Hello and welcome to TRS Topics for security users. In this session, we will discuss how to reactivate users who are revoked or closed.

If you need an overview of your duties as a security user, please view the presentation entitled Roles and Responsibilities.

Here is some background information about how TRS handles user status. The status changes based on user activity. If users don't log in at least every 120 days, they become Revoked. TRS closes automatically after 13 months of inactivity.

If users don't log in to TRS for several months, do they really need access? Work with your agency's Authorizing Officials to determine how you want to grant access to collections information.

On the TRS home page, click the Security option on the top menu bar, then click Manage User Profile.

The User Profile Search entry allows you to retrieve the record for the user you are assisting. Enter at least one search option, such as Last name, and click the Search button.

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Confirm the Search Results and Select

Manage User Profile

Help

User Profile Search Entry

User ID : [ ]   User Profile Status : [▼]

First Name : [ ]   Last Name : Smith

Community Name : [▼]   Access Group Name : [▼]

Security User : [▼]

[Clear] [Search] [Cancel]

Create User Profile

[Create]

User Profile Search Results

User ID	Last Name	First Name	User Profile Status	Security User	Community Name	Access Group Name	Action
SMITH99	SMITH	JOHN	ACTIVE	NO	FPA	AGENCY.US.GOV	Select

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TRS returns a list of users meeting your search parameters. Scroll through the list to locate the user you want to reactivate.

Click the Select button to the right of the user's information.

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Verify and Correct General User Information

Update User Profile

Field	Value
* User ID :	SMITH99
* Community Name :	FPA
* Access Group Name :	agency.us.gov
* First Name :	John
Middle Initial :	
* Last Name :	Smith
Suffix :	
* Street Address 1 :	123 Main St.
Street Address 2 :	
Street Address 3 :	
* City :	Washington
State :	DC
* Postal Code :	20000
* Country :	USA
Phone Number 1 Format :	Standard US Other :
* Phone Number 1 :	202-555-1212 Ext :
Phone Number 2 Format :	Standard US Other :
Phone Number 2 :	Ext :
Fax Number Format :	Standard US Other :
Fax Number :	Ext :
* Email :	john.smith@agency.us.gov
* PII Access :	Yes
* User Profile Status :	REVOKED No

* User Profile Status : REVOKED

User Profile Status Change Reason : Profile revoked due to inactivity for 120 days or more

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At the bottom of the General User Profile Information Screen, you see the attribute called User Profile Status. Click the down arrow to open the list of values. Click the Active status.

You will notice that the text box called User Profile Status Change Reason becomes active. Use this text box to describe briefly why you are reactivating this user.

Then click the Next>> link at the bottom of the page to advance.

The next two screens govern the user's roles and data access permissions. Please do not assign any roles or permissions until you have studied the *TRS Security User Reference Manual* and the Web-based Training modules (or WBTs) addressing these topics.

When you reactivate a user who was Revoked or Closed, you need to reassign the user's Roles. If you're not clear about which roles a user should have, refer to the *TRS Security User Reference Manual* and the WBTs. You may also want to look at the roles assigned to another user in your group who has the same kind of access this user should have. For any additional questions, please contact the TRS Call Center.

In the left pane under Available Roles, you see the roles that could be assigned to this user, such as **My TRS** which is pictured here. Use the double arrow button to assign or remove roles from the user. When you're finished, click the Next>> link at the bottom of the page to advance to the next screen.

When you reactivate a user who was Revoked or Closed, you need to reassign the Data Permissions. As with Roles, you can refer to the *TRS Security User Reference Manual* for more information, and you can examine the permissions of another user in your group who has the permissions this user should have.

Assign the correct Data Permissions to the user, then click the Next>> link at the bottom of the page to advance.

On the User Profile Summary slide, review the user's information, then click the Submit button at the bottom of the page. Next, you need to reset the user's password.

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

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

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Select the User Record

Reset Password Search

User Profile Search Entry

User ID :

First Name :

Last Name : Smith

[Clear] [Search] [Cancel]

User Profile Search Results

User ID	Last Name	First Name	Action
SMITH99	Smith	John	[Select]

DISPLAYING RESULTS 1-1

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TRS 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.

Click the Submit button at the bottom of the page.

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Confirm the New Temporary Password

Help

Confirmation

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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TRS generates a new password for the user. 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.

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. You'll find additional presentations on the TRS Web page. We encourage you to send us feedback at TRSAgencyOutreach@pnc.com.