TrAMS User Roles and User Management

Training Webinar for FTA Recipients

February 16 and 18, 2016
Session Overview

• Discuss TrAMS user roles and responsibilities
• Demonstrate how to find out what roles you and your colleagues have been assigned.
• What to do if you have not yet received access to TrAMS.
• How to select a User Manager
• User Manager Functions:
  – Adding a new user
  – Modifying an existing user’s roles
  – Deactivating users
  – Reactivating users
Please be advised information is subject to change and enhancements may be incorporated in the future. 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 Access and User Role Resources on the FTA Website

http://www.fta.dot.gov/TrAMS includes:

- A list of FTA Local Security Managers (LSM) in each FTA region and headquarters office.
- A handbook for recipient User Managers
- Instructions for how to request a User Manager for your organization.
- Delegation of authority templates for the User Manager and additional TrAMS roles.
- The TrAMS User Manual
Some Context: FTA Grantee User Access in TEAM

Transportation Electronic Award Management System (TEAM)
Grantee / Recipient User Access Request

<table>
<thead>
<tr>
<th>USER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name*</td>
</tr>
<tr>
<td>Last Name*</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Organization Name*</td>
</tr>
<tr>
<td>Street Address/Number, City, State and Zip Code*</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICANT ACCESS (Office of the Applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant PIN Functions</td>
</tr>
<tr>
<td>Reimbursed Recipient Site (Identify Location)</td>
</tr>
<tr>
<td>Metropolitan Planning Organization (MPO)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACKNOWLEDGMENT OF RULES OF CONDUCT FOR SYSTEM USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>By <strong>date</strong>, I acknowledge the terms of use and accept the agreement and responsibilities. I understand that the terms of use and the agreement are subject to change and that I am responsible for reviewing and understanding the terms of use and the agreement at all times.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FTA AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA Functional Approval</td>
</tr>
<tr>
<td>FTA Operational Approval</td>
</tr>
</tbody>
</table>

---

**Federated Transit Administration**
FTA User Access in TEAM
Changes/Similarities between TEAM and TrAMS

**Changes**
- No more paper user access forms.
- Less manual data entry for FTA staff.
- Greater ability for recipient staff to grant access to TrAMS to their colleagues, assign and modify roles, and deactivate colleagues without having to contact FTA.

**Similarities**
- Some roles (user manager, official, attorney, submitter) still require a delegation of authority letter and FTA approval prior to being assigned in TrAMS.
- FTA local security managers can still set up recipient staff and modify roles if necessary.
TrAMS User Roles & Tasks

• Role Assignment determines what actions you take in the system and the tasks that will be assigned to you.
  – A person with the Official role will receive a task to Execute a Grant Agreement;
  – A person with the FFR reporter role will receive tasks to submit Federal Financial Reports.
• Users may have multiple roles.
• Your TEAM roles were migrated into TrAMS
• FTA has created some new user roles/functions that did not exist in TEAM
• Certain recipient roles require supporting documentation (Official, Attorney, and Submitter).
## Recipient User Roles

<table>
<thead>
<tr>
<th>TEAM Recipient/Grantee &quot;Functions&quot; seen on TEAM Request Form</th>
<th>Equivalent TrAMS Recipient User Group/Role</th>
<th>LSM Review PIN Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>User Manager</td>
<td>NA</td>
</tr>
<tr>
<td>NA</td>
<td>Developer</td>
<td>NA</td>
</tr>
<tr>
<td>Submit</td>
<td>Submitter</td>
<td>Yes</td>
</tr>
<tr>
<td>Civil Rights/DBE Reporting</td>
<td>Civil Rights</td>
<td>NA</td>
</tr>
<tr>
<td>Execute</td>
<td>Official</td>
<td>Yes</td>
</tr>
<tr>
<td>Certify as Official</td>
<td>Official</td>
<td>Yes</td>
</tr>
<tr>
<td>Certify as Lawyer</td>
<td>Attorney</td>
<td>Yes</td>
</tr>
<tr>
<td>Certify as Both</td>
<td>Assign Both Attorney and Official</td>
<td>Yes</td>
</tr>
<tr>
<td>NA</td>
<td>FFR Reporter</td>
<td>NA</td>
</tr>
<tr>
<td>NA</td>
<td>MPR Reporter</td>
<td>NA</td>
</tr>
</tbody>
</table>
The Recipient User Manager

- Can add and remove roles to their own account.
- Can give TrAMS access to their colleagues.
- Can add and remove roles for their colleagues.
- Can give the User Manager role to their colleagues (supporting documentation is required).
- Can deactivate their colleagues from TrAMS.
- Can update recipient points of contact information.
- Will be required to reauthorize their users on an annual basis.
- An individual can be a User Manager for both TrAMS and the NTD.
- If you were identified as the User Manager in TEAM, FTA has assigned you the User Manager role in TrAMS.
- FTA will be reaching out to recipients who have not yet identified a user manager to ask them to do so.
Read Only

- Allows users to search information about their organization, its grant awards and grant applications.
- Allows users to download attachments to the organizational profile or grants.
- Allows users to run data reports in order to query information.
- Read-only users cannot take action to create or develop applications, submit reports, receive tasks, etc.
The Developer

• The Developer can create and edit all parts of an application and its associated projects.
• The Developer cannot transmit applications for FTA initial review or formally submit applications for FTA final review (unless the developer also has the Submitter role).
• The Developer can also create, modify and submit budget revisions to active grants.
• All active TEAM users as of November 30, 2015 who were migrated into TrAMS were assigned the Developer role by default.
• The User Manager can provide a new TrAMS user the developer role without a delegation of authority letter or LSM approval.
• User Managers can also remove the developer role from users who do not need it.
The Submitter

- The submitter can create and edit all parts of an application and its associated projects.
- The submitter can transmit a draft application for FTA initial review.
- The submitter can formally submit an application for final FTA review (requires a PIN).
- The submitter can also create, modify and submit budget revisions to active grants.
- An individual with the “submit” role in TEAM was provided the “submitter” role in TrAMS.
- If you did not have the “submit” role in TEAM, adding the submitter role requires a delegation of authority letter and FTA LSM approval.
The Official

• This role is typically provided to the recipient’s CEO or equivalent, or a designee.
• The Official will execute the recipient’s annual certifications and assurances (a PIN is required).
• The Official will execute grant agreements once the grant is awarded by FTA.
• Anyone with the “official” role in TEAM was provided the “official” role in TrAMS.
• If you did not have the “official” role in TEAM, adding the submitter role requires a delegation of authority letter and FTA LSM approval.
The Attorney

• This role is typically assigned to the agency’s Chief Counsel or equivalent.
• The Attorney will execute the recipient’s annual certifications and assurances (a PIN is required).
• Individuals who had the ability in TEAM to PIN C&A’s for the official and the attorney can do so in TrAMS.
• Anyone with the “attorney” role in TEAM was provided the “official” role in TrAMS.
• If you did not have the “attorney” role in TEAM, adding the submitter role requires a delegation of authority letter and FTA LSM approval.
Civil Rights

• Individuals in the Civil Rights (CR) role are responsible for:
  • Developing and submitting Civil Rights program information to FTA.
  • Developing and submitting triennial DBE goals and methodology (if applicable).
  • Developing and submitting DBE goal reports.
  • Individuals with the civil rights and DBE reporter role will be given the Civil Rights role in TrAMS.
  • The User Manager can provide a new TrAMS user the civil rights role without a delegation of authority letter or LSM approval.
The FFR Reporter

- The FFR reporter is responsible for submitting monthly, quarterly, or annual FFRs.
- FFR reporters will receive a task and auto-notification the first day of the reporting period (i.e., April 1 for grants being reported on quarterly) for each grant/Cooperative Agreement that needs to be reported on.
- All active TEAM users as of November 30, 2015 who were migrated into TrAMS were assigned the FFR Reporter role by default.
- The User Manager can provide a new TrAMS user the FFR Reporter role without a delegation of authority letter or LSM approval.
- User Managers can also remove the FFR Reporter from users who do not need it.
The MPR Reporter

- The MPR reporter is responsible for submitting monthly, quarterly, or annual MPRs.
- MPR reporters will receive a task and auto-notification the first day of the reporting period (i.e. April 1 for grants being reported on quarterly) for each grant/cooperative agreement that needs to be reported on.
- All active TEAM users as of November 30, 2015 who were migrated into TrAMS were assigned the MPR Reporter role by default.
- The User Manager can provide a new TrAMS user the MPR Reporter role without a delegation of authority letter or LSM approval.
- User Managers can also remove the MPR Reporter from users who do not need it.
FTA User Roles

- Supervisor
- Local Security Manager
- Read Only
- Intake Manager
- Pre-Award Manager
- Post-Award Manager
- Initial Reviewer
- Environmental Reviewer
- Technical Reviewer
- Civil Rights Reviewer
- Director
- Director of Operations
- Reservationist
- Legal Counsel
- Administrator
- Budget Director (HQ)
- Budget Analyst (HQ)
- Vendor Setup (HQ)
- Discretionary Administrator (HQ)
- DBE Reviewer (HQ)
- TCA Recorder (HQ)
The Local Security Manager (LSM)

Within their program office, LSMS can:

• Can activate/deactivate FTA Users
• Can Assign and Approve FTA User Roles
• Create New Recipient System Users
• Add Recipient Users to Recipient Organizations
• Activate/Deactivate Recipient Users
• Assign and/or approve Recipient User Roles submitted by the User Manager
• Assign/Revoke Recipient User Managers Rights
• Recertify Recipient Users and User Managers
The LSM/UM Relationship

• The User Manager (UM) is responsible for adding new users and managing users on behalf of their organization.

• The LSM may assist, but may not act as a UM on behalf of an organization, except in certain circumstances (initial set up for a new organization).

• The LSM is responsible for reviewing and approving role assignment requests which require a PIN function that the UM has initiated electronically via TrAMS.
Gaining Access to TrAMS

- All active TEAM users received an email from FTA.TrAMS.Help@dot.gov with instructions on how to log on.
- An “active” TEAM user was a user whose last log-in was on or after October 1, 2013.
- We emailed the instructions to your TEAM email address.
- If you did not receive the instructions to log into TrAMS
  - The email might be in your SPAM folder.
  - You might not have been a TEAM user.
  - Your TEAM account might not have been active.
  - The TEAM email on file for you may be out of date.
- Contact your organization’s user manager. If you don’t have one, contact your FTA LSM.
  - Your user manager or LSM can create a new account for you in TrAMS if necessary.
Taking a look at your roles (Step 1 of 3)

- From the News page, click on your name and click “profile.”
Taking a look at your roles (Step 2 of 3)

• Click on “User Details”
Taking a look at your roles (Step 3 of 3)

TrAMS will display your contact information and roles you have been assigned.
Taking a look at the roles of your colleagues (Step 1 of 4)

- From the “Records” tab, select the “Recipient Organizations” link.
Taking a look at the roles of your colleagues (Step 2 of 4)

- Select the organization you work for (or have access to).
Taking a look at the roles of your colleagues (Step 3 of 4)

- Click the “TrAMS Users” link on the left hand side of the recipient profile home page.
Taking a look at the roles of your colleagues (Step 4 of 4)

- **TrAMS Will** Display a grid of your organization’s users in a grid, along with the roles they have been given and the Recipient IDs they are associated with.

![Image of TrAMS interface showing users and roles]

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>User Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mirka</td>
<td>Juszczyk</td>
<td><a href="mailto:mjuszczyk@transitchicago.com">mjuszczyk@transitchicago.com</a></td>
<td>312.681.3567</td>
<td>MPR Reporter, 1182, FFR Reporter, 1182</td>
</tr>
<tr>
<td>Maria</td>
<td>Bruno</td>
<td><a href="mailto:mbruno@transitchicago.com">mbruno@transitchicago.com</a></td>
<td>312.681.3566</td>
<td>MPR Reporter, 1182, FFR Reporter, 1182</td>
</tr>
<tr>
<td>Upen</td>
<td>Joshi</td>
<td><a href="mailto:ujoshi@dminc.com">ujoshi@dminc.com</a></td>
<td>5645123659</td>
<td>Developer, 1182, Submitter, 1182, Official, 1182, MPR Reporter, 1182, FFR Reporter, 1182</td>
</tr>
<tr>
<td>Alison</td>
<td>Multi-Test</td>
<td><a href="mailto:alison_test2@yahoo.com">alison_test2@yahoo.com</a></td>
<td>202-555-1234</td>
<td>Developer, 1101, Developer, 1182, Developer, 1369, Developer, 1647, Developer, 6603</td>
</tr>
</tbody>
</table>
What if you see a TrAMS user that you do not recognize?

• The person may work for another organization (such as a State DOT or MPO) that had access to your organization in TEAM or was granted access to your organization in TrAMS.

• The person may work for an FTA contractor, such as our Project Management Oversight or Triennial Review contractors.

• FTA contractors have been granted read-only access to TrAMS.

• Recipient user managers must not deactivate or modify the roles of an FTA contractor.

• If you have questions about a user and their roles in TrAMS, contact your FTA LSM.
Setting up a User Manager for your Organization

• If your organization does not yet have a TrAMS user manager:
  1. Go to http://www.fta.dot.gov/TrAMS.
  2. Download the user manager instructions and delegation of authority letter.
  3. Identify who will be the User Manager(s) for your organization (preferably an existing TrAMS user).
  4. Have your CEO list these individuals in the delegation of authority letter and sign the letter.
  5. Email or fax the letter to your FTA LSM.
  6. Your FTA LSM will set up the individual as a user manager in TrAMS.
User Manager Responsibilities
Adding a New User (Step 1 of 3)

From the “Actions” Tab, click the “Add New User” link.
Adding a New Recipient User (Step 2 of 3)

Complete the New User Form; all required fields have an asterisk *

1. **User Name:** This is the individual’s business email address, it must be lower case.

2. **Email:** This will automatically populate once you enter the business email address, it will be the same information.

3. **Honorific:** This is generally, Mr., Ms. Miss, Dr., etc…. 

![User Form](Image)
Adding a New User  (3 of 3)

Select the roles that the user will be assigned in TrAMS. You can also provide comments for the FTA LSM.
Adding a New User (3 of 3)

- If you are requesting the user be granted the user manager, official, attorney, or submitter role, TrAMS will prompt you to upload the delegation of authority letter.
Modifying an Existing Users’ TrAMS Roles
Step 1 of 6: Search and Select Users

Use the **Records** Tab and select the **Users** option from the menu.

- For User Managers they will only see users in their organization
Step 2 of 6: Identify and Select a User

The first 100 names will populate; so to narrow the search, you can use the Status filters to select active or inactive users or Enter a name in the search bar and enter to search for a specific name. Click on the user name hyperlink to access their profile.
LSMs and User Manager for individuals in their organization can use the option for “User Details” in the sidebar menu to view current role assignments and which organizations they are associated.
Step 4 of 6: Modifying User Roles

- To Modify (Add or Delete) User Roles, Select Related Actions from the sidebar menu.
- Select “Update User Roles” from the main menu.
- This option is the same for FTA and UM's.
Step 5 of 6: You can now select the box to remove or add roles, then select the submit button.

<table>
<thead>
<tr>
<th>User Profile Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Username</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
</tr>
<tr>
<td><strong>Work Phone</strong></td>
</tr>
</tbody>
</table>

**Current Roles**
- Submitter, Red Lake Band Of Chippewa Indians
- Attorney, Red Lake Band Of Chippewa Indians

**Select Roles To Remove**
- [ ] Role Names
- [ ] Submitter, Red Lake Band Of Chippewa Indians
- [ ] Attorney, Red Lake Band Of Chippewa Indians

**Select Roles To Add**
- [ ] Role Names
- [ ] Developer, Red Lake Band Of Chippewa Indians
- [ ] Official, Red Lake Band Of Chippewa Indians
- [ ] MPR Reporter, Red Lake Band Of Chippewa Indians
Step 6 of 6: Submit

• If you are requesting the user be granted the user manager, official, attorney, or submitter role, TrAMS will prompt you to upload the delegation of authority letter.
LSM Review of User Role Assignment (Step 1 of 3)

- All UM actions to assign recipient roles that require a PIN will be transmitted to the LSM to review and confirm the assignment.
- The LSM will receive an email and Task notification.
LSM Review of FTA User Role Assignment (Step 2 of 3)

- Note that Tasks go to the LSM group for a cost center, coordination may be required.
- You must “Accept” the task to review the requested roles changes. “Go Back” will return the task to the queue.
LSM Approves User Roles Updates (Step 3 of 3)

- Review the “Roles to be Added.” If you have any comments, type them into the “Comments” box.
- Click the “Accept” button to approve the change, if not, click “Reject” to return the request to the Supervisor or UM for review and resubmission.

The comments are in the email (they do not “stick” to the user role module).
Reactivate / Deactivate Recipient Users

- Deactivating also removes them from NTD, if the user also works on NTD, simply remove the related TrAMS Roles. Do not deactivate the user
Deactivating Users in TrAMS (Step 1 of 2)

- To Deactivate a user; search for and select the User under the Records Tab.
- If the user is currently active, a “Deactivate User” selection will appear in their Related Actions. Select option.

You may see a similar related action under the Actions Tab; however it currently does not provide a type ahead function (like the activate feature) to narrow down search. Until the search field is implemented use the Users Profile to deactivate Users.
Deactivating Users in TrAMS (Step 2 of 2)

- TrAMS will bring up a confirmation screen. Select “Submit” to deactivate the user. Once deactivated, the user will not have logon access to the system without being reactivated.
Reactivating a User (Step 1 of 2)

- Reactivating a user will restore their access to TrAMS.
- You can only reactivate on the user profile.
- The Related Actions “reactive user” option will populate if user was previously deactivated. Select Reactivate User.
- Note the prior user roles will be reinstated, review and modify as necessary.
Reactivating a User (Step 2 of 2)

- The following screen will populate, to confirm you want to reactivate the user click on the “Submit” button.

![Reactivate User Confirmation Screen]

- Username: mbruno@transitchicago.com
  - First Name: Maria
  - Last Name: Bruno
  - Organization: Chicago Transit Authority

Click on the “Submit” button to reactivate the user.