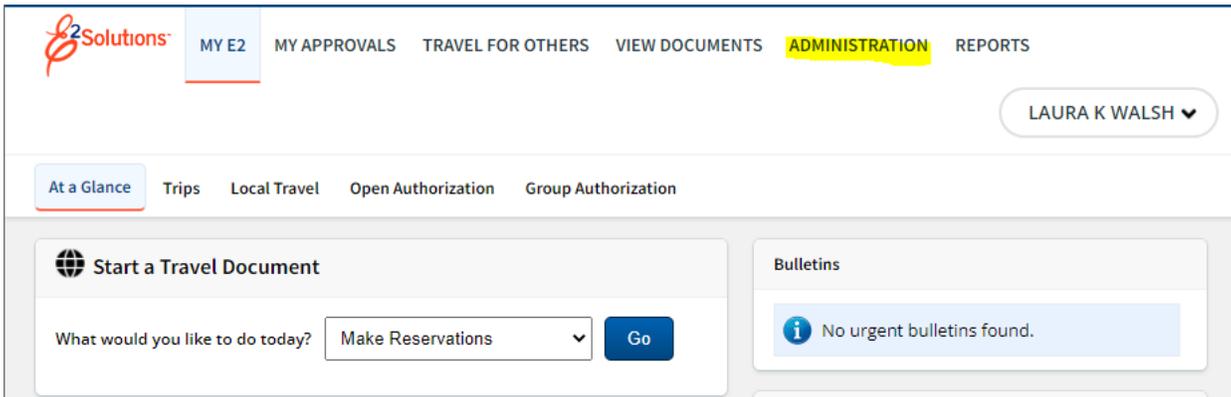
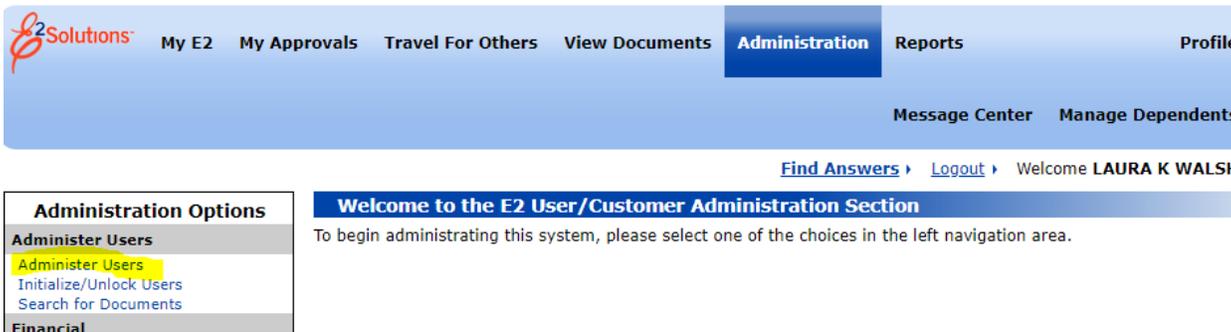


Creating a New User Account in ETS

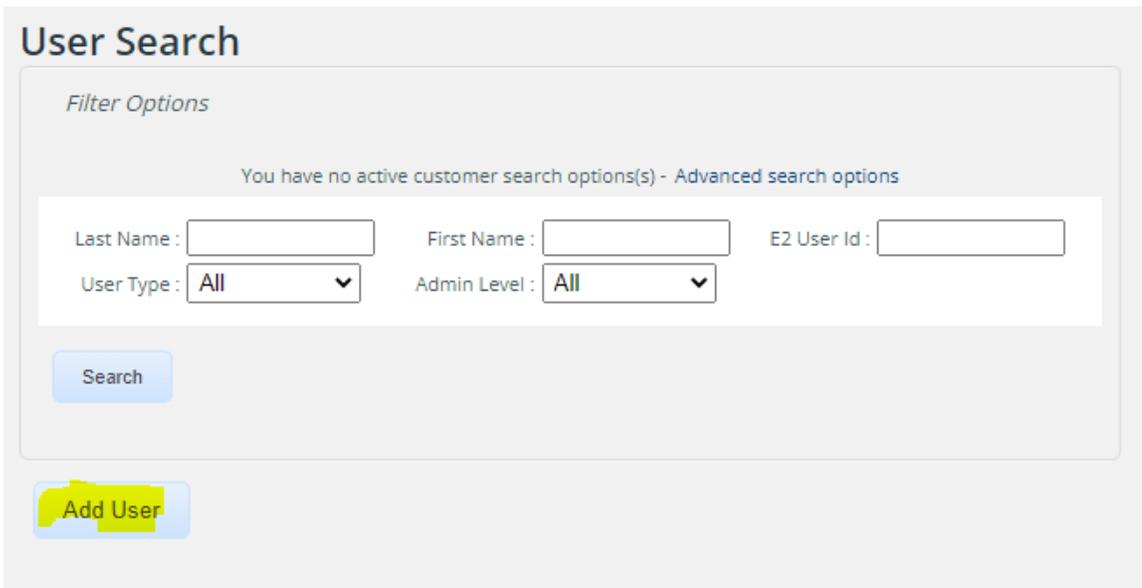
Step 1- Select 'Administration' from the top menu bar



Step 2- From the left hand menu of Administration Options select 'Administer Users'



Step 3- Select the 'Add User' Button at the bottom of the user search screen



Step 4 – Enter the members information.

For CG Employees with an EMPLID: Reference the screen shot below for settings.

The format of the User ID is USCG-'EMPLID' i.e. USCG-1234567

Use the EMPLID for the Employee ID Field-

DO NOT use SSN in this system

Primary Email must be a .mil, .gov or .edu email address to receive the initialization email and link

User Settings

Basic Information

Account Status:	New
Last login was on:	Has not logged in.
User Type:	Traveler <input type="button" value="Edit Profile"/>
Traveler Type:	Unspecified
Employee Grade:	Unspecified
E2 User Id:	USCG- 'EMPLID' <input type="button" value="Suggest new E2 User Id"/>
First Name:	Coastie (Required for Suggest E2 User Id Button)
Middle Initial:	
Last Name:	Bear (Required for Suggest E2 User Id Button)
Suffix:	
Employee ID:	EMPLID
SSN:	
Primary Email Address:	Coastie.Bear@USCG.mil
Alternate Email Address 1:	
Alternate Email Address 2:	
Alternate Email Address 3:	
Alternate Email Address 4:	

For non-CG employees without an EMPLID or Invitational Travelers: reference the screenshot below for settings.

User will need to have completed the Supplier Maintenance Form and submitted to FINCEN to issue a Supplier ID prior to creating the account. Auxiliarists must work with the Auxiliary Admin staff for travel needs.

If they do not have a .mil or .gov email address use the sponsors email address and they can work with the traveler to setup the ETS account. The Initial email will not go to a personal email account.

User ID format for non-EMPLID user will be similar. USCG- 'supplier ID' i.e. USCG-123456

Employee ID will have a prefix of 'S' followed by the Supplier ID assigned by FINCEN. i.e. S123456

DO NOT use Names in the User ID

DO NOT use SSN

User Settings

Basic Information

Account Status:	New
Last login was on:	Has not logged in.
User Type:	Traveler <input type="button" value="Edit Profile"/>
Traveler Type:	Unspecified <input type="button" value="v"/>
Employee Grade:	Unspecified <input type="button" value="v"/>
E2 User Id:	USCG- 'SUPPLIER ID' <input type="button" value="Suggest new E2 User Id"/>
First Name:	Coastie <small>(Required for Suggest E2 User Id Button)</small>
Middle Initial:	<input type="text"/>
Last Name:	Bear <small>(Required for Suggest E2 User Id Button)</small>
Suffix:	<input type="text"/>
Employee ID:	S'SupplierID'
SSN:	<input type="text"/>
Primary Email Address:	Coastie.Bear@USCG.mil
Alternate Email Address 1:	<input type="text"/>
Alternate Email Address 2:	<input type="text"/>
Alternate Email Address 3:	<input type="text"/>
Alternate Email Address 4:	<input type="text"/>

Step 5- Select Minor Customer for member

The Minor customer is based on the Dept. ID of the unit. To search this field it does require an exact match to the minor customer name. If you start typing the number at the beginning, it will take you to the fields that begin with that entry.

Customer Selector	
Agency:	
Organization:	
Major Customer:	
Minor Customer:	Select a Minor Customer <input type="button" value="v"/>
Miscellaneous Settings	
TMC Profile ID:	
Default Reference Security Code:	
Allowed to change Security Code?	
Invitational Traveler?	
Trained?	
Self-Approver?	
Automatic Audit?	
Ad Hoc Reporting?	
Report Scheduling?	
Access Level Selector	

Select a Minor Customer

- 01-000007 CG STA GLOUCESTER
- 01-000008 CG STA CASTLE HILL
- 01-000159 CGC TYBEE
- 01-000291 CGC OCRACOKE
- 01-000295 CGC KEY LARGO
- 01-000298 CGC SITKINAK
- 01-000329 CGC TACKLE
- 01-000342 CG ANT NEW YORK
- 01-000343 CG ANT SAUGERTIES

Step 6- Select Regulations for member

Once the Minor Customer is selected, the Travel Regulations box will appear. Please choose which regulations are required for this account.

Travel Regulations

Traveler's Regulations: Civilian (FTR) ▼

Miscellaneous Settings

Civilian (FTR)
Uniformed (JTR)

Step 7- Remaining Settings

For the Standard Traveler use the default settings for Miscellaneous Settings and Access Level Selectors

Traveler Charge Card- ALWAYS use the middle option 'Traveler will be issued a Travel Charge Card and may or may not have a personal credit card'

Miscellaneous Settings

TMC Profile ID:
Default Reference Security Code:
Allowed to change Security Code?
Invitational Traveler?
Trained?
Self-Approver?
Automatic Audit?
Ad Hoc Reporting?
Report Scheduling?

Access Level Selectors

Arranger Access level: No Arranger Access ▼
Document View level: No Document View Access ▼
Report Access level: Limit to Traveler Reports (Default) ▼
Document Approver level: No Approval Access ▼
Auditor Access level: No Audit Access ▼
Charge Card Management Access level: No Charge Card Management Access ▼
Self Registration Validator Access level: No Validator Privileges ▼
Admin Access level: No System Administrator Privileges ▼

Traveler Charge Card

Traveler has a Travel Charge Card and may or may not have a personal credit card
 Traveler will be issued a Travel Charge Card and may or may not have a personal credit card
 Traveler will not be using a Travel Charge Card or a personal credit card

Save Back to Search

Step 8- Save

Once the information is complete select 'Save'. This will send the initialization email to the primary email address with a custom link to complete the setup process. Let the member know what the User ID and the Employee ID are for the setup.

Error: User ID Already Exists

If you receive the error User ID Already Exists but cannot locate the user when you search, please submit a PPC Trouble Ticket. These accounts were created during a routine profile load with missing information to complete the process and require manual intervention. DO NOT create an account using an incorrect User ID format, as that may create issues with duplicate accounts and orders from DA not populating correctly.