



TRS Topics:

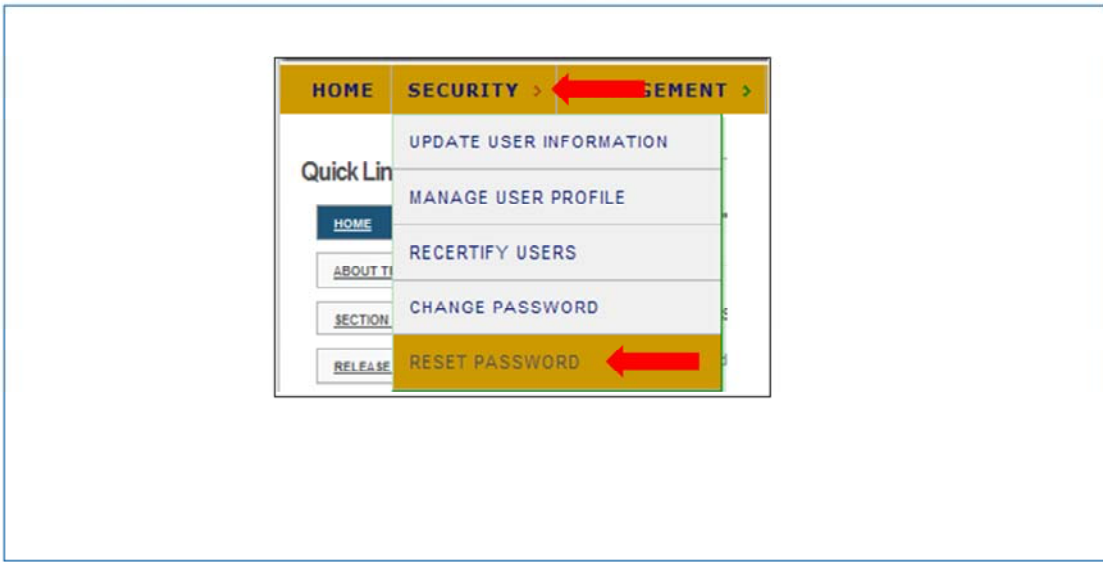
Security Users

Resetting Passwords

Hello and welcome to TRS Topics for security users. In this session, we will discuss how to reset passwords for users in your group.

If you need an overview of your duties as a security user, please view the TRS Topics presentation entitled *Security Users: Roles and Responsibilities*.

One of the most common duties you are likely to perform as a security user is resetting passwords. This presentation will give you a short overview of the process, but please remember to use the *TRS Security User Reference Manual* and take the full TRS Web-based training modules for complete instructions.



On the TRS home page, click the Security option from the top menu bar, then click the Reset Password option.

The Transaction Reporting System of the United States Treasury

TRS

Search for the User Record

Reset Password Search

Help

User Profile Search Entry


User ID:

First Name:

Last Name:

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On the Reset Password Search screen, search for the record of the user you are helping by entering the user ID, first name, or last name, then click the Search button.

The Transaction Reporting System of the United States Treasury

TRRS

Select the User Record

Reset Password Search

Help

User Profile Search Entry

User ID :

First Name :

Last Name :

User Profile Search Results

User ID	Last Name	First Name	Action
SMITH199	Smith	John	<input type="button" value="Select"/>

DISPLAYING RESULTS 1-1 |

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TRRS displays a list of users meeting your search parameters. Scroll through the list to locate the name of the user you are working with. Click the Select button to the right of the user's name.

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Verify the User's Identification

Reset Password

Help

User Profile Information

User ID: SMITH99
First Name: John
Middle Initial:
Last Name: Smith
PA Question: Name of elementary school
PA Answer: Lincoln
Password Status: ACTIVE

Submit Cancel

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PNC

Before you can reset a password, the user must first verify the information you see on the Reset Password Screen. Ask the user to verify the user ID, first name, and last name. Ask the user the Personal Authentication (PA) question.

If the user cannot answer the personal question correctly, you may not reset the password.

When the user correctly answers the PA question, click the Submit button at the bottom of the page.

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Confirm the New Temporary Password

Confirmation Help

Reset Password Confirmation

The password for User ID SMITH99 has been successfully reset. The new temporary password is 12345678.

[Print Password Letter](#)

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PNC

TRS generates a new password for the user. You may choose to tell the user the new password verbally, or you may click the Print Password Letter button at the bottom the page to generate a letter that you can fax or e-mail to the user.

The user must log on to TRS with this new temporary password and will need to change it immediately.

The Transaction Reporting System of the United States Treasury

Additional Resources

- TRS Call Center
 - 800-346-5465
 - 301-887-6600
 - trs@pnc.com
- TRS Agency Outreach Team
 - 301-699-6814
 - TRSAgencyOutreach@pnc.com
- TRS User Manuals
 - TRS Security User Reference Manual
 - TRS Agency Reports Help
 - Business Objects General Help

CASHLINK II SHUTS DOWN DECEMBER 31, 2012

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PNC

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

Remember, CASHLINK 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.