



Required PIN Resets

Upcoming Changes to User Records Require PIN Resets, On November 18, FTA deployed a series of security updates that will include changes to the TrAMS PIN functionality. As a result, users will be required to update their PIN numbers.

Do I need a PIN?

All recipient users with the Submitter, Attorney, or Official role need to establish a new PIN.

Why do I need a new PIN? Can't my current PIN be transferred to the new system?

When PINs are saved to the database, they are stored in an encrypted manner (the stored value won't look anything like the value you typed). The new security functionality uses a much stricter encryption algorithm for storing PINs. Unfortunately, the encryption algorithms aren't compatible – meaning, we can't convert your existing PIN to the new format.

When should I set up my new PIN?

You can set up your new PIN any time after the update. We will email you at the time of deployment to remind you to reset your PIN.

Has the PIN format changed? Can I reuse the same PIN value?

PINs are still four-digit numeric codes, e.g. '1234'. If you know your existing PIN, you can reuse it when setting up a new PIN under the new FACES PIN related action.

Is there a deadline for setting up my new PIN?

No, your new PIN can be set up at any time, however you will not be allowed to take action on work in TrAMS that requires a PIN until you set up a new PIN.

What happens if I don't set up a new PIN?

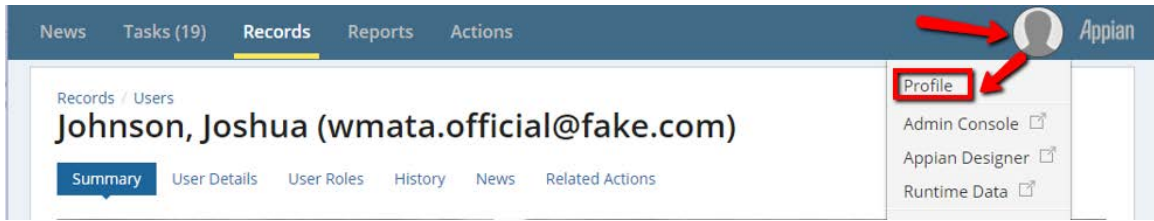
If you are a TrAMS Submitter, Attorney, or Official, you need a PIN to complete certain tasks such as submitting an application or executing an award. You will be unable to complete tasks requiring a PIN unless you establish a new PIN.

Will I need to change my PIN again after I set it up?

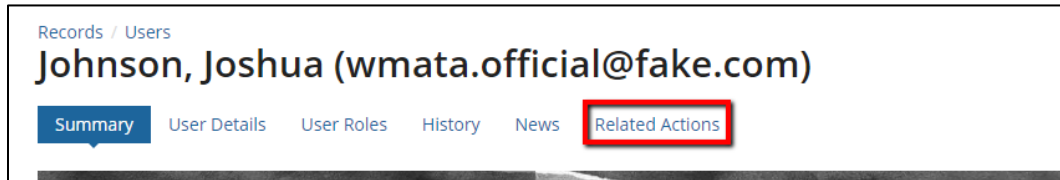
No we anticipate that once your new PIN is set up, you will not be required to change it again. However, if you forget your PIN you can change it yourself without having to contact the help desk by answering your security questions. You can also change your PIN whenever you would like by answering your security questions.

How do I establish a new PIN?

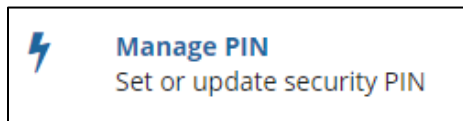
- 1) Log in to <https://faces.fta.dot.gov/> and go to your **User Profile**.



Click the **Related Actions** link at the top of the page.



- 2) Click the **Manage PIN** link (only users with a role that requires a PIN will be able to see this related action).



- 3) The **Manage PIN** form will open.
 - a. Enter a four-digit PIN in the **Enter New PIN** field.
 - b. Re-enter the same four-digit PIN in the **Re-enter New PIN** field.
 - c. Click the **Submit** button to save the PIN.

