TRAVEL MANAGER USER'S GUIDE

WEB LOGON PROCEDURE

The Web Logon procedures to access Travel Manager via the Web are introduced in this section.

Travel Manager has two logon procedures. The first procedure (B) is used the first time an approved user logs on to Travel Manager. A password and signature PIN must be set initially.

The second procedure (C) is used for all established logons.

Subsection D provides instructions for MAC system logon.

NOTE

Travel Manager 8.0 meets all of the American Disabilities Act (ADA) compliance rules established by the government. Navigation through the software can be done using the tab and enter keys. When navigating using only the mouse, the user must click outside the given drop down area for actions to be processed.

Business & Administrative Systems Office (BASO)

202-358-IFMP (4367)
IFMTRAVEL@hq.nasa.gov

WEB LOGON PROCEDURE

TABLE OF CONTENTS

A. WEB Logon Procedure 1
B. First Time User Logon Procedure 3
C. An Established User Logon Procedure 5
D. Special Instructions for MAC Users 6

A. WEB LOGON PROCEDURE

1. Launch your Internet browser. **(Mac** users see subsection D**)**

2. Use URL: http://travel.hq.nasa.gov. The NASAHQTravelManager website will be displayed.

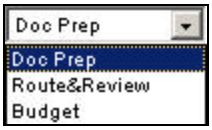
3. Click on the **Travel Manager Login** link. (*This link can be bookmarked*.)

4. The GELCO Travel Manager 8.0 logon screen will be displayed.

NOTE

Enter your unique NASAHQ Identifier and Password. If you need assistance, contact the BASO at 202-358-IFMP (4367).

5. Login will default to the Doc Prep module in the drop down list in the menu bar under modules. The preparer should always verify that Doc Prep is the default.



NOTE

- *A user has three attempts to successfully log into Travel Manager before your account is locked. If this happens, contact the Help Desk at 202-358-IFMP (4367) to have your password reset.*
- *Passwords expire every sixty days.*
- *Travel Manager has a sixty-minute timeout. If you leave your system idle for more than sixty minutes, your system will time out and you will have to log back into Travel Manager.*

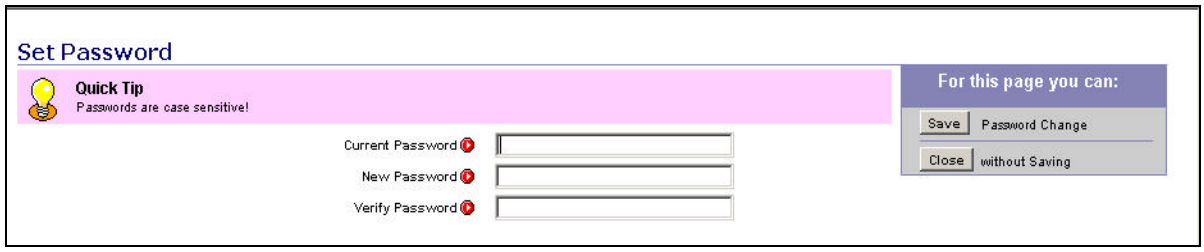
B. FIRST TIME USER LOGON PROCEDURE

1. Enter your NASA HQ Unique Identifier in the User Name field.

2. Press [Tab] to advance to the Password field and enter the *temporary* password you were given by the Business Administrative Systems Office (BASO). Click the **LOGIN** button.

3. A Message box will appear. Click the **OK** button.

4. The Set Password screen will appear.



   a. Type the default password in the Current Password field and press [Tab].

   b. Enter a unique password in the **New Password** field and press [Tab].

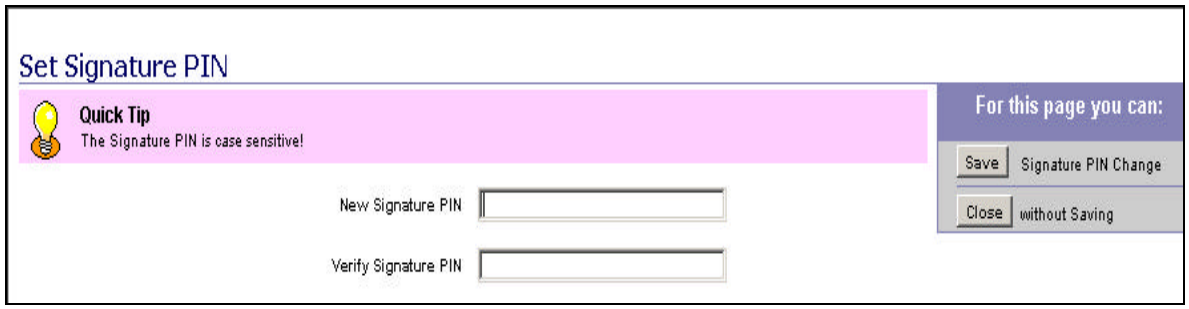
   c. Re-enter the unique password in the Verify Password field and click Save **Password Change**.

NOTE

- *Passwords are case sensitive.*
- *They must be 8-16 characters in length.*
- *Passwords must include a number, a special character (#, $,!) and an upper case letter.*
- *Passwords expire in 60 days.*
- *An old password may be reused.*

*Keep your Password **CONFIDENTIAL!!!***

5. The Set Signature PIN screen will be displayed.



a. Enter the **New Signature PIN** value in the New Signature PIN field and press [Tab].

b. Re-enter the New Signature PIN in the Verify Signature PIN field.

c. Click Save **Signature PIN** Change. The Travel Manager Main Web page will be displayed.

NOTE

- *Signature PINs are case sensitive.*
- *They must be 8-16 characters in length.*
- *PINs must include a number, special character (#, !, &) and an upper case letter.*
- *Your Signature PIN and Password can be the same.*
- *Signature PINs do not expire.*
- *Keep your Signature PIN* ***CONFIDENTIAL!!!***

For assistance call the
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C. AN ESTABLISHED USER LOGON PROCEDURE

The following login procedure is used for subsequent logins once your initial login process has been completed.

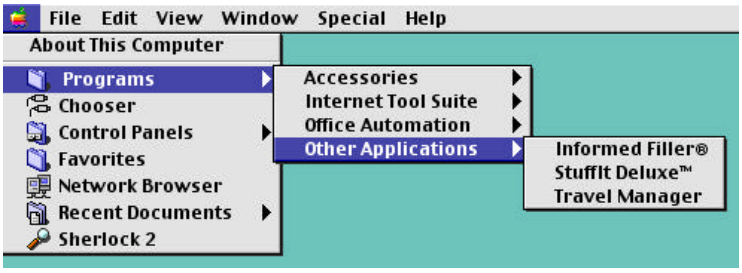
1. Enter the appropriate User Name (Login ID).
2. [Tab] to the Password field and enter the appropriate Password.
3. Click **Login**. The Travel Manager Main Web page will be displayed.

NOTE

- *A user has three attempts to successfully log into Travel Manager before the account is locked.*
- *If you need to have your password reset, contact the BASO at 202-358-IFMP (4367).*
- *Passwords expire every sixty days.*
- *Travel Manager has a sixty-minute timeout.*
- *If you leave your system idle for more than sixty minutes, your system will time out and you will have to log back into Travel Manager.*

D. SPECIAL INSTRUCTIONS FOR MAC USERS

1. Click on the **Apple** icon. Select Programs, select Other Applications, select Travel Manager.



2. The NASA HQ Travel home page will be displayed.

3. Click the **Travel Manager Login** link.

4. The Travel Manager Login screen will be displayed.

5. Enter your User name and Password. Make sure Doc Prep will be displayed in the pop-up list.

6. Click the Login button. ***This is a required step but will not log you in***.

7. Click into the Password field again.

8. Press the Return key on your keyboard

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