

Application Recertification Tool Portal User Guide



WHAT IS RECERTIFICATION?

User recertification is mandated by the Department of Treasury, Bureau of the Fiscal Service's Federal Information Security Modernization Act (FISMA) policy.

The purpose of an annual end-user recertification is to review and determine whether each user's application access is still required and the access granted is still appropriate based on job function and responsibilities. The Recertification Officials (ROs) are provided this opportunity to also make any necessary adjustments to user access.

Affects every user with access to the application(s) included, based on a point in time.

APPLICATION RECERTIFICATION TOOL (ART)

Logging In

After the RO access is activated in the system, you will receive an email notification from <u>tscnoreply@stls.frb.org</u>. ¹The email will provide your username and a unique link to set your own password. Be sure to note your username for logging in in the future.

ART Test App Recertification - Application Recertification Too	il Login
Application Recertification Tool <tscnoreply@stls.frb.org></tscnoreply@stls.frb.org>	$\textcircled{\begin{tabular}{c} \hline \hline$
	Wed 8/9/2023 2:12 PM
Hello Chancey,	
Welcome to the Application Recertification Tool!	
According to our records, you have been identified as a Level 1 ROs at your organization	on authorized to recertify other users of the application.
Below you will find the temporary link needed to sign into the Application Recertificat in using your ART Username shown below.	ion Tool (ART). Please follow the link below to access ART and sign
ART Username:	
To get started, go to	
	and the state of the state of the
If you have any problems accessing the link or have questions regarding the recertifica 222-0000	ation process, please contact the Treasury Support Center at 888-
Sincerely,	
Treasury Support Center	
Federal Reserve Bank of St. Louis	

Click the link in the email or copy and paste it into your browser.

- After following the link, set your password. Passwords must contain:
 - At least 8 characters
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 special symbol
 - 1 number

¹ If you do not see the email in your inbox or junk/spam folders please contact your local IT to ensure the <u>tscnoreply@stls.frb.org</u> email is placed on a whitelist so the email can be received.



- You will now be logged into the Application Recertification Tool portal. This will allow you to see all Applications for which you are completing recertification.
- Following this login, you will be able to access the ART login page: <u>https://www.art.stlouisfed.org/Art-Application</u>

RECERTIFYING USERS

♠ ≡	Application Treatment Station Tool	Application Rece	rtification Tool	Hello, T Tester3501	•
My Applicatio	ns				
	TC	IS			
	Opening Date: Closing Date:	10/1/2024 11/1/2024			
	MORE INFO	OPEN			

- Click **More Info** to view messages displayed pertaining to the recertification process, including contact information, if you need additional assistance.
- Click **Open** on the Application for which you are completing recertification.



• You will now see your list of users to recertify.

• ≡ 1	RT Ap	plication Re	certificati	on Tool					Hello, T Te	ester3501
Certify User										Instructions
Search and Filter										
Application				Status			First Name			
TCIS			*	SELECT AN OPTION		•				
Last Name				Email						
RESET SEARCH	SEARCH									
CANCEL	SAVE							EXPO	RT LIST Rows per Page	100 🔻
User Id ↑↓	Username	First Name ↑↓	Last Name 1,	, Email ↑↓	Take Action on All Roles	Application	Recertification	Gro Role	Status	
TTESTER3511		т	Tester3511	ttester406@abcte stdata.org	SELECT AN OPTION V	TCIS	41664922	TCIS - TCIS USER	NO ACTION TAKEN	•
TTESTER3513		т	Tester3513	ttester407@abcte stdata.org	SELECT AN OPTION .	TCIS	41664922	TCIS - TCIS USER	NO ACTION TAKEN	¥
TTESTER3512		т	Tester3512	ttester407@abcte stdata.org	SELECT AN OPTION V	TCIS	41664922	TCIS - TCIS USER	NO ACTION TAKEN	•
				FIR	Page 1 of 1					

NOTE:

- The search results can be further narrowed by using the other search fields such as Status, Role, First Name, Last Name, or Email.
- The number of records to be displayed per page can also be adjusted by using the **Rows per Page** drop-down menu.
- Use the Status drop-down menu to select Recertify or Revoke.

:= 🎦	RT Ap	plication Re	ecertification	n Tool					Hello, T T	ester3501
ertify User										Instructi
earch and Filter										
plication			s	itatus			First Name			
rcis			•	SELECT AN OPTION		*				
st Name			E	mail						
RESET SEARCH	SEARCH									
CANCEL	SAVE	First Name *:	Last Name †:	Email *:	Taka Antion on All Dalas	Application	Descrificatio	EXPO	RT LIST Rows per Page	100
Jser id 14	Username	First Name 1	Last Name 1	Email 14	Take Action on All Roles	Application	Recertificatio	n Gro Role	Status	
TESTER3511		т	Tester3511	ttester406@abcte stdata.org	SELECT AN OPTION V	TCIS	41664922	TCIS - TCIS USER	NO ACTION TAKEN	*
TESTER3513		т	Tester3513	ttester407@abcte stdata.org	SELECT AN OPTION V	TCIS	41664922	TCIS - TCIS USER	NO ACTION TAKEN	Ŧ
TESTER3512		т	Tester3512	ttester407@abcte stdata.org	SELECT AN OPTION V	TCIS	41664922	TCIS - TCIS USER	NO ACTION TAKEN	v

- NOTE:
- There is no way to bulk update all users, you must recertify or revoke each individual user.
- You can also **Export** the user list in an Excel format to review at your convenience using the Export List button.
- If a user has multiple roles, you can recertify or revoke all their roles using the **Take** Action on All Roles drop-down menu.



Aut	PAK I AP	plication Re	ecertification	n Tool					Hello, T Tes	ter3501
ertify User										Instructio
earch and Filter	r									
pplication			s	tatus			First Name			
TCIS			•	SELECT AN OPTION		•				
ust Name			E	mail						
RESET SEARCH	H SEARCH									
	CAVE							EXPO	DT LIGT	400
	SAVE							EXPU	Rows per Page	100
Jserld ↑↓	Username	First Name ↑↓	Last Name ↑↓	Email ↑↓	Take Action on All Roles	Application	Recertificatio	n Gro Role	Status	
User Id 14	Username	First Name ↑↓ T	Last Name 14	Email 1	SELECT AN OPTION V	Application TCIS	Recertificatio	n Gro Role TCIS - TCIS USER	Status NO ACTION TAKEN	•
ITESTER3511	Username	First Name ↑↓ T T	Last Name 1	Email 14 ttester406@abcte stdata.org ttester407@abcte stdata.org	SELECT AN OPTION SELECT AN OPTION SELECT AN OPTION	Application TCIS TCIS	Recertificatio 41664922 41664922	n Gro Role TCIS - TCIS USER TCIS - TCIS USER	Status NO ACTION TAKEN NO ACTION TAKEN	•
User Id 14 ITESTER3511 ITESTER3513 TESTER3512	Username	First Name 1.	Last Name 1. Tester3511 Tester3513 Tester3512	Email 14 ttester406@abcte stdata.org ttester407@abcte stdata.org ttester407@abcte stdata.org	Iake Action on All Roles SELECT AN OPTION SELECT AN OPTION SELECT AN OPTION	Application TCIS TCIS TCIS	Recertificatio 41664922 41664922 41664922	n Gro Role TCIS - TCIS USER TCIS - TCIS USER TCIS - TCIS USER	Status NO ACTION TAKEN NO ACTION TAKEN NO ACTION TAKEN	*
TTESTER3511 TESTER3513 TESTER3512	Username	First Name †.	Last Name 14 Tester3511 Tester3513 Tester3512	Email 14 ttester406@abcte stdata.org ttester407@abcte stdata.org ttester407@abcte stdata.org	Iake Action on All Roles SELECT AN OPTION SELECT AN OPTION SELECT AN OPTION Page 1 of 1	Application TCIS TCIS TCIS	Recertificatio 41664922 41664922 41664922	n Gro Role TCIS - TCIS USER TCIS - TCIS USER TCIS - TCIS USER	Status NO ACTION TAKEN NO ACTION TAKEN NO ACTION TAKEN	* * *

• When you are finished, click **Save**.

NOTE:

- A green banner will appear confirming the updates to all users.
- If you would <u>not</u> like to Save the changes you have made, click the **Cancel** button instead.
- Be sure to scroll all the way down to see if you have multiple pages of users to recertify.



EXPORTING YOUR LIST

- A user list may be exported using the **Export List** function. The user list will be exported into Excel (.xls) format to review.
- You are allowed to **EXPORT** your user listing at any time.
- You are highly encouraged to save a copy of this report for your records, upon completion, to show that this task was completed for the Recertification Effort.

	Status		First Name
*	SELECT AN OPTION	٣	
	Email		
			EXPORT LIST Rows per
	•	SELECT AN OPTION Email	Status SELECT AN OPTION



UPDATING YOUR PASSWORD

• To set a new password at any time, click the arrow near your name on the top right of the screen.

	Hello,		•
		 Home	
		Reset Passw	ord
		 Logout	
	Role		
•	SELECT AN OPTION	•	
	Email		

- Click Reset Password.
- Enter in your new password, following the password rules on-screen.
- Click Confirm.
- Your password is now updated.



FORGOT PASSWORD

- If you have forgotten your password, you can reset it from the portal login page.
- Go to the portal login page: <u>https://www.art.stlouisfed.org/Art-Application/s/login/</u>
- Click "Forgot your password?" below the Log In button.
- Enter in your username and click the Reset Password button.
 - a. Your username is not your email.
 - b. Your username is included in the registration email you received when first logging in to the portal.
- Check your email inbox for an email from <u>tscnoreply@stls.frb.org</u>

[External] Sandbox: Reset your Password - Recertification -	Application Recen	tification To	loc	
Application Recertification Tool <tscnoreply@stls.frb.org></tscnoreply@stls.frb.org>	🙂 🔶 Reply	≪	→ Forward	
			Fri 8/4/2023	3:37 PM
NONCONFIDENTIAL // EXTERNAL				
PLEASE NOTE: This email is not from a Federal Reserve address. Do not click on suspicious links. Do not give out personal or bank information to unkni	own senders.			
Hello Will,				
Below you will find the temporary link to reset your password in the Application Recer ART and set your new password.	tification Tool (ART). Plea	ase follow the lin	k below to acc	ess
ART Username:				
To get started, go to				
If you have any problems accessing the link or have questions regarding the recertifica (888) 568-7343.	tion process, please cont	tact the Treasury	Support Cente	er at
Sincerely,				
Federal Reserve Bank of St. Louis				

- Click the link in the email or copy and paste it into your browser.
- Once the page has loaded, click the Reset Password button.
- Proceed to enter your new password and submit the change by clicking the Change Password button.
- You should now be logged in to the portal.