## *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.

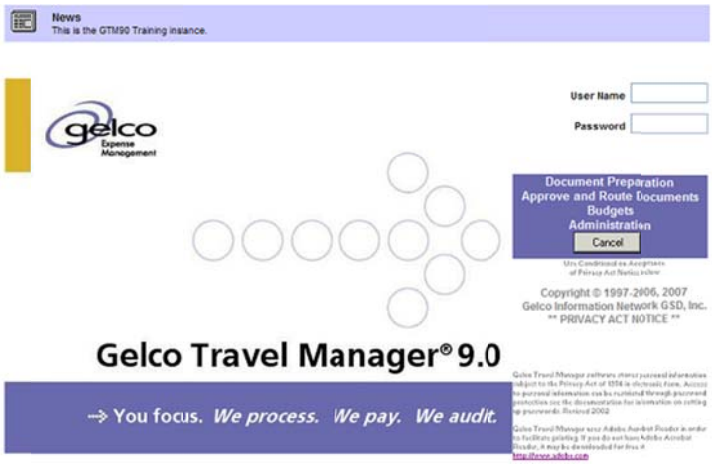
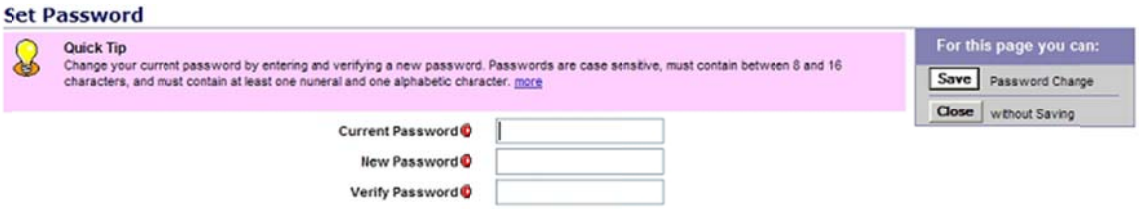
**Passwords** will follow DOC, NOAA & FDCC IT security policies

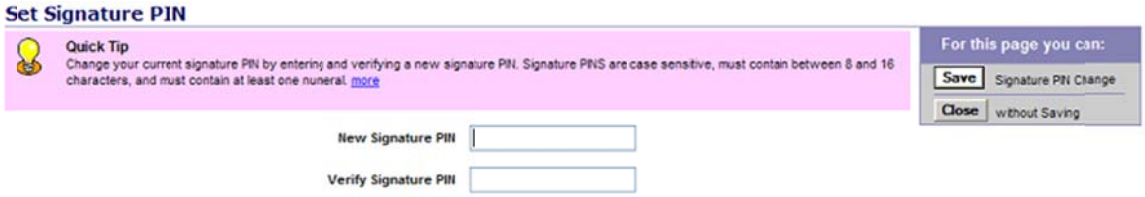
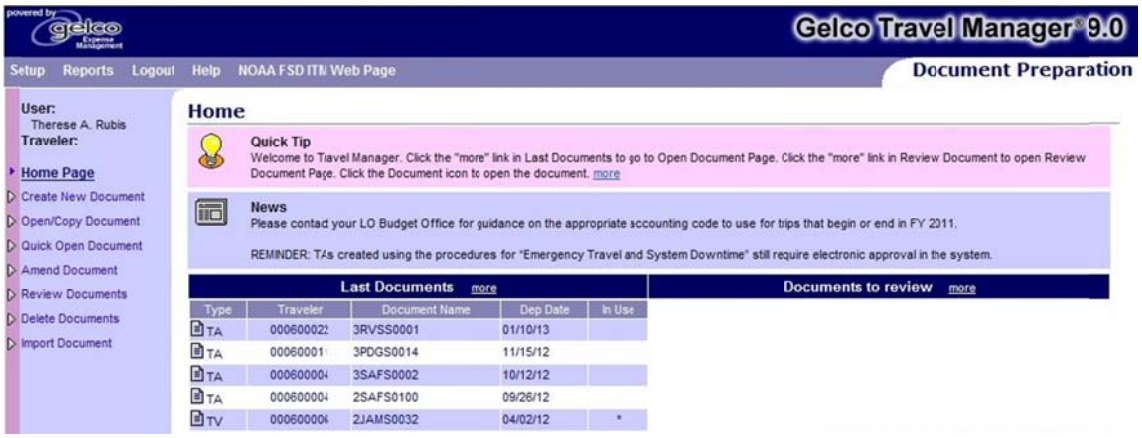
- Must be at least 12 characters
- MUST contain at least 3 of the following:
  - One (1) upper case letter
  - One (1) lower case letter
  - One (1) numeric value
  - One (1) special character
    - Limited to pound sign ( # ) or underscore ( _ )
- Six (6) characters must be unique
- Must be changed 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<br>Point your browser to: https://itmv9-training.rdc.noaa.gov/cgi-bin/90iti/docprep/login.w |

| Step | Action |
|---|---|
| 1b | If the Web Security Page appears, click **Continue** |
| 2 | ➢ Enter ***User Name*** and ***Password*** assigned for training purposes<br>➢ Click **Document Preparation**<br>  <br><br>***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.* |
| 3 | If prompted, "***New User – please enter a password now***," click OK |
| 4 | On the **Set Password** screen:<br><br>➢ In the ***Current Password*** field enter the ***Password*** assigned for training purposes<br>➢ In the ***New Password*** field enter the new ***Password*** assigned for training purposes<br>➢ In the ***Verify Password*** field enter the new ***Password*** assigned for training purposes<br>➢ Click Save Password Change<br>  <br> |

| Step | Action |
|---|---|
| 5 | On the **Set Signature** screen:<br><br>➢ In the ***New Signature PIN*** field enter the ***Signature PIN*** assigned for training purposes<br>➢ In the ***Verify Signature PIN*** field enter the ***Signature PIN*** assigned for training purposes<br>➢ Click Save Signature PIN Change<br><br>  <br> |
| 6 | The **Home** screen appears<br><br>  <br> |