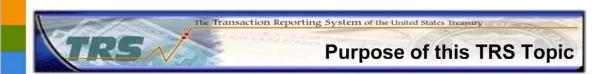Hello and welcome to TRS Topics. In this overview presentation, we will discuss your roles and responsibilities as a security user.
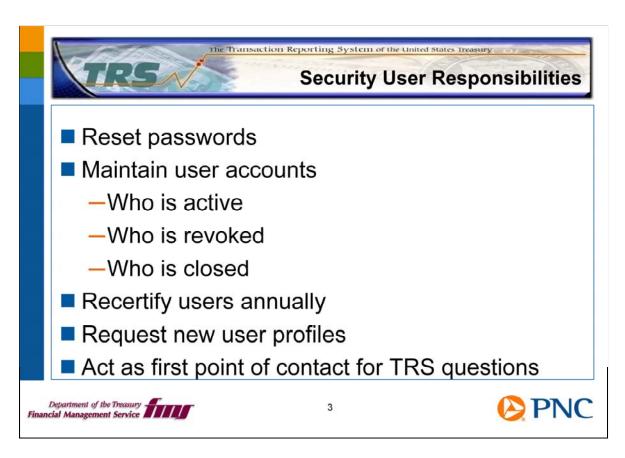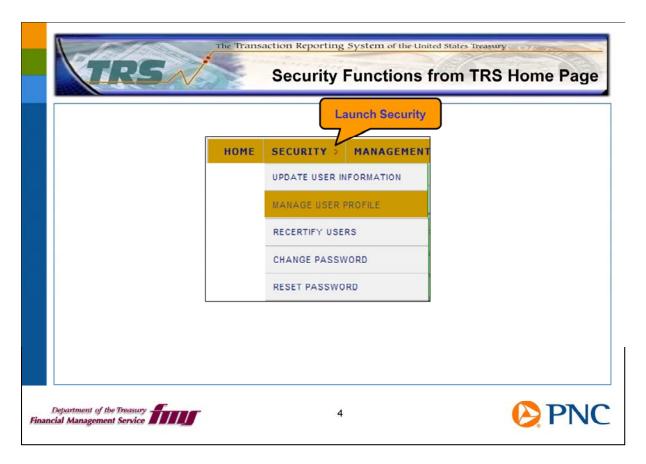
This TRS Topic is designed to:

1.Reinforce and remind you about your responsibilities as a security user.

2. Provide brief instruction about how to accomplish your tasks.

3. Provide resource information and links for further help..

Security User Responsibilities

The Transaction Reporting System of the United States Treasury

- Reset passwords
- Maintain user accounts
  - Who is active
  - Who is revoked
  - Who is closed
- Recertify users annually
- Request new user profiles
- Act as first point of contact for TRS questions

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PNC

As a security user, you have these responsibilities:

1. Resetting user passwords.
2. Maintaining user accounts, which includes keeping abreast of the active, revoked, and closed user accounts.
3. Recertifying the users in your group annually.
4. Requesting new user profiles when new people join your group.
5. Acting as the primary point of contact for TRS questions from the users in your group.

The Transaction Reporting System of the United States Treasury

Security Functions from TRS Home Page

Launch Security

| HOME | SECURITY > | MANAGEMENT |

UPDATE USER INFORMATION

MANAGE USER PROFILE

RECERTIFY USERS

CHANGE PASSWORD

RESET PASSWORD

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PNC

To accomplish your tasks, log on to TRS and click the Security option from the top menu bar. You will see sub-menu options for items such as resetting passwords and recertifying users.

Also on the TRS Home Page, you can click the Training link in the left navigation pane.

You can launch the Web-based training modules that show you how to perform your duties.
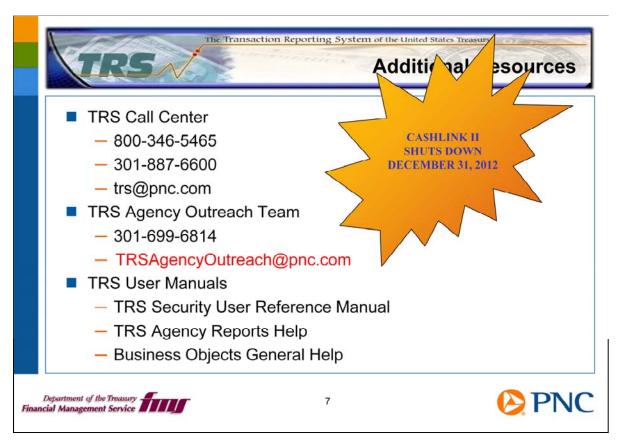
You can open the TRS Security User Reference Manual.

You'll find the link for Forms in the left navigation pane as well. This is where you can get a copy of the New User Request Form..

The Security User Reference Manual and the TRS WBTs are your primary sources for help in performing your duties.

The reference manual opens in PDF format, but it is interactive, so you can point your mouse to the section you want to read and press Ctl-click to jump there.

You see the titles of the WBT modules in the left navigation pane of the WBT window. You can watch the modules sequentially or click on the title of the module you need.

Here are additional resources for you should any questions arise about your role as a security user.

Remember, CA$HLINK II is scheduled to be shut down on December 31st, 2012. It is important for you to ensure that the proper users in your group are active in TRS.

Thank you for viewing this TRS Topics presentation. The TRS Team is developing these presentations as another learning tool for you. Please let us know if you find this format helpful and if there are other topics you would like to have covered. Over the next few months, we'll be adding more information to the TRS Website.

We encourage you to send us feedback at TRSAgencyOutreach@pnc.com.