

GTAS Enrollment

New User Registration

The term “new user” refers to an individual who does not currently have an identity (Single Sign On user ID and password, or SSO account) established to access Treasury applications via the UPS or ITIM provisioning services. If you already have an SSO account with which you access other Treasury applications via UPS or ITIM, proceed to the User Enrollment section of this guide.

To create an identity (Single Sign On user ID and password), access the FMS Self-Enrollment page at <https://reg.fms.treas.gov/selfenroll/register>. When the page opens, enter information in all required fields (denoted with an asterisk), retype the validation text in the corresponding field, and then click **Submit**.

Note: Access to the GTAS application requires a government email (no .com emails will be accepted). Email addresses will be reviewed on an ongoing basis.

FMS Self Enrollment

Fields with (*) are required

Legal Prefix	<input type="text"/>
Legal First Name *	<input type="text"/>
Legal Middle Name	<input type="text"/>
Legal Last Name *	<input type="text"/>
Generational Identifiers / Suffix	<input type="text"/>
Title	<input type="text"/>
Email *	<input type="text"/>
Re-Enter Email *	<input type="text"/>
Sponsoring Application *	-- Select --
Organization *	<input type="text"/> <input type="button" value="Search"/>
External Supervisors	<input type="text"/> <input type="button" value="Search"/>
Mobile Phone	<input type="text"/>
Office Phone *	<input type="text"/>
Office Extension	<input type="text"/>
Pager Number	<input type="text"/>
Office Fax	<input type="text"/>
Office Room Number	<input type="text"/>
Office Street Address *	<input type="text"/>
Office Street Address 2	<input type="text"/>
Office City *	<input type="text"/>
Office State *	-- Select --
Office Zip *	<input type="text"/>
Office Country *	UNITED STATES

Please type the text from the image below.

facwing

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User Enrollment

1. Access the ITIM Self-Service website at <https://reg.fms.treas.gov/itim/self>.

The screenshot shows the FMS Enterprise Single Sign On login page. At the top, there is a navigation bar with the FMS logo and links for "Change Password", "Forgot your Password?", "Forgot your User ID?", and "Register". Below the navigation bar, the page title is "Enterprise Single Sign On" and the URL is "Log In To: https://reg-dfd.fms.treas.gov/itim/self". The main content area is titled "Select an authentication method and enter your credentials". On the left, there are three options for authentication: "SSO User ID and Password", "SecurID Token", and "PKI Certificate". The "SSO User ID and Password" option is selected. The main area contains the text "To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password." Below this text are two input fields: "User ID:" and "Password:". The "User ID" field contains the text "tiusur05". Below the input fields are two buttons: "Log In" and "Reset". Below the buttons are two links: "Forgot your User ID?" and "Forgot your Password?".

2. Enter your user ID and password, and then click the **Log In** button.

The screenshot shows the FMS Enterprise Single Sign On login page with the user ID and password entered. The "Log In" button is highlighted with a red border. The "User ID" field contains the text "tiusur05" and the "Password" field contains a series of dots. The "Log In" button is highlighted with a red border. Below the "Log In" button are two links: "Forgot your User ID?" and "Forgot your Password?".

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)
U. S. Department of the Treasury - Financial Management Service

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3. The Self-Service home page will load. To request access to GTAS, click the **Request Account** link in the **My Access** section.

Welcome, Talia Isusr [Help](#) [Logout](#) [Switch Application](#)

My Password  [Change Password](#)
Use this link to change your passwords.

[Change Forgotten Password Information](#)
Use this link if you need to change the information required to log in when you have forgotten your password.

My Access 

[Request Account](#)
Request a new account.

[Delete Account](#)
Delete one of your existing accounts.

[View or Change Account](#)
Change one of your existing accounts.

[Request Access](#)
Request access to items such as accounts and applications.

[View Access](#)
View your access to items such as accounts and applications.

My Profile 

[View or Change Profile](#)
View and edit your personal profile.

My Requests 

[View My Requests](#)
View the requests you have recently submitted.

My Activities 

[Approve and Review Requests](#)
View and take action on activities that are assigned to you.

[Delegate Activities](#)
Delegate your activities to another person or stop delegating your activities.

4. When the **Request Account** page loads, enter “GTAS” in the **Search for:** field, and then click **Search**.

Welcome, Bruce User

[Home](#) > Request account

Request Account

Enter information to search for the type of account you would like to request.

Search for:

[Go to Home Page](#)

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- When the search results appear, click the **GTAS** link in the **Account Type** field.

Request Account

Enter information to search for the type of account you would like to request.

Search for:

GTAS

Search Results

Click the account type that you would like to request.

Account Type 
GTAS

- When the **Account Information** window appears, click the **Search** button next to the **GTAS Role** field. When the **Search for GTAS Role** screen appears, select the appropriate role by clicking on it.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID
tiusur05

* GTAS Role

Access Group

Enter Agency Name, Department, FR Entity, or TAS

* Supervisor

Search for GTAS Role

Search Results

Click below to select from the search results.

Name
Certifier Role
Executive Role
Preparer Role

Page 1 of 1 Total: 3 Displayed: 3

[Back to Account](#)

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- When the **Account Information** page loads, the selected role will be populated in the **GTAS Role** field. Enter information relevant to your access in the **Enter Agency Name, Department, FR Entity, or TAS field**.

Note: This information is very important because the Treasury Support Center will use it to set up the appropriate account access.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID
tisuus05

* GTAS Role
Certifier Role

Access Group

Enter Agency Name, Department, FR Entity, or TAS

* Supervisor

- Click the **Search** button next to the **Supervisor** field to assign the supervisor.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID
tisuus05

* GTAS Role
Certifier Role

Access Group

Enter Agency Name, Department, FR Entity, or TAS
Department of Defense

* Supervisor

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9. Type in the name of the desired supervisor, and then click **Search**.

Search for Supervisor

Enter information to search for a Supervisor.

Search by:

Full name

Search for:

amy

Search

[Back to Account](#)

10. When the supervisor's name appears in the search results, click the link to select it.

Note: If the correct supervisor's name does not appear, you will need to have him/her submit a form in order to be added to ITIM as a supervisor.

Search for Supervisor

Enter information to search for a Supervisor.

Search by:

Full name

Search for:

amy

Search

Search Results

Click below to select from the search results.

Name
Amy Super

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11. The supervisor's name will appear in the **Supervisor** field. Click **Next** to continue with the process.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID
tiusr05

* GTAS Role
Certifier Role

Access Group

Enter Agency Name, Department, FR Entity, or TAS
Department of Defense

* Supervisor
Amy Super

12. Click **Request Account** to submit the request. When the **Request Submitted** confirmation page opens, the request ID assigned to the submitted request will appear. To view the status of the request, click the **View My Requests** link.

Request Account: GTAS

Click Request Account to submit a request for a new account on GTAS

User ID: tiusr05
Account type: GTAS

Request Submitted: Request Account

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 4659358669700973589
Date submitted: January 6, 2015 1:12:13 PM
Request type: Account Add
Account/Access: tiusr05 on GTAS

Related Tasks

- To check on the status of your request, refer to the [View My Requests](#) page.
- To create another request, click on [Request Account](#).
- To perform other tasks go to the [Tivoli Identity Manager Home](#) page.



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13. When the [View My Requests](#) page opens, the status of the request should initially be shown as “In Process.” To view the Request Detail, including the name of the supervisor who needs to approve the request, click the corresponding **Account Add** link in the **Request Type** column.

View My Requests

Click the request type to view its information.

View:	Show last 31 days	Go	
Request Type	Date Submitted	Status	Account/Access
Account Add	January 6, 2015 1:12:12 PM	In Process	tisusr05 on GTAS
Page 1 of 1	Total: 1	Displayed: 1	

[Go to Home Page](#)

Request Information

Request Detail

Request ID: 4659358669700973589
Date submitted: January 6, 2015 1:12:12 PM
Request type: Account Add
Account/Access: tisusr05 on GTAS

Status Detail: Pending information

Due date: January 13, 2015 1:12:18 PM
Providers:

Full Name
Amy Super
Page 1 of 1 Total: 1 Displayed: 1

14. The request will remain in a status of “In Process” until it is approved, rejected, or the timeframe for action ends. It will change to “Success” after the request has been approved by both your supervisor and the Treasury Support Center. You will receive an email after the request has been approved or rejected.

Note: This process can take up to 14 days: your supervisor has seven days to approve the request, after which the Treasury Support Center has another seven days to complete its approval. **If your supervisor does not approve the request within the seven-day timeframe designated for supervisor approval, the request will fail, and you will need to resubmit it.**

View My Requests

Click the request type to view its information.

View:	Show last 31 days	Go	
Request Type	Date Submitted	Status	Account/Access
Account Add	January 6, 2015 1:12:12 PM	Success	tisusr05 on GTAS
Page 1 of 1	Total: 1	Displayed: 1	

Contact the Treasury Support Center at (877) 440-9476 or via email at GTAS@stls.frb.org if you have questions concerning the GTAS enrollment process.