checked 4) Click Recertify (Note: The Recertify button is only enabled if you check 'I agree to the above')

**D**  
**E**

**For this Page you can:**

- Recertify** By clicking Recertify I acknowledge that I am the user identified, I accept the agreement presented, and I require the Roles specified (AS SHOWN BELOW)
- Proceed** into Travel Manager without recertifying at this time
- Exit** Travel Manager without recertifying at this time
- Reset** screen to initial values

**Recertification Details**

**AUTHORITY**

This certification notice is issued under the authority of the Federal Information Security Management Act of 2002 (Pub.L No 107-307. Title 8.

**USER AGREEMENT**

By selecting the "I Accept" items I signify the understanding and acceptance of these policies and practices concerning access to the Commerce Business Systems (CBS) and that I will be held accountable for any breach of these policies and practices. CBS is a U.S. Government computer system used to conduct official Government business and shall be conducted in a manner above reproach and in accordance with the highest ethical standards to ensure the confidentiality in the integrity of the Government, its employees and systems.

1. I understand that the CBS systems are U.S. Government systems for the purpose of conducting official Government business
2. I understand the User ID and any other information related to access and use of the CBS systems are considered sensitive
3. I will not enter classified information into the CBS systems
4. I will protect my personal password from disclosure
5. I will log off or otherwise restrict access to any CBS system session when I am not personally attending to it
6. If I suspect someone else has tried to learn my password or fraudulently gain access to the CBS systems, I will immediately report the incident to my supervisor.

**NON-DISCLOSURE AGREEMENT**

I acknowledge that I will only access or attempt to access Government information which may be of a technical and/or sensitive nature, and which may be the sole property of the U.S. Government. I hereby agree to protect that information in the strictest confidence and to use it only to support the Government tasks which I have been assigned.

I further agree that I am specifically prohibited from disclosing, extracting, publishing or reproducing any information in whole or part in any manner of form without written authorization. I am prohibited from authorizing or permitting others to do so, and will take such reasonable measures as are necessary to restrict access to the information while in my possession. Using such information for a purpose or extent unauthorized herein may subject me to criminal sanctions imposed by 18 U.S.C. 641. I understand that any unauthorized use, release or disclosure of non-public information in violation of this agreement may subject me to administrative actions that range from verbal or written warning, removal of system access, reassignment of duties and/or termination of employment or contract depending on the severity of the violation.

**APPROVING OFFICIAL RESPONSIBILITIES**

ITM users re-certifying for the role of ITM APPROVING OFFICIAL further acknowledge and accept the following responsibilities:

1. Approving Officials **must** be knowledgeable of the Federal Travel Regulations (FTR) and any other agency specific policies.
2. Approving Officials **must** determine if travel is essential to the agency mission, ensure adequate funds are available prior to authorizing travel and make sure the mode of transportation selected is most advantageous to the Government
3. Approving Officials **must** determine if travel expenses are necessary, reasonable, justified and consistent with completing the assigned objectives or mission, review the accounting code(s) selected to ensure the correct funding is being charged for the travel being performed
4. Approving Officials **must** ensure travel claims are properly prepared in accordance with pertinent regulations and agency procedures, the types of expenses claimed are authorized and allowable, the amounts claimed are accurate, and the required receipts, statements, and justifications are attached with the voucher and are retained for six years and three months.

**C**

I agree to the above

**The Following Roles Are Still Required (uncheck unneeded roles)**

- DISABLED - Allows user to disable user accounts
- ITM USER - Allows user access into ITM
- ITM APPROVING OFFICIAL - Allows access to approve documents
- ITM GROUP ADMIN / REVIEWER - Allows group/review access
- ITM FINANCE OFFICE USER - Allows access to Finance functions
- ITM ROUTING ADMINISTRATOR - Allows access to Routing Maint.
- UNUSED - Reserved for future use
- UNUSED - Reserved for future use
- CLIENT SERVICES HELP DESK - Allows access to Admin screens
- APPLICATION ADMINISTRATOR - Allows access to Admin functions

**A**

- e. [Optional – Not Recommended] – Click Proceed, to temporarily defer recertification. Note: in order to retain access to the ITM application, you must recertify by the recertification due date. Once the recertification due date is reached, the Proceed button will no longer be an available option. Users will be required to recertify or Exit the system.

The following message displays only when a user elects to Proceed without recertifying:

**Message from webpage** 

 You have chosen to proceed into the application without recertifying at this time. You must recertify by the Recertification Due Date: 12/31/10