

Instructions for Designating a Recipient User Manager

FTA is deploying the Transit Award Management System (TrAMS) for recipients in February 2016. TrAMS will allow recipients to use a self-service account management module to manage their TrAMS user accounts. FTA requests your assistance to identify individuals from your organization and serve as a TrAMS User Manager (UM) for your organization.

User Managers will be able to:

- Create accounts for co-workers who need to use TrAMS and assign appropriate roles.
- Submit user access requests and supporting documents to FTA for certain roles.
- Modify user accounts for co-workers, as necessary.
- Deactivate accounts for co-workers, as necessary.
- Beginning in FY2016, annually re-certify that user accounts for co-workers are active and the roles assigned to these co-workers are correct.
- Manage the agency profile information and points of contacts
- Serve as the liaison with FTA's Local Security Manager (LSM)

FTA previously requested that recipients that report in the National Transit Database (NTD) designate a User Manager to manage users of the new NTD system. If you have already selected an NTD User Manager(s), you may also designate these same individual(s) to be the user manager for TrAMS or designate a different individual. The person you designate as the UM should already be a TrAMS user with an active account. The designated UM should firmly understand how your organization uses TEAM. We also encourage you to identify more than one individual to serve as a "back-up".

How to designate a UM

To designate a User Manager, please prepare a Delegation of Authority letter using the template posted on this website, have your CEO sign it, and email it to your FTA local security manager. After receiving and reviewing the Delegation of Authority letter, your LSM can use TrAMS to provide the user manager role to the individual(s) mentioned in the letter.

For additional information, please contact your FTA LSM or the TrAMS Help Desk at FTA.TrAMS.Help@dot.gov or 1-877-561-7466.