

FTA

FEDERAL TRANSIT ADMINISTRATION

How to Set Up Your New PIN February 18, 2016



U.S. Department of Transportation
Federal Transit Administration

Please be advised information is subject to change and enhancements may be incorporated post deployment. Please refer to the FTA TrAMS website for guidance, updates and corrections to related to TrAMS.

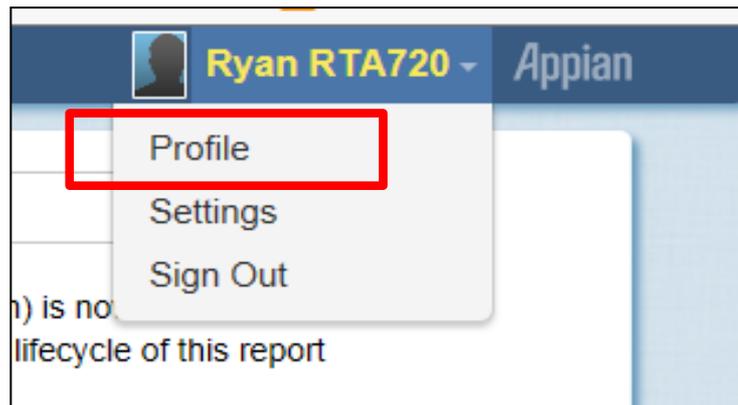
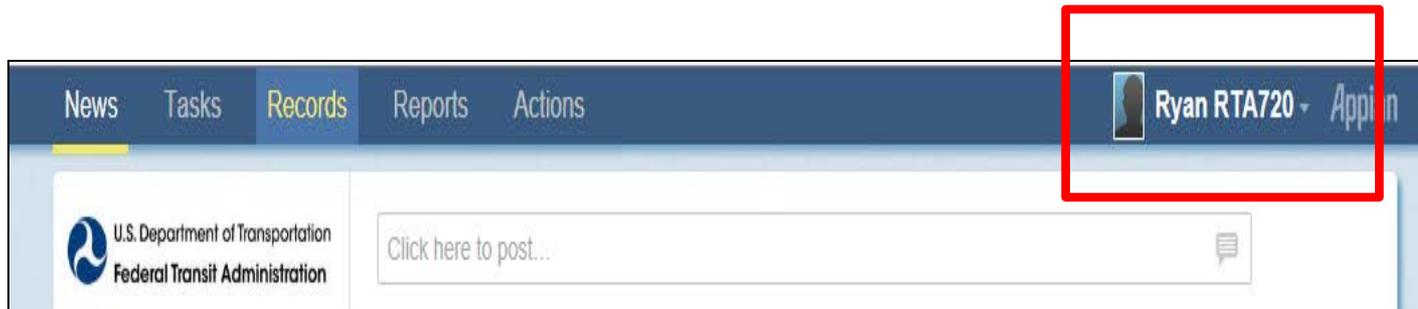
Thank you for your understanding and cooperation.
www.fta.dot/TrAMS

User PINs

- Your PIN does NOT carry forward to TrAMS
- Your new TrAMS PIN must be 4-digits.
- It can be the same number as you had in TEAM if you so choose, but you must establish it in the TrAMS system.
- The roles that require PINs are:
 1. Submitter
 2. Official
 3. Attorney

Steps to Set up your PIN

Once you log on click on your user profile account name in the right hand corner of the navigation bar; a menu will populate. Click on “Profile”



Steps to Set up your PIN

You will land on the summary page of your user profile; click on Related Actions in the sidebar menu.



Steps to Set up your PIN

From the Related Actions Click on the TrAMS Manage User PIN Option in the main menu.

The screenshot shows the TrAMS user management interface. At the top, there is a navigation bar with tabs for News, Tasks, Records, Reports, and Actions. The user's name, Ryan RTA720, is displayed in the top right corner. The main content area is divided into a left sidebar and a main panel. The sidebar contains the U.S. Department of Transportation Federal Transit Administration logo and a list of navigation options: Summary, News, Related Actions (with a right-pointing arrow), and User Details. The main panel displays the user's name, RTA720, Ryan, and a list of actions. The 'TrAMS Manage User PIN' option is highlighted with a red rectangular box. This option is accompanied by a yellow lightning bolt icon and the text 'PIN Management flow for users'. Other visible options include 'Edit User Profile' with the text 'Edit Profile Information for this User'.

Steps to Set up your PIN

You will land on your user profile information that identifies the relevant roles that require a PIN.

The screenshot shows a user interface for managing a PIN. At the top, there are navigation tabs: News, Tasks (1), Records (highlighted), Reports, and Actions. The user's name, Ryan RTA720, and the Appian logo are in the top right. The main content area is titled 'Manage Your Pin' and contains 'User Profile Information' and 'Relevant User Roles' sections.

**U.S. Department of Transportation
Federal Transit Administration**

Summary
News
Related Actions ▶
User Details

Manage Your Pin

User Profile Information

User Name	ryan.rta720@gmail.com	Street Address	1234 Main Street
Title	None	City	City of Good Transit
First Name	Ryan	State	Wisconsin
Last Name	RTA720	ZIP	00000
Email	ryan.rta720@gmail.com	Phone	202.366.1234

Relevant User Roles

Roles
Attorney, 1910
Attorney, 1235

Steps to Set up your PIN

Enter a 4 – digit number any sequence and click on create PIN – You are DONE!

A PIN is required for the following FTA and Grantee roles in TrAMS system:

1. As Budget Director role a PIN is required to Authorize a pending Allotment Advice
2. As Budget Director role a PIN is required to Authorize a pending Operating Budget
3. As Submitter role a PIN is required to Submit an Application to FTA for consideration
4. As Official role a PIN is required to Execute an Award
5. As Official role a PIN is required to Certify Annual Certs and Assurances
6. As Attorney role a PIN is required to Certify Annual Certs and Assurances
7. As Administrator role a PIN is required to Obligate an Award

PIN Settings

You do not yet have a PIN. You may create one below.

New PIN *

Quick Ref. Click Here Set Your PIN

1. Log On to TrAMS
2. Click on your Name in the right hand corner
3. Click on “Profile” in drop down menu
4. Click on “Related Actions”
5. Click on TrAMS Manage User PIN in the main menu
6. Enter a 4 digit PIN Number
7. Click on Create PIN (or Update PIN)
8. You are now good to PIN!