

HOW TO RECOGNIZE A CONTRACTOR

If you see a user you do not recognize or under your recipient profile, you may see individuals assigned to a large number of organizations and have read only access. Please do not deactivate these Read Only individuals.

Please first make sure that it is not an FTA contractor that FTA has assigned to your organization. These contractors may be assigned as a Project Management Oversight Consultant (PMOC) or a consultant that does work on behalf of the Oversight Office (TSO) to conduct reviews such as a Triennial or Procurement Review. They are all flagged as either a PMOC Contractor or TSO Contractor to help identify these individuals.

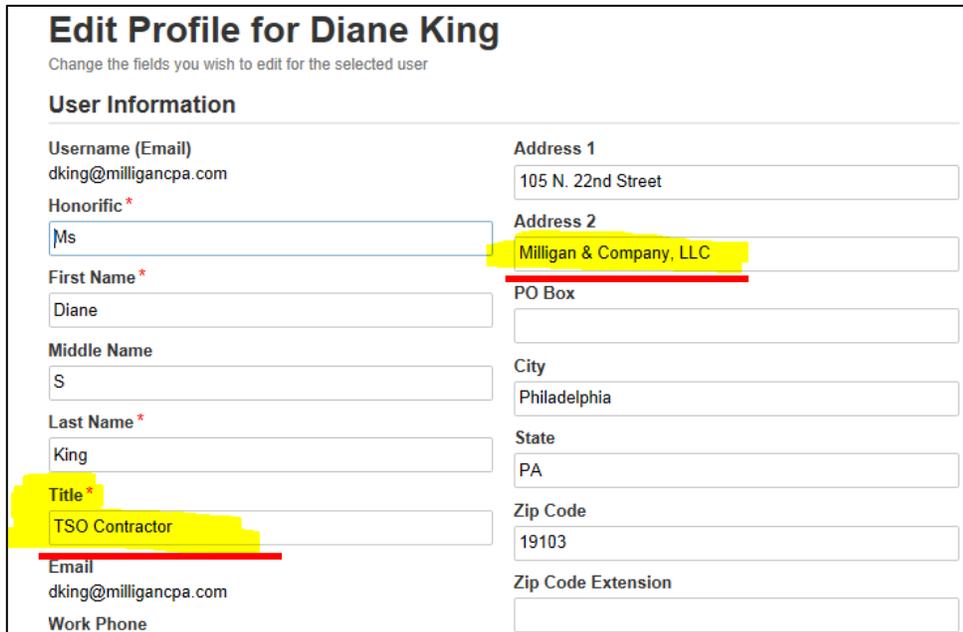
Before you simply deactivate an individual, please review their profile to see if they are an FTA contractor. Before you deactivate you can also contact your Local Security Manager to identify if they are an FTA contractor. When you deactivate you remove them completely from the TrAMS system so that means they cannot do the work they have been assigned to do on behalf of FTA.

Here is how you can find out if a user is an FTA contractor: Use the Records Tab and Select Users. Use the Search Field to query the user. In Related Actions Select Edit User Profile



The screenshot shows the user profile for Diane King in the TrAMS system. The navigation tabs at the top are News, Tasks (24), Records (highlighted), Reports, and Actions. The left sidebar shows the U.S. Department of Transportation Federal Transit Administration logo and a menu with Summary, News, Related Actions (highlighted), and User Details. The main content area displays the user's name, a Follow button, and two lightning bolt icons representing actions: Edit User Profile (Edit Profile Information for this User) and Deactivate User (Deactivate this User from the System).

Do Not Modify this form. Only FTA may modify the Edit Profile of these Users.



The screenshot shows the 'Edit Profile for Diane King' form. The title is 'Edit Profile for Diane King' with a subtitle 'Change the fields you wish to edit for the selected user'. The form is divided into two columns. The left column contains fields for Username (Email), Honorable, First Name, Middle Name, Last Name, Title, Email, and Work Phone. The right column contains fields for Address 1, Address 2, PO Box, City, State, Zip Code, and Zip Code Extension. The 'Title' field is highlighted in yellow and contains 'TSO Contractor'. The 'Address 2' field is highlighted in yellow and contains 'Milligan & Company, LLC'. The 'Email' field is highlighted in red and contains 'dking@milligancpa.com'.

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Do Not Touch this field. Only FTA may modify the Edit Profile of these Users.

Search for a Reporter organization by name or NTD Id
TrAMS Organization(s)

- Transportation Sc Dept - 1006 ×
- City Of High Point - 1064 ×
- Metropolitan Atlanta Rapid Transit Authority - 1101 ×
- Chatham Area Transit Authority - 1103 ×
- City Of Winston-salem - 1114 ×
- Jackson Transit Authority - 1122 ×
- Memphis Area Transit Authority - 1125 ×
- Transportation, Utah Department Of - 1164 ×
- Rockford Mass Transit District (inc) - 1186 ×
- Indianapolis Public Transportation Corporation - 1... ×
- Interurban Transit Partnership - 1210 ×
- Muskegon, County Of - 1212 ×
- Battle Creek, City Of - 1214 ×
- Jackson, City Of - 1217 ×
- Duluth Transit Authority - 1221 ×

We truly appreciate your cooperation.