



# TRACS Quick Reference Guide

## Course 1: Getting Started with TRACS

### Lesson 1c: Register for TRACS - Federal User

Step	Action
1	<p>From the TRACS login page (<a href="https://tracs.fws.gov">https://tracs.fws.gov</a>), Federal users click <b>“Sign-in with DOI Login (PIV)”</b>.</p> <ul style="list-style-type: none"> <li>• TRACS has both a live (production) site and a training environment, which is a copy of the live site used for training purposes only. <b>Make sure you are accessing the correct environment!</b> The training environment is for practice and testing only. Data is not saved in the training environment and cannot be transferred to the live site.</li> <li>• Each group has a designated user administrator who approves access requests for their agency/division/region, typically within 2 business days.</li> <li>• Users with questions about their access should <b>contact their agency’s User Administrator</b> directly or for general questions, contact the TRACS help desk at <a href="mailto:tracs-helpdesk@fws.gov">tracs-helpdesk@fws.gov</a> or call 1-844-408-7227.</li> </ul>
2	<p>The U.S. Department of the Interior Sign-In page opens.</p> <ol style="list-style-type: none"> <li>a. Click on the “Sign in with PIV Card” link.</li> <li>b. Select a Certificate (some users may have more than one certificate and it is trial and error to see which one works).</li> <li>c. Enter your PIN.</li> </ol>
3	<p>The TRACS Registration page opens. Click <b>“Register for access”</b>.</p>
4	<ol style="list-style-type: none"> <li>a. Profile information is auto-populated from the active directory (including email address, first and last name, title, phone number, extension if available). If this information needs to be updated, login to MyAccount (<a href="https://myaccount.fws.gov">https://myaccount.fws.gov</a>) to update your profile information, which will then be automatically updated in TRACS.</li> <li>b. Select the <b>Organization</b>. WSRF Regional Staff should select from the 12 DOI Unified Regions: <ol style="list-style-type: none"> <li>1. NORTH ATLANTIC-APPALACHIAN (REGION 1) - note this region includes Headquarters staff and view only role (contact the TRACS Help Desk for view only role approval)</li> <li>2. SOUTH ATLANTIC-GULF (INCLUDES PUERTO RICO AND THE U.S. VIRGIN ISLANDS) (REGION 2)</li> <li>3. GREAT LAKES (REGION 3)</li> <li>4. MISSISSIPPI BASIN (REGION 4)</li> <li>5. MISSOURI BASIN (REGION 5)</li> <li>6. ARKANSAS-RIO GRANDE-TEXAS-GULF (REGION 6)</li> <li>7. UPPER COLORADO BASIN (REGION 7)</li> <li>8. LOWER COLORADO BASIN (REGION 8)</li> <li>9. COLUMBIA-PACIFIC NORTHWEST (REGION 9)</li> <li>10. CALIFORNIA-GREAT BASIN (REGION 10)</li> <li>11. ALASKA (REGION 11)</li> <li>12. PACIFIC ISLANDS (AMERICAN SAMOA, HAWAII, GUAM, COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS) (REGION 12)</li> </ol> </li> <li>c. Click “Next Step”.</li> </ol>
5	<p>Fill out the <b>Select Responsibilities</b> page by selecting the responsibilities you have for your organization. Then click “Next Step”. Federal users will most likely have the “Federal Approver” role for the Performance module (and may also have the same role for the Facilities and/or Real Property modules). Federal users may also have the “Data Editor” role if they are also entering data into the system.</p>
6	<p>Review the <b>Rules of Behavior</b>. Check the box “I have read and agree”, then click “Submit Request”.</p>
7	<p>The “Registration Pending” page opens. The user administrator appointed for your organization will approve your account, typically within 2 business days. You will receive an email when your request has been approved and you can login!</p>