



# LOCAL SECURITY ADMINISTRATOR GUIDE

This guide contains two sections. The first is directed to all individuals accessing TCMM. The second is intended for Local Security Administrators (LSAs) at Financial Institutions responsible for managing the access of others.

## Helpful Hints

- TCMM is a single sign-on application user ITIM for user provisioning to provide enhanced sign-on and password functionality to all Treasury applications.
- The User Name, Treasury User ID, Logon ID and User ID are terms used interchangeably within the application when setting up additional LSAs or users when changing passwords.

Log onto <https://reg.fms.treas.gov/itimext>

- Remember to bookmark the site!
- The web address above will go directly to ITIM. After TCMM is in production, the **Manage Users** navigation item will also take users to ITIM.
- The user ID and password will be provided in two separate e-mails from ITIM.
- Enter the User ID and password. Immediately change the password. See password guidelines in the next section.
- All first-time users will need to read and accept the **Rules of Behavior** for ITIM. These rules explain your responsibilities regarding your logon ID and password. If you reject the **Rules of Behavior**, you will be redirected to the logon screen and you will be unable to access the TCMM application. Users are encouraged to read the Legal and Privacy Notices that are specific to TCMM.
- After the Rules of Behavior have been accepted, you will be directed to the **Answer Secondary Authentication Questions** and **Shared Secret** page of ITIM. You must answer at least three of the questions in order to access TCMM.

- After these questions have been answered, you must enter a **shared secret**. The **shared secret** is a value used to validate your identity should you require assistance in resetting your password. Although this value is a secret, it is OK to reveal the value to a LSA or help desk administrator when resetting your account. The shared secret must be at least three characters long.
- After the shared secret has been entered, click **Next**.
- A confirmation page will be displayed, confirming that the following have been completed:
  - FMS Rules of Behavior Agreement and
  - Secondary Authentication Questions.
- Click **Return to Application** to be directed to the TCMM Welcome page
- When signing onto TCMM in the future, the TCMM Welcome page will be displayed.

Passwords must be at least eight characters; only two of those characters may be repeated. Passwords must include ALL of the following:

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character (examples: !@#\$%^&\*)

Example: P@s\$Word1

### **Important Note**

Passwords should not be stored on your hard drive even if there is a “remember password” feature. Your password should never be shared with anyone else or used by anyone else. You are responsible for all activity that occurs under your User ID.

- LSAs or users will be logged out after 15 minutes of inactivity on ITIM pages or TCMM pages.
  - If a user or LSA attempts to perform a function on ITIM or TCMM after 15 minutes of inactivity, the logon page will appear for the user to log on again. The user should then log back in.
- LSAs or users will be suspended after three unsuccessful attempts to log on and will need to contact an LSA to receive a temporary password. Temporary passwords are system-generated and will be e-mailed by ITIM.
- Passwords will expire every 90 days. LSAs or users who have not changed their password within 90 days will be automatically directed to the Password Change Request page after logging onto TCMM.

- TCMM access will be inactivated after 90 days of inactivity and suspended automatically after 12 months of inactivity. Please log on to the system regularly to ensure your access is maintained.
- If you choose to change your password, go to TCMM's ITIM sign-on page (<https://reg.fms.treas.gov/itimext>) and choose **Change Password** in the upper right corner.
- Passwords should not include information stored in the user's profile.
- An identical password cannot be used for ten consecutive password changes.
- **You should always exit TCMM and ITIM by selecting the Log Out link.** If the "X" is selected on the upper-right corner of the browser, you will remain logged on for a 15-minute period. **After you log out, be sure to close the browser.**

If you have forgotten your password, go to the ITIM website and click on **Forgot Password**.

1. Enter your Treasury logon (User ID). Click **Next**.
2. Answer the secondary authentication questions correctly and click **Next**. If the secondary authentication questions are answered incorrectly, after the third failed attempt, you will receive notice that you must contact the LSA.
3. Enter and confirm your new password. Click **Next**.
4. Click **Finish**. Begin using your new password the next time you sign onto TCMM.
5. Be sure to close all of your browser windows before logging into TCMM again.

If you have forgotten your User ID, go to the ITIM website and click **Forgot User ID**.

1. Enter your e-mail address and click **Next**.
2. Your User ID will be emailed to you by ITIM.
3. Click **Finish**.

1. Grants access to TCMM and ITIM (IBM Tivoli Identity Manager) for other employees at the financial institution.
  - Require that you have at least one backup LSA to assist you in performing security administration for TCMM.
  - As an LSA, you cannot change your own access. Another LSA must change it for you.
2. Manage user accounts

- Issues a temporary password when other LSA or user has forgotten his/her password.
- Assigns a temporary password when other LSA or user has been suspended. Passwords are suspended after three failed attempts to log on.
- Inactivates password for other LSA or user who do not need access for a short period of time. If someone temporarily leaves your department and/or institution, he/she will continue to have access to the system through the Internet and have an active password unless you inactivate the password.
- Deletes users when another LSA or user leaves your financial institution. This is important because passwords are not automatically suspended until they have been inactive for 12 months.

To have access to TCMM the user must have an identity created and then an account. The user identity only gives the individual the user name and password. This identity can be used for other Treasury applications. After the user has an identity, an account is created which gives the user access to TCMM.

**Important Note:** All users must have a unique email address. The application does not allow an email address to be used more than once. A user can only have one logon ID.

1. Sign onto ITIM (<https://reg.fms.treas.gov/itimext>).
2. Click on **Organization > New External Identity**.
3. Enter the user's External information.
4. Select the **Corporate** tab.
  - a. In the **Identity Organization** field, click the **Search** button and search for your financial institution's ABA number. Select the radio button for your ABA number and click the **Add** button.
  - b. In the **Sponsoring Application** field, select the **Search** button and search for TCMM. Select the radio button next to **TCMM (SSO)** and click the **Add** button and **Done**.
5. Select the **Contact** tab and enter the user's contact information.
6. Select between **Schedule for Now** and **Schedule for Later**. Click the **Submit** button.

Once the identity has been created, the system will automatically generate the User ID and the password. The creator of the identity will receive an email stating that the add process in ITIM has completed. The owner of the identity (the actual user) will also receive an email containing the user id and a separate email containing the password.

If the Identity already exists because it was created in UPS for another application (like TT&L Plus), there will be an item in the **To-Do List** saying **Identity With Same Name Already Exists**. This must be approved and that user will now appear in ITIM for an account to be created for them. The system determines that the identity already exists based on matching the email address.

Once a user has an identity, an account must be created for the user to have access to TCMM. The account setup must be entered by one LSA and approved by a second LSA.

To Setup Account:

1. Sign onto ITIM (<https://reg.fms.treas.gov/itimext>).
2. Select the **Search** menu and click on **Person**.
3. Enter the Search criteria and click **Search**.
4. Click on the **Select** link for the individual.
5. Select the **Manage Accounts** link.
6. Click on the **New** button.
7. Select the **TCMM** radio button and click **Submit**.
8. To add someone as an **LSA**, set the **Managed Organizations** by clicking the **Search** button and entering your institution's ABA number. Click **checkbox** next to your ABA, click **Add**, then **Done**.
9. For both an LSA and a user, add **entitlements** by clicking the **Click to Modify** link.
10. In the **ABA Number** field, enter your institution's ABA number.
11. For the **Role**, select **LSA** from the drop down for an LSA user. Select **FI** for any other user within your organization.
12. Click **Add** and make sure it appears in the Existing table.
13. Click **Save and Close**.
14. Set the Schedule for Now or Schedule for Later and click **Submit**.

To Approve Account:

1. Sign onto ITIM (<https://reg.fms.treas.gov/itimext>).
2. ITIM displays **Your To-Do List** on the first page. Any pending requests will be listed here.
3. Select the **Account Approval** link.
4. The **Requestee** is the person receiving the access to TCMM. To view the access role being granted (LSA or FI), select the **View Request Data**.
5. Click on the **Approve** link.

The user who the account was created for will receive an email from ITIM saying that the account was successfully created.

1. Sign onto ITIM (<https://reg.fms.treas.gov/itimext>).
2. Select the **Search** menu and click on **Person**.
3. Enter the Search criteria and click **Search**.
4. Click on the **Select** link for the individual.
5. Select the **Manage Personal Info** link.
6. Update information for the user.

Updating personal information for a user will result in ITIM sending an email to that user notifying them that their information has been updated.

A password can be reset for an LSA or user who has forgotten his/her password or had it compromised.

1. Sign onto ITIM (<https://reg.fms.treas.gov/itimext>).
2. Select the **Search** menu and click on **Person**.
3. Enter the Search criteria and click Search.
4. Click on the **Select** link for the individual.
5. Select **Manage Passwords** link.
6. Click the **Submit** button.

The user will then receive an email from ITIM with a temporary password. The user will then need to reset the password the next time they log into TCMM.

An LSA or user can access TCMM from any PC; therefore it is important to remove access temporarily or permanently.

If an LSA or user will be out of your financial institution for a period of time, their access can be temporarily suspended. When the person returns, you can restore that person again.

1. Sign onto ITIM (<https://reg.fms.treas.gov/itimext>).
2. Select the **Search** menu and click on **Person**.
3. Enter the Search criteria and click **Search**.

4. Click on the **Select** link for the individual.
5. Select the **Manage Accounts** link.
6. Select the checkbox for the line that has **TCMM** as the Service.
7. Click the **Suspend** or **Restore** button.

You must remove access for an LSA or user if he/she leaves your financial institution.

1. Sign onto ITIM (<https://reg.fms.treas.gov/itimext>).
2. Select the **Search** menu and click on **Person**.
3. Enter the Search criteria and click **Search**.
4. Click on the **Select** link for the individual.
5. Select the **Manage Accounts** link.
6. Select the checkbox for the line that has **TCMM** as the Service.
7. Click the **Suspend** or **Restore** button.

An LSA user will be able to access reports directly in ITIM about their users. The following reports are available.

- TCMM Users and Roles Report
- TCMM Suspended Accounts Report
- TCMM Recertification Report

For questions or problems, please contact the Treasury Support Center at 1-888-568-7343 or e-mail us at [TCMM@stls.frb.org](mailto:TCMM@stls.frb.org).