

TCIS External Supervisor Guide

This guide is intended to instruct supervisors of external users – (Agency, Internal Revenue Service [IRS] and Federal Reserve Bank [FRB] users) in the enrollment process and management of access to the TCIS application by users in their purview. The guide instructs supervisors in the following actions:

- Establishing required Single Sign-On Account (User ID and password), if needed
- Approving online requests submitted by end user for access to TCIS
- Temporarily suspending a user's TCIS account
- Deleting a user's TCIS account when access to the system is no longer needed

Section I of the guide outlines the steps supervisors must take if they do not have an existing Single Sign-On (SSO) user ID and password to access Treasury applications. Supervisors must be able to access the IBM Tivoli Identity Management (ITIM) system, used to provision Treasury applications, and complete the TCIS Supervisor Designation form to perform the last three actions outlined in the bulleted list above. The Supervisor Designation form is available at <http://www.fms.treas.gov/tcis/enrollment.html>.

Things to consider before starting the process:

- ✓ Determine if you already have an identity comprising a Single Sign-On (SSO) User ID and password to access Treasury applications.
- ✓ Submit the TCIS Supervisor Designation form, so users can select you as the supervisor for the TCIS account.
- ✓ TCIS access should be limited to the functionalities that are necessary for the user to successfully conduct business processes associated with his/her position. When approving a TCIS access request, look over the request carefully to confirm that the selected role and ALC(s) are appropriate for the end user. For information about TCIS Roles and Functions refer to Appendix A of this guide (starting on page 16) or access the Roles and Functions page of the TCIS website at <http://www.fms.treas.gov/tcis/roles.html>.

I. Steps to Establish a Single Sign-On (SSO) Account:

If you already have a user ID and password established to access other Treasury applications via UPS or ITIM, please bypass this section of the guide.

Steps to Create an Identity (Single Sign-On (SSO) User ID and Password):

1. Access <https://reg.fms.treas.gov/selfenroll/register> to view the **FMS Self Enrollment** screen.

Enter information in all required fields (annotated with an asterisk), retype the security verification text in the corresponding field, and click the **Submit** button.

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 *	<input type="text" value="-- 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 *	<input type="text" value="-- Select --"/>
Office Zip *	<input type="text"/>
Office Country *	<input type="text" value="UNITED STATES"/>

Please type the text from the image below:

facwing

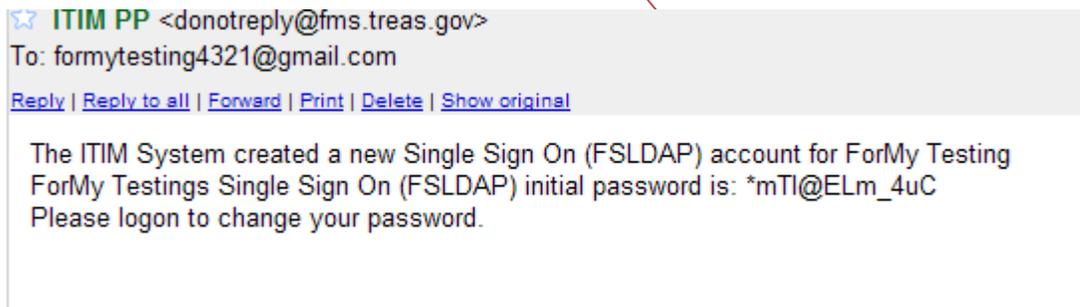
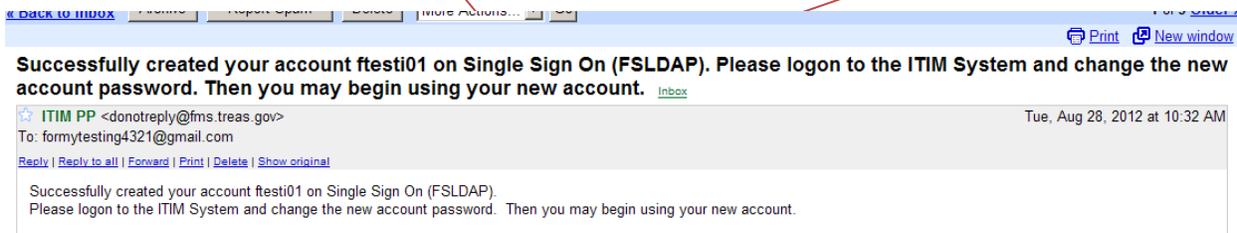
- When the submission confirmation screen shown below appears, click the **Close Window** button.

Success!

Your request submitted successfully. You should receive an email shortly with your credentials.

Close Window

- Check your inbox for two separate emails from ITIM: one email will contain your User ID, and the other will contain your temporary password.



- Login to ITIM by accessing <https://reg.fms.treas.gov/itim/self>, entering the user ID and temporary password received via email, and clicking the **Log In** button.

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)

[Forgot your Password?](#)

5. Change your password by re-entering your User ID and temporary password in the fields as indicated, then enter and confirm a new password of your own choosing in the two subsequent fields. Click the **Change Password** button.

Note: Be sure to review and adhere to the password requirements presented on the page.

ftesti01, you must change your password before continuing. You will not be permitted to use your account un

NOTE: The new password must satisfy the following requirements:

- Must be at least 8 characters long.
- Must contain at least one uppercase letter.
- Must contain at least one lowercase letter.
- Must contain at least one numeric character.
- Must not repeat any of your last ten passwords.
- Must not have been your password in during the last ten days.
- Must not be a word in a language, slang, dialect, or jargon.
- Must not be related to personal identity, history, environment, or other personal
- Must not be shared or displayed in plain view.

User ID:

Password:

New Password:

Confirm New Password:

[Forgot your User Id?](#)

[Forgot your Password?](#)

6. Click the **Continue** button on the password change confirmation screen to be directed to accept the Rules of Behavior.

ftesti01, your new password has been set. Use this new password the next time you log into your account.

- Accept the Rules of Behavior by checking the box associated with each, and then click the **Accept** button.

Note: The **Accept** button will not be accessible until all boxes are checked.

Rules of Behavior - You must read and accept the following GSS Rules of Behavior before you can access an FMS application

be reported as such. If password disclosure is necessary for problem resolution, immediately select a new password once the problem has been resolved.

- 24. USERS must not program login IDs or passwords into automatic script routines or programs.
- 25. USERS must not share passwords with anyone else or use another person's password.
- 26. USERS must not write passwords down.
- 27. USERS must change passwords at least every 90 days.

I have read the Financial Management Service (FMS) information technology Rules of Behavior and fully understand the security requirements. I further understand that violation of these rules may result in administrative and/or disciplinary action by the FMS and may result in actions up to and including termination or prosecution under federal law.

- When prompted, click the **Continue** button to be directed to answer your Challenge Response questions.

 You have been re-directed to this page because you need to change your password challenge response data. This is a mandatory one-time security measure designed to assist users in resetting forgotten passwords.

- Select three Challenge Response questions by clicking the corresponding boxes, enter and confirm a response to each, and then click the **Save My Questions and Responses** button.

Note: Be sure to read the information on this page carefully to ensure that you understand how your Challenge Response questions and answers can be used to reset your password. Try to enter information you can easily recall later.

Change Challenge/Response

Change Challenge/Response - Select and Provide Responses to Questions

If you forget your password or your password expires, you can choose to use our Self-Service Account/Password Reset process to reset it by clicking on the Forgot Password link on the Self-Service Account page. This screen allows you to provide the responses that the Self-Service Account page requires to reset your password. Please ensure that each response is unique and at least 3 characters long and then click Save My Responses. Note that responses are letter case-insensitive.

Select Question	Response	Confirm Response
<input checked="" type="checkbox"/> What was the name of the city where you were born?	*****	*****
<input type="checkbox"/> What was the model of your first automobile?		
<input type="checkbox"/> What was the name of the hospital where you were born?		
<input checked="" type="checkbox"/> What was the name of the company or organization where you held your first job?	*****	*****
<input checked="" type="checkbox"/> What was the name of your first pet?	*****	*****
<input type="checkbox"/> What was the name of the street you lived on when you grew up?		

10. Complete the **Shared Secret** field (at least three characters), then re-enter your response in the **Confirm Shared Secret** field and click the **Save My Shared Secret** button.

Note: Be sure to read the information on this page that conveys how this information is used. Enter information you can easily recall if needed, but that is also unique and random so others cannot guess it.

Your Shared Secret is used by the Help Desk personnel to verify your identity when you call them. At that time, you need to provide that the shared secret is at least 3 characters long and then click Save My Shared Secret button.

Shared Secret	Confirm Shared Secret
<input type="text"/>	<input type="text"/>
	<input type="button" value="Save My Shared Secret"/> <input type="button" value="Cancel"/>

11. Click the **Logout** button.

Note: You must wait 15 minutes before using your User ID and password to log into ITIM.

Change Challenge/Response

Change Challenge/Response - Completed

Your new challenge questions and responses, as well as your new shared secret have been successfully saved.

 Please wait 15 minutes prior to accessing your application.

12. Click the **Close Browser** button.

fms

Enterprise Single Sign On

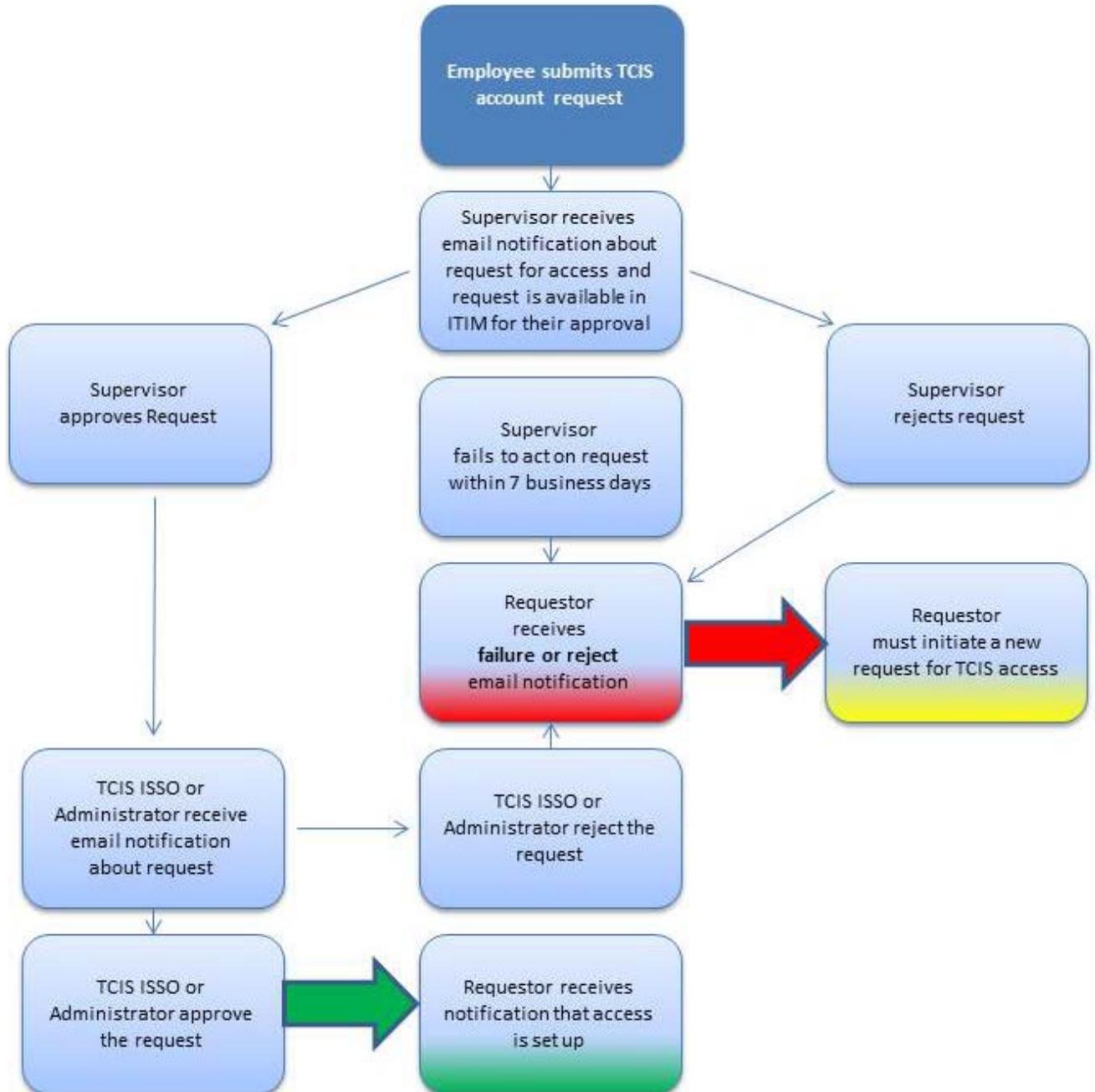
Goodbye and have a nice day.

You have successfully logged out. To end your session securely, please close your browser.

13. After receiving your User ID, you will need to complete the TCIS Supervisor Designation Form to have access as a Supervisor in TCIS granted. This process can take up to 48 hours after submitting the form.

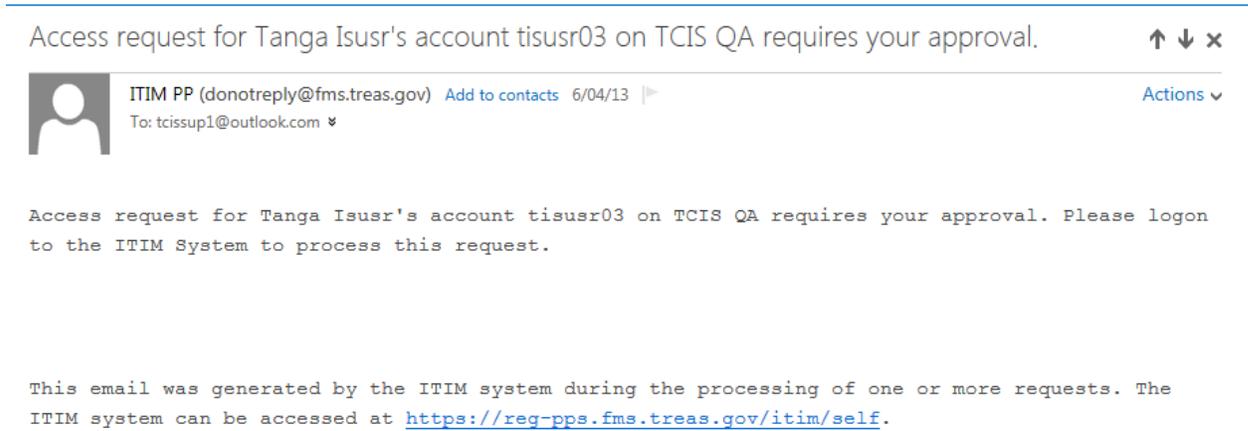
II. Approving TCIS Account Requests

The following workflow diagram depicts the TCIS Approval Process. Please note the role of the supervisor in the process.



The following outlines the steps a TCIS supervisor must take to act on a TCIS access request.

1. Receive email notification stating that a request requires your approval.



2. Log into the ITIM External Interface at <https://reg.fms.treas.gov/itimext/>.

3. View requests pending your action on the **Request Management – Your To-Do List** page. Click on the link to the request under the **Activity** column.

Note: If there are requests requiring your action, this page will appear when you log into the ITIM external interface. You will not see this page when logging in if no requests require your action.

Request Management Organization Search Reports

Request Management - Your To-Do List

Locked	Activity	Time Due	Requestee	Subject
	Supervisor Account Approval	Jun 04, 2013 12:37 PM EDT	Darryl Walker	BSZ0000
	Supervisor Account Approval	Jun 04, 2013 12:35 PM EDT	Talon Isusr	tisusr08

- View the high-level details of the request presented on the **Approve/Reject the Request** page. Click on the **View Request Data** link to see more details about the request.

Approve / Reject the Request

Description	Access request for Talon Isusr's account tisu08 on TCIS QA requires your approval.
Request ID	1152236359821244900
Requestor	Talon Isusr
Requestee	Talon Isusr
Subject	tisu08
Time Submitted	Jun 04, 2013 12:20 PM EDT
Time Due	Jun 04, 2013 12:35 PM EDT
	View Request Data
Explanation	

[Approve](#) [Reject](#) [Cancel](#)

- When the page opens, view the user's requests for access to **ALCs** and/or **TCIS Symbols** (which are only populated if an NTDO role is being requested).

ALCs	User ID * tisu08
Internal User	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="flex-grow: 1;"> <p>TCIS ALC List</p> <div style="border: 1px solid #ccc; padding: 2px;"> 00006684 00008333 </div> </div> <div style="text-align: right;"> <input type="button" value="Search"/> <input type="button" value="Delete"/> </div> </div> </div>
External User	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="flex-grow: 1;"> <p>TCIS Symbol List</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;"></div> </div> <div style="text-align: right;"> <input type="button" value="Add"/> <input type="button" value="Delete"/> </div> </div> </div>

6. Click on the **External User** tab to view more information.

The screenshot shows a web interface with a left-hand navigation menu containing three tabs: "ALCs", "Internal User", and "External User". The "External User" tab is selected, indicated by a red arrow. The main content area is divided into two sections. The top section is titled "User ID *" and contains the text "tiusr08". Below this is a "TCIS ALC List" section with a text input field containing "00006684" and "00008333", and two buttons labeled "Search" and "Delete". The bottom section is titled "TCIS Symbol List" and contains an empty text input field, another empty text input field below it, and two buttons labeled "Add" and "Delete".

7. Review the TCIS Role being requested by the user and click the **Back** button.

The screenshot shows a web interface with a left-hand navigation menu containing three tabs: "ALCs", "Internal User", and "External User". The "External User" tab is selected, indicated by a red arrow. The main content area displays two rows of information. The first row is labeled "External User Roles" and contains the text "TPA-HIV" in a text input field, with "Search" and "Clear" buttons to its right. The second row is labeled "TCIS Supervisor" and contains the text "Cynthia Truesdell" in a text input field, with "Search" and "Clear" buttons to its right. Below the rows is a "Back" button, which is highlighted with a red arrow.

- Click the **Approve**, **Reject** or **Cancel** link as appropriate to take the desired action on the request. After you select the action, the request will no longer show in your To-Do List.

Consider the following before taking action:

- ✓ Is the role and ALC(s) being requested appropriate for the user?
- ✓ If anything is questionable, click **Cancel** so you can investigate further.
- ✓ You cannot modify the request if the role or ALC(s) being requested are not appropriate; instead, you will need to **Reject** the request. You have the ability to input comments if you are rejecting the request that will show in the rejection email the user receives, but you are also encouraged to follow up with the end user before he/she submits a new account request.
- ✓ Recognize that you initially have seven calendar days to act on the request, but should take action as soon as possible so the user can gain access to TCIS. After seven days, you will receive a reminder to approve. After 14 days, the request fails and the end user has to submit a new request.

Note the results of your action:

- ✚ Access to TCIS (based on the role and ALCs outlined in the request) will be granted to the end user following the successful completion of further approvals. After you click **Approve**, the request flows to a TCIS Information System Security Officer (ISSO) or administrator for final approval.
- ✚ If you click **Reject**, access will not be granted to the user and the request will fail.
- ✚ If you click **Cancel**, no action will be taken on the request at this time.

Approve / Reject the Request

Description	Access request for Talon Isusr's account tisusr08 on TCIS QA requires your approval.
Request ID	1152236359821244900
Requestor	Talon Isusr
Requestee	Talon Isusr
Subject	tisusr08
Time Submitted	Jun 04, 2013 12:20 PM EDT
Time Due	Jun 04, 2013 12:35 PM EDT
	View Request Data
Explanation	

[Approve](#) [Reject](#) [Cancel](#)

III. Suspending and Deleting a User's TCIS Account

1. Log on to the ITIM External Interface at <https://reg.fms.treas.gov/itimext/>.
2. Click on **Search** in the toolbar and select the "Person" option.

Management	Organization	Search	Reports
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Request Management - Your To-Do List

Locked	Activity	Time Due	Requeste
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3. Enter information to search for the desired user and click on the **Search** button.

Search Person

Select	External		
Where	Full Name	Contains	harry

4. When the search results appear, click the **Select** link next to the name of the user requiring action.

Search Person

Select	External		
Where	Full Name	Contains	harry

	Name	E-Mail	Status	Organization
Select	Harry Truman	gtas.user.2012@gmail.com		
Select	Harry User	carsuser8@yahoo.com	Active	
Select	harry green	h.green@das.com	Active	

- Click the **Manage Accounts** link on the **Manage User** page.

Manage User: Harry User

- [Manage Personal Info](#)
- [Manage Accounts](#)
- [Manage Passwords](#)

- Select the checkbox corresponding to the TCIS account of the user, and then click **Suspend** or **De-Provision** (Delete) as applicable.

Consider the following before taking action on the account:

- ✚ **Suspend** should be used if access to TCIS should be temporarily halted.
- ✚ Contact the Treasury Support Center at 855-838-0743 to restore access for a suspended user, as the Restore function is not permitted for the supervisor function.
- ✚ **De-Provision** should be selected if access to TCIS should be permanently removed.
- ✚ A user will need to re-enroll to regain his/her TCIS system access.
- ✚ Select **Cancel** if you do not want to proceed with any action.

Manage Accounts: Harry User

Select	User ID	Service	Status
<input type="checkbox"/>	huser001	TCIS QA	Active

[New](#) [Suspend](#) [Restore](#) [De-Provision](#) [Cancel](#)

- Finalize your selected action by clicking the **Submit** button.

Things to consider before finalizing the action:

- ✓ Do you want access deleted or suspended immediately?
- ✓ Do you want to schedule action for a later date/time? If yes, click the radio button next to **Schedule for Later** and enter a future date and time before clicking **Submit**. Keep in mind that the system utilizes Eastern Standard Time.
- ✓ Did you change your mind about processing the request? If yes, click **Cancel**.

Manage Accounts: Harry User

- Schedule for Now
- Schedule for Later Time:

Confirm suspend of the following accounts:

User ID	Service	Status
huser001	TCIS QA	Active

[Submit](#) [Cancel](#)

8. To view your action request or check its status, click on the “Details” link. Suspend and Delete requests do not require approval and are processed very quickly (generally within minutes, unless scheduled for a later date/time).

Request Management - Your Pending Requests

Select	View Details	Request ID	Time Submitted	Process Type	Requestee	Subject	Status
<input type="checkbox"/>	Details	1566514642378820147	Jun 05, 2013 03:08 PM EDT	Suspend Account	Harry User	huser001	In Process

Note: If you have questions or problems with actions outlined in the guide, please contact the Treasury Support Center at 855-838-0743 or TCIS_TSC@stls.frb.org

TCIS ROLES AND FUNCTIONS (Appendix A)

Federal Program Agency

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Federal Program Agency Roles

FPA-Agency-IV – Can inquire and view images on check for the 8-digit Agency Location Codes (ALCs) listed for their agency.

FPA-Agency-IV-UCC – Can inquire and view images on checks for the 8- digit Agency Location Codes (ALCs) listed for their agency and have the ability to submit a stop code against a particular check symbol/serial number.

Federal Reserve Bank

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Transmittal Control and Disbursing Office Maintenance Subsystem (TCDOMS) – Provides Disbursing Offices on-line access to monitor and track the status of transmittals that they have submitted, providing a complete history of each transmittal received and detail information concerning rejected transmittals. User can view all authorized ranges established for their Disbursing Office Symbol and display all issue transmittals received and accepted by TCIS for a particular authorized range by viewing the Processed Ranges screen.

Federal Reserve Bank Roles

FRB-TCORE – Can inquire and view images on all checks in Integrated View. Can view and track transmittal status in TCDOMS.

FRB-IV – Can inquire and view images on all checks.

Non-Treasury Disbursing Office

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Transmittal Control and Disbursing Office Maintenance Subsystem (TCDOMS) – Provides Disbursing Offices on-line access to monitor and track the status of transmittals that they have submitted, providing a complete history of each transmittal received and detail information concerning rejected transmittals. User can view all authorized ranges established for their Disbursing Office Symbol and display all issue transmittals received and accepted by TCIS for a particular authorized range by viewing the Processed Ranges screen.

Non-Treasury Disbursing Office Roles

NTDO-IV – Can inquire and view images on checks for one or more 4-digit Disbursing Office (DO) symbols in Integrated View.

NTDO-IV-UCC – Can inquire and view images on checks for one or more 4-digit Disbursing Office (DO) symbols in Integrated View. Can submit a stop code against a particular check symbol/serial number.

NTDO-TCDOM – Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbols in TCDOMS.

NTDO-TCDOM-IV – Can inquire and view images on checks for their DO symbols in IV. Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbol in TCDOMS.

NTDO-TCDOM-IV-UCC – Can inquire and view images on checks for their DO symbols in IV. Can submit a stop code against a particular check symbol/serial number. Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbol in TCDOMS.

Non-Treasury Disbursing Office Headquarters

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Transmittal Control and Disbursing Office Maintenance Subsystem (TCDOMS) – Provides Disbursing Offices on-line access to monitor and track the status of transmittals that they have submitted, providing a complete history of each transmittal received and detail information concerning rejected transmittals. User can view all authorized ranges established for their Disbursing Office Symbol and display all issue transmittals received and accepted by TCIS for a particular authorized range by viewing the Processed Ranges screen.

Non-Treasury Disbursing Office Headquarters Office Roles

NTDO-H-IV – Can inquire and view images on checks for multiple symbols in IV. Headquarters can have access to multiple symbols.

NTDO-H-IV-UCC – Can inquire and view images on checks for multiple symbols in IV and have the ability to submit a stop code against a particular check symbol/serial number.

NTDO-H-TCDOM – Can inquire on check symbols; check ranges and transmittals associated with the specified Disbursing Office Symbols in TCDOMS. Headquarters can have access to multiple symbols.

NTDO-H-TCDOM-IV – Can inquire and view images on checks for multiple symbols in IV. Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbols in TCDOMS. Headquarters can have access to multiple symbols.

NTDO-H-TCDOM-IV-UCC - Can inquire and view images on checks for multiple symbols in IV and have the ability to submit a stop code against a particular check symbol/serial number. Can inquire on check symbols, check ranges and transmittals associated with the specified Disbursing Office Symbol in TCDOMS.

Treasury Disbursing Office

Integrated View (IV) – Provides a single access point to the TCIS, and PACER databases to query and view check and ACH data and view images of paid checks. Access roles to this module are indicated by IV in the roles. Access roles with IV-UCC additionally provide the ability to submit a stop code against a particular check symbol/serial number.

Transmittal Control and Disbursing Office Maintenance Subsystem (TCDOMS) – Provides Disbursing Offices on-line access to monitor and track the status of transmittals that they have submitted, providing a complete history of each transmittal received and detail information concerning rejected transmittals. User can view all authorized ranges established for their Disbursing Office Symbol and display all issue transmittals received and accepted by TCIS for a particular authorized range by viewing the Processed Ranges screen.

Treasury Disbursing Office Roles

TDO-IV - Can inquire and view images on all checks in Integrated View (IV).

TDO-TCDOM - Can view and track transmittal status in TCDOMS.

TDO-TCDOM-IV – Can inquire and view images on all checks in IV and inquire on check symbols, check ranges and transmittals used by Treasury Disbursing Office in TCDOMS.