

**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 NOAA Client Services Help Desk for the default password. Passwords and electronic signatures are case sensitive. Passwords must be changed every 60 days.*

**Instructions:** Execute the following steps:

All users require a User Name /Password to log into the system and a Signature PIN in order to electronically stamp travel documents.

In most cases, the **User Name** consists of the first three characters of the last name and the last four numbers of the Vendor Number. If you were a user prior to the change from SSN to Vendor Number, the User Name is the first three characters of the last name and the last four numbers of your social security number. For example, Fred Traveler (0000-01234) would have a user name of **tra1234**. There may be instances where the user name may only have 2 letters, due to the number of characters in your last name or may have 5 numbers at the end; if another user has the same username as yourself then a sequential number is added at the end.

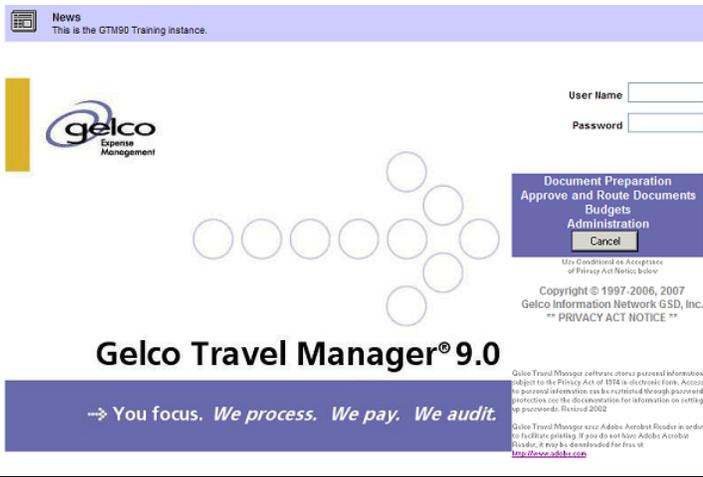
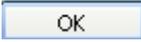
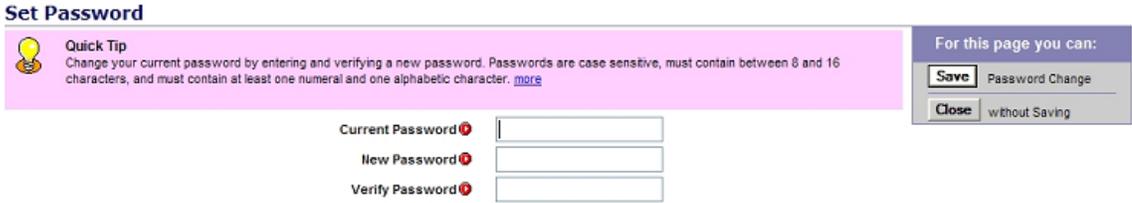
**Passwords** will follow DOC, NOAA & FDCC IT security policies

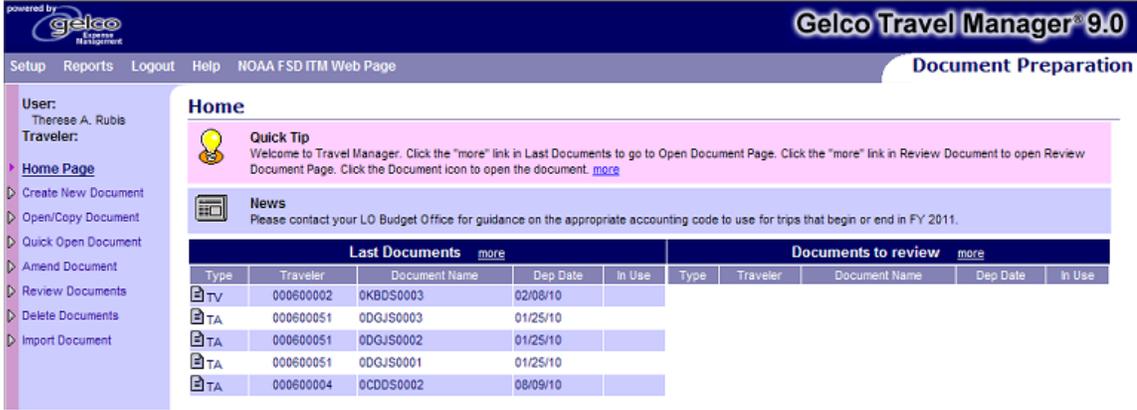
- Must be at least 12 characters
- MUST contain at least 3 of the following:
  - One (1) upper case letter
  - One (1) lower case letter
  - One (1) numeric value
  - One (1) special character
    - Limited to pound sign ( # ) or underscore ( \_ )
- Six (6) characters must be unique
- Must be changed every 60 days

**Signature PINS** used to electronically stamp documents with statuses

- Must be at least 8 characters
- Must contain at least one number

Step	Action
1a	Open a Internet Explorer window Point your browser to: <a href="https://itm9-training.rdc.noaa.gov/cgi-bin/90iti/docprep/login.w">https://itm9-training.rdc.noaa.gov/cgi-bin/90iti/docprep/login.w</a>

Step	Action
1b	If the Web Security Page appears, click <b>Continue</b>
2	<p>➤ Enter <b>User Name</b> and <b>Password</b> assigned for training purposes</p> <p>➤ Click <b>Document Preparation</b></p>  <p><i>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.</i></p>
3	If prompted, “New User – please enter a password now,” click 
4	<p>On the <b>Set Password</b> screen:</p> <p>➤ In the <b>Current Password</b> field enter the <b>Password</b> assigned for training purposes</p> <p>➤ In the <b>New Password</b> field enter the new <b>Password</b> assigned for training purposes</p> <p>➤ In the <b>Verify Password</b> field enter the new <b>Password</b> assigned for training purposes</p> <p>➤ Click <b>Save</b> Password Change</p> 

Step	Action																																																																						
5	<p>On the <b>Set Signature</b> screen:</p> <ul style="list-style-type: none"> <li>➤ In the <i>New Signature PIN</i> field enter the <i>Signature PIN</i> assigned for training purposes</li> <li>➤ In the <i>Verify Signature PIN</i> field enter the <i>Signature PIN</i> assigned for training purposes</li> <li>➤ Click <b>Save</b> Signature PIN Change</li> </ul> <p><b>Set Signature PIN</b></p> <p> <b>Quick Tip</b> Change your current signature PIN by entering and verifying a new signature PIN. Signature PINs are case sensitive, must contain between 8 and 16 characters, and must contain at least one numeral. <a href="#">more</a></p> <p>For this page you can:  <input type="button" value="Save"/> Signature PIN Change  <input type="button" value="Close"/> without Saving</p> <p>New Signature PIN <input type="text"/></p> <p>Verify Signature PIN <input type="text"/></p>																																																																						
6	<p>The <b>Home</b> screen appears</p>  <p><b>Home</b></p> <p> <b>Quick Tip</b> Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. <a href="#">more</a></p> <p> <b>News</b> Please contact your LO Budget Office for guidance on the appropriate accounting code to use for trips that begin or end in FY 2011.</p> <table border="1"> <thead> <tr> <th colspan="5">Last Documents <a href="#">more</a></th> <th colspan="5">Documents to review <a href="#">more</a></th> </tr> <tr> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td>TV</td> <td>000600002</td> <td>0KBDS0003</td> <td>02/08/10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TA</td> <td>000600051</td> <td>0DGJS0003</td> <td>01/25/10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TA</td> <td>000600051</td> <td>0DGJS0002</td> <td>01/25/10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TA</td> <td>000600051</td> <td>0DGJS0001</td> <td>01/25/10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TA</td> <td>000600004</td> <td>0CDDS0002</td> <td>08/09/10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Last Documents <a href="#">more</a>					Documents to review <a href="#">more</a>					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	TV	000600002	0KBDS0003	02/08/10							TA	000600051	0DGJS0003	01/25/10							TA	000600051	0DGJS0002	01/25/10							TA	000600051	0DGJS0001	01/25/10							TA	000600004	0CDDS0002	08/09/10						
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