

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.

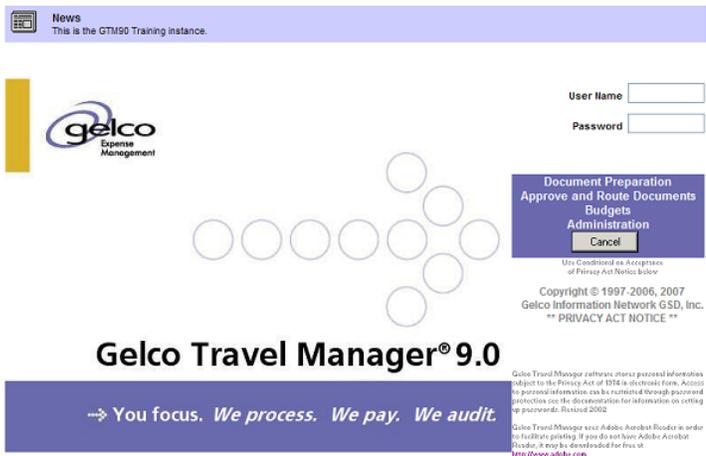
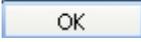
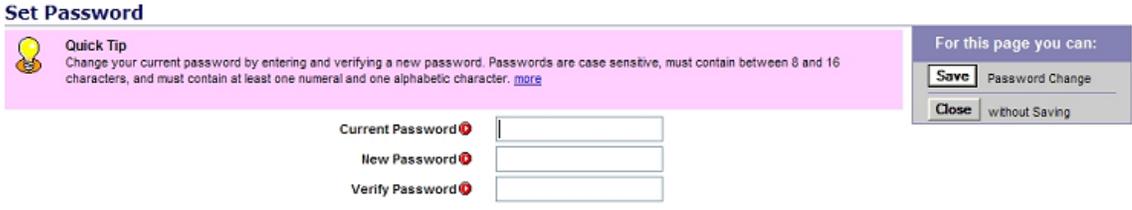
Instructions: Execute the following steps:

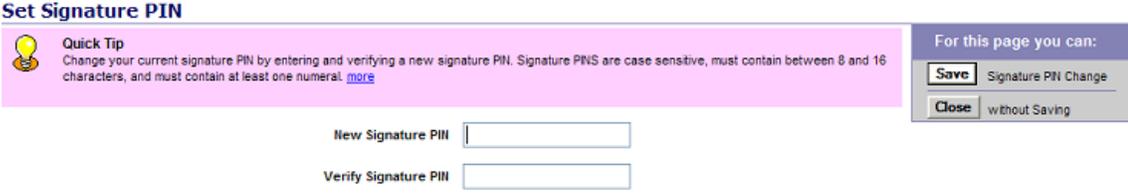
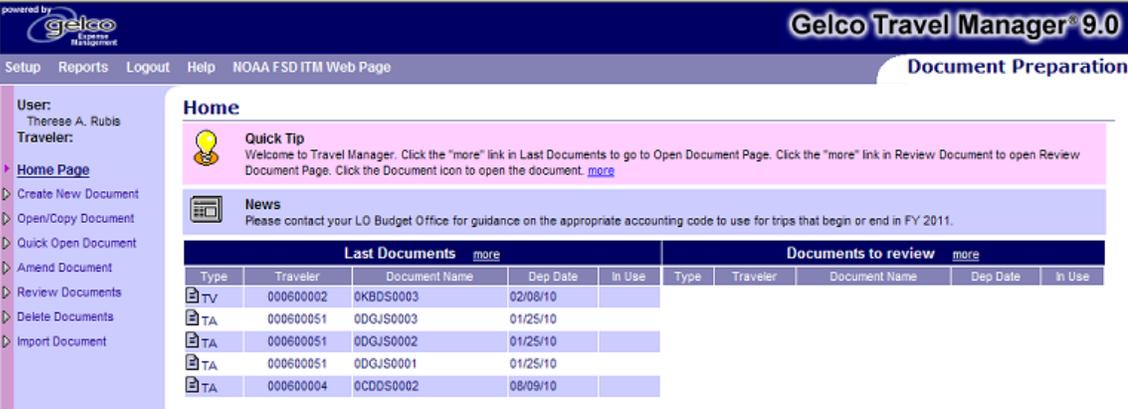
All users require a User Name /Password to log into the system and a Signature PIN in order to electronically stamp travel documents.

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** must be at least twelve characters long and include:
 - One Numeric Value
 - One Upper Case Value
 - One Lower Case Value
 - One Special Character Value [Limited to the pound sign (#) or underscore (_) due to Oracle limitations]
 - Six of the twelve characters must be unique, meaning they can only occur once in the password.
- **Signature PINs** must be at least eight characters long and include at least one numeric value

Step	Action
1a	Open a Internet Explorer window Point your browser to: https://itmv9-training.rdc.noaa.gov/cgi-bin/90iti/docprep/login.w
1b	If the Web Security Page appears, click Continue

Step	Action
<p>2</p> <ul style="list-style-type: none"> ➤ Enter <i>User Name</i> and <i>Password</i> assigned for training purposes ➤ Click Document Preparation 	 <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>
<p>3</p>	<p>If prompted, “<i>New User – please enter a password now,</i>” click </p>
<p>4</p>	<p>On the Set Password screen:</p> <ul style="list-style-type: none"> ➤ In the <i>Current Password</i> field enter the <i>Password</i> assigned for training purposes ➤ In the <i>New Password</i> field enter the new <i>Password</i> assigned for training purposes ➤ In the <i>Verify Password</i> field enter the new <i>Password</i> assigned for training purposes ➤ Click  Password Change 

Step	Action																																																																						
5	<p>On the Set Signature screen:</p> <ul style="list-style-type: none"> ➤ In the <i>New Signature PIN</i> field enter the <i>Signature PIN</i> assigned for training purposes ➤ In the <i>Verify Signature PIN</i> field enter the <i>Signature PIN</i> assigned for training purposes ➤ Click Save Signature PIN Change 																																																																						
6	<p>The Home screen appears</p>  <p>powered by  Gelco Travel Manager® 9.0</p> <p>Setup Reports Logout Help NOAA FSD ITM Web Page Document Preparation</p> <p>User: Therese A. Rubis Traveler:</p> <ul style="list-style-type: none"> ▶ Home Page ▶ Create New Document ▶ Open/Copy Document ▶ Quick Open Document ▶ Amend Document ▶ Review Documents ▶ Delete Documents ▶ Import Document <p>Home</p> <p> Quick Tip 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. more</p> <p> News 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" data-bbox="470 1087 1393 1245"> <thead> <tr> <th colspan="5">Last Documents more</th> <th colspan="5">Documents to review more</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 more					Documents to review more					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						
Last Documents more					Documents to review more																																																																		
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																																																																				