

# Logging Into the PCS Travel Portal

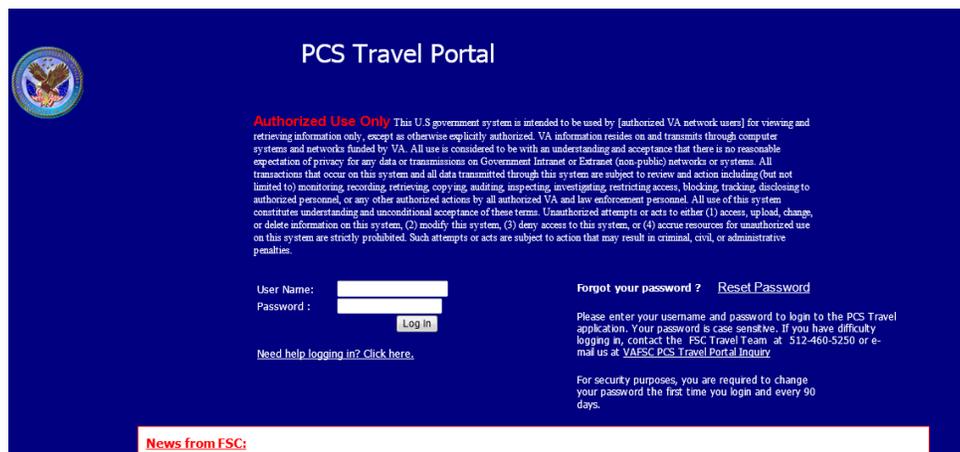
## First Login or Resetting Password

1. You will receive a welcome email from the VAFSC PCS Travel Portal. The email contains your user name and link to the portal.
2. For travelers (relocating employees), the user name is derived using part of your first and last name and the last 4 digits of your Social Security number (SSN); there may be additional characters and letters at the end of your user name. In the welcome email, there will be 4 # signs (####) representing the last 4 digits of your SSN. **Replace the #### with the last 4 digits of your SSN.**

For station users, the user name is derived from your name and a sequence of numbers.

**\*\*Please use the user name provided in your welcome email. The user name is case sensitive.\*\***

3. Click the link to portal log in page. The following screen should appear:



**PCS Travel Portal**

**Authorized Uses Only** This U.S. government system is intended to be used by (authorized VA network users) for viewing and retrieving information only, except as otherwise explicitly authorized. VA information resides on and transmits through computer systems and networks funded by VA. All use is considered to be with an understanding and acceptance that there is no reasonable expectation of privacy for any data or transmissions on Government Intranet or Extranet (non-public) networks or systems. All transactions that occur on this system and all data transmitted through this system are subject to review and action including (but not limited to) monitoring, recording, retrieving, copying, auditing, inspecting, investigating, restricting access, blocking, tracking, disclosing to authorized personnel, or any other authorized actions by all authorized VA and law enforcement personnel. All use of this system constitutes understanding and unconditional acceptance of these terms. Unauthorized attempts or acts to either (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, or (4) accrue resources for unauthorized use on this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

User Name:   
Password:

[Forgot your password? Reset Password](#)

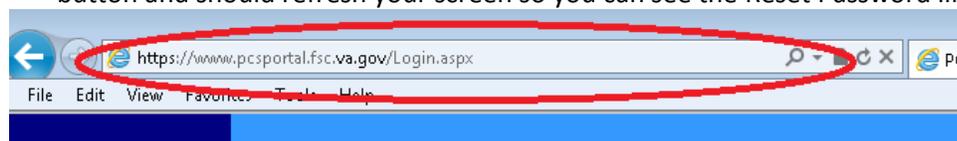
Please enter your username and password to login to the PCS Travel application. Your password is case sensitive. If you have difficulty logging in, contact the FSC Travel Team at 512-460-5250 or e-mail us at [VAFSC PCS Travel Portal Inquiry](#)

For security purposes, you are required to change your password the first time you login and every 90 days.

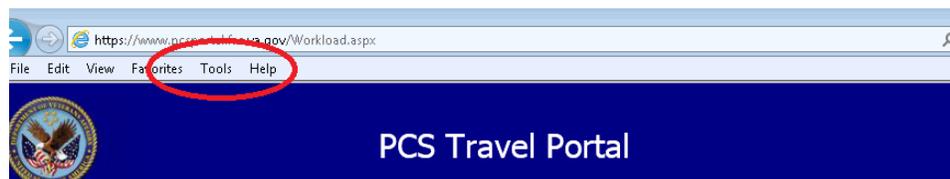
[Need help logging in? Click here.](#)

**News from FSC:**

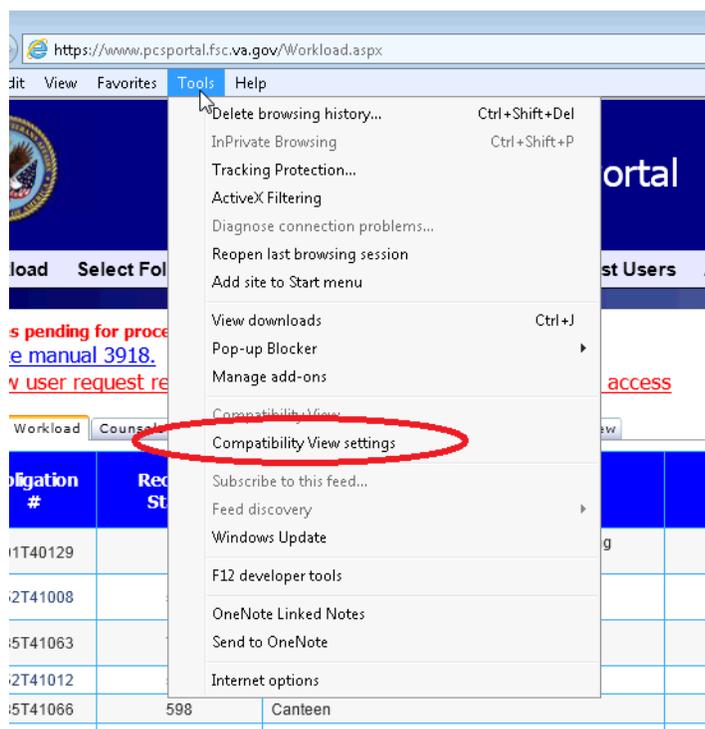
- a. If you do not see any writing on the PCS portal log in page, you may be using an incompatible web browser. Please use Internet Explorer.
- b. If you are using Internet Explorer 9, and cannot see the white writing on the log in page, click the **Compatibility View button**  on the address bar at the top of your screen (where you type in a website/URL address). This is a compatibility button and should refresh your screen so you can see the Reset Password link.



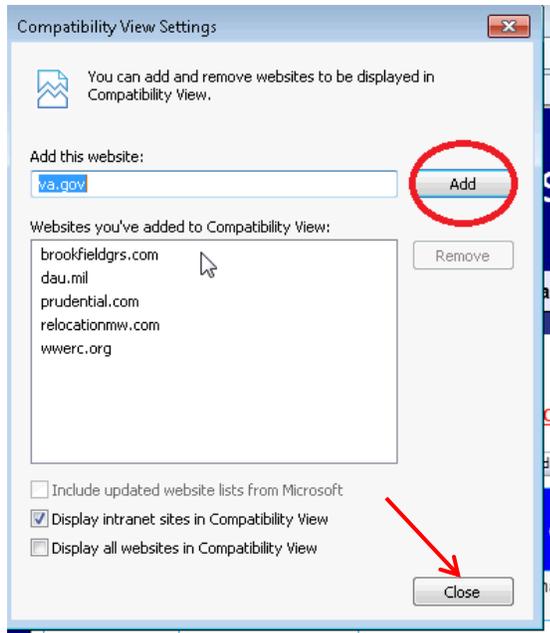
- c. If you do not see the Compatibility View button in the address bar, you can access your Compatibility View settings by clicking on the Tools option in your menu bar:



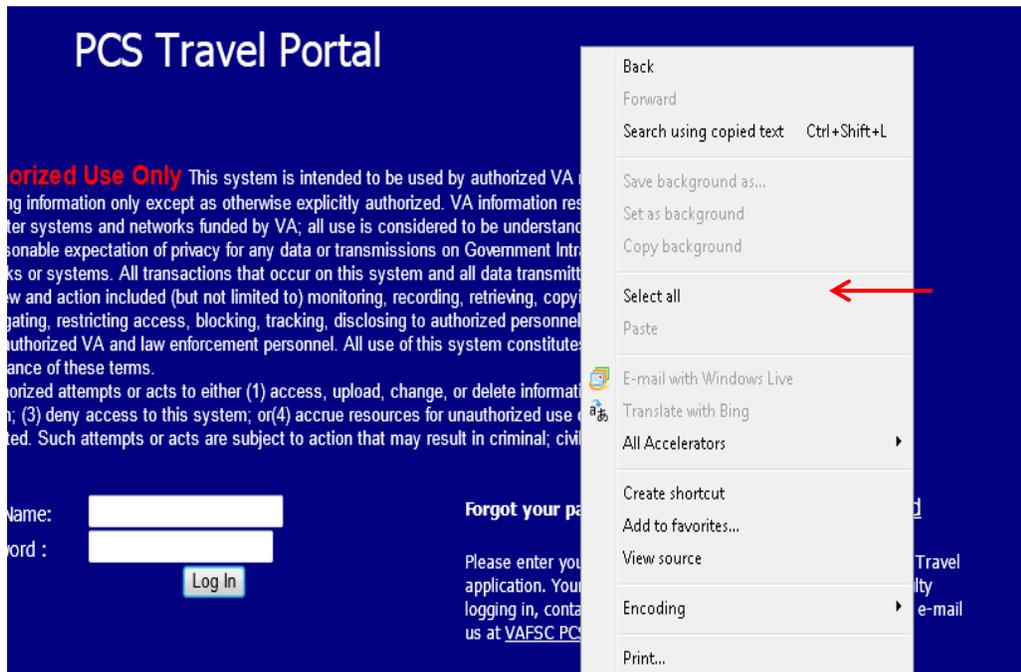
Once you click on Tools, a drop down menu will appear. Select Compatibility View Settings:

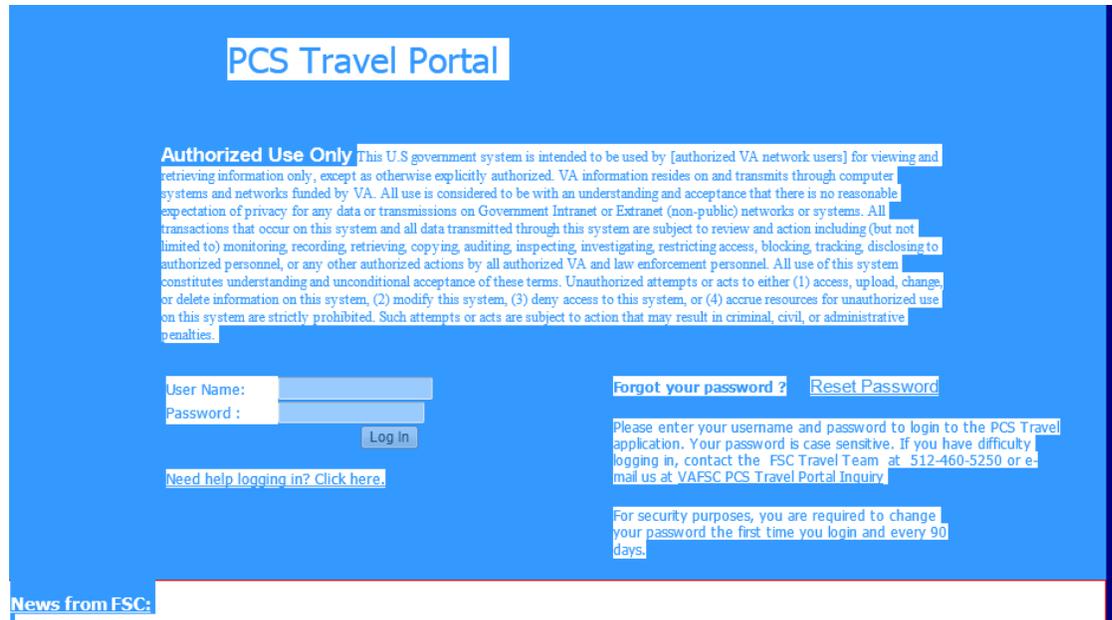


The settings box will open. You will see *va.gov* in the “Add this Website” field. Click “Add”, then “Close”. Your screen will refresh and you should see the Reset Password link and the other text on the log in page.

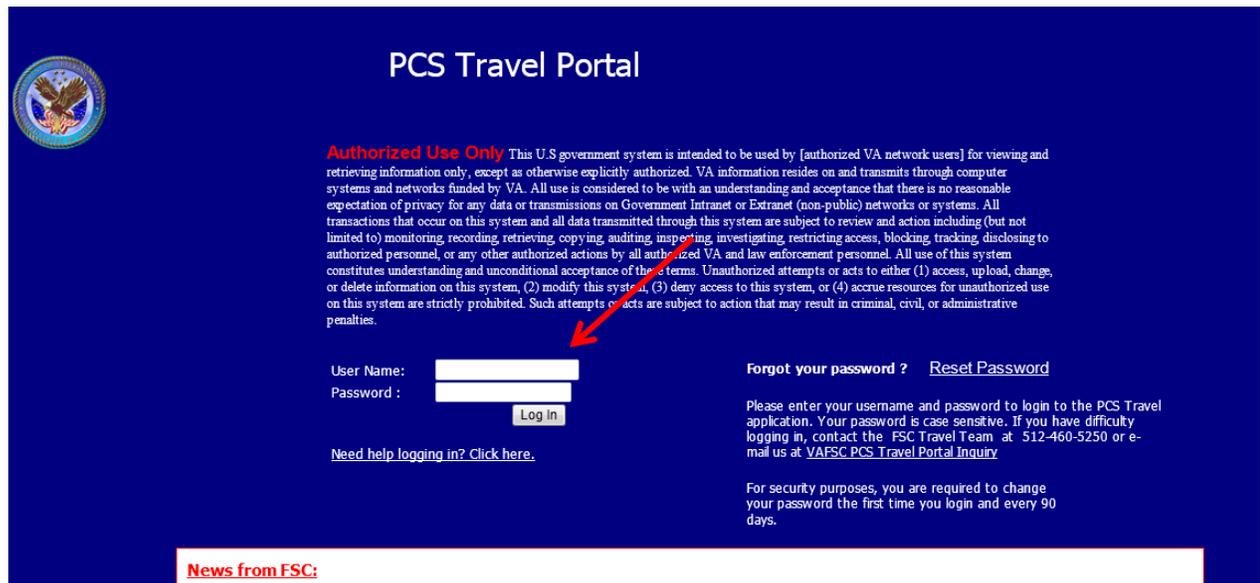


- d. Alternately, if you cannot see the white writing on the log in page, you can try highlighting the page. Place your cursor towards the top of the page, right click and then select "select all". The typeface will highlight allowing you to see the writing.

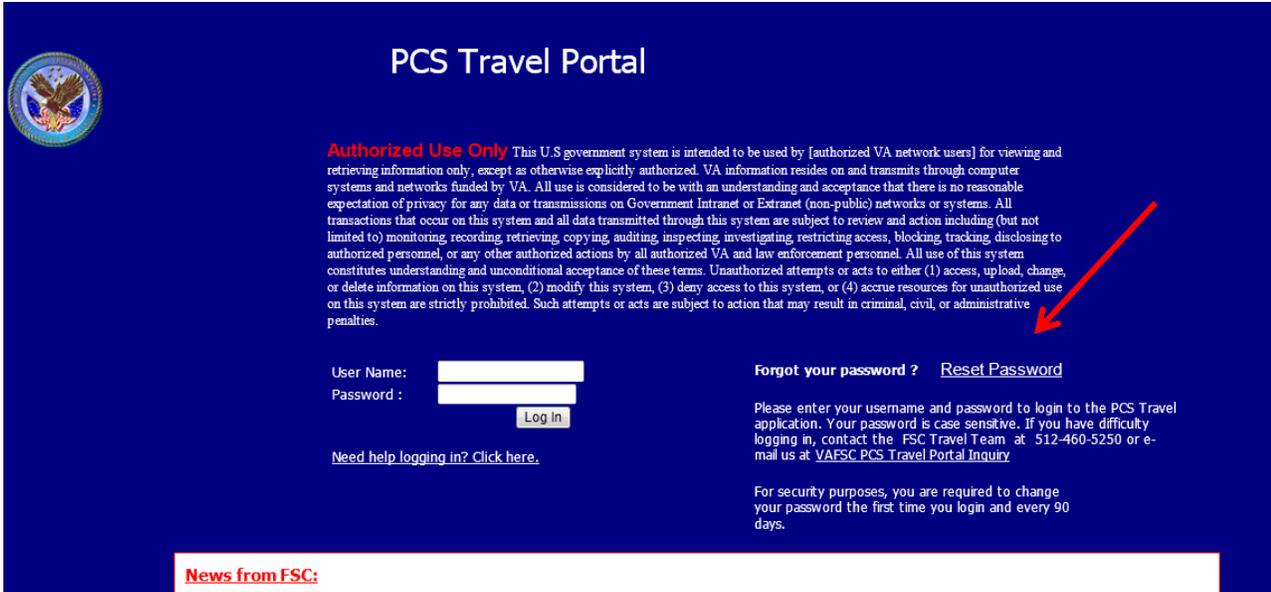




4. Type your user name in the User Name field:



5. Click on the link "Reset Password".



The image shows the PCS Travel Portal login page. At the top left is the VA seal. The title "PCS Travel Portal" is centered at the top. Below the title is a red "Authorized Use Only" notice with a red arrow pointing to it. The notice states that the system is for authorized VA network users and that all use is subject to review and action. Below the notice is a login form with fields for "User Name:" and "Password:", a "Log In" button, and a link for "Need help logging in? Click here.". To the right of the form are links for "Forgot your password?" and "Reset Password". Below these links is a paragraph of instructions: "Please enter your username and password to login to the PCS Travel application. Your password is case sensitive. If you have difficulty logging in, contact the FSC Travel Team at 512-460-5250 or e-mail us at VAFSC PCS Travel Portal Inquiry". Below that is another paragraph: "For security purposes, you are required to change your password the first time you login and every 90 days." At the bottom of the page is a red banner with the text "News from FSC:".

**Authorized Use Only** This U.S government system is intended to be used by [authorized VA network users] for viewing and retrieving information only, except as otherwise explicitly authorized. VA information resides on and transmits through computer systems and networks funded by VA. All use is considered to be with an understanding and acceptance that there is no reasonable expectation of privacy for any data or transmissions on Government Intranet or Extranet (non-public) networks or systems. All transactions that occur on this system and all data transmitted through this system are subject to review and action including (but not limited to) monitoring, recording, retrieving, copying, auditing, inspecting, investigating, restricting access, blocking, tracking, disclosing to authorized personnel, or any other authorized actions by all authorized VA and law enforcement personnel. All use of this system constitutes understanding and unconditional acceptance of these terms. Unauthorized attempts or acts to either (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, or (4) accrue resources for unauthorized use on this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

User Name:   
Password :

[Need help logging in? Click here.](#)

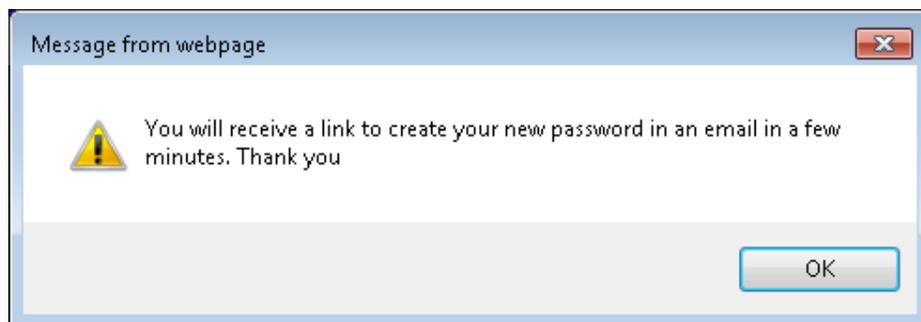
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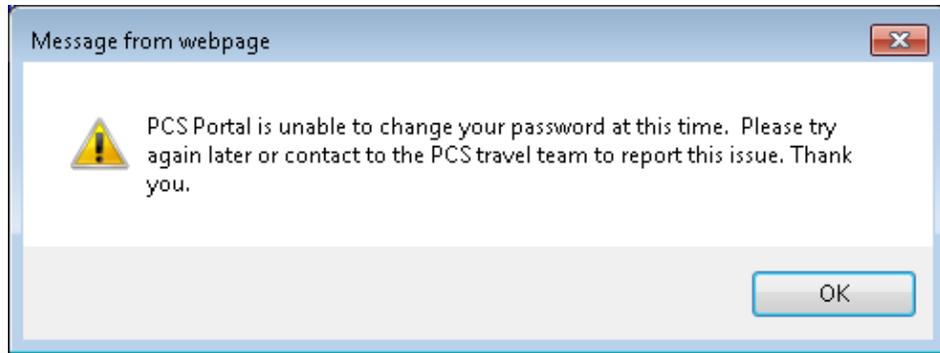
For security purposes, you are required to change your password the first time you login and every 90 days.

**News from FSC:**

6. If your user name is correct, you will see the following notification. Click "OK". You will receive an email with a link to reset/create a password.



- a. If your user name is incorrect, you will receive the following notification.



- b. Please review what was typed in the user name field. If your user name had 4 # signs, please remember to replace the # signs with the last 4 digits of your SSN. Make any necessary corrections and try to request the password again.
- c. If the error message appears again, please click "OK" and contact PCS Travel at the contacts provided in the welcome email for assistance or send an email to [VAFSC.PCSTravelPortallnquiry@va.gov](mailto:VAFSC.PCSTravelPortallnquiry@va.gov).

7. Click on the link in the email.

CONFIDENTIAL!!!

Dear "User's Name"

Please click on the link provided to reset your PCS Travel Portal password:

<https://www.pcsportal-uat.fsc.va.gov/Password/ResetPassword.aspx?prt=vR%2finfoXLfC6iID%2bEMIG3JJej5Q%3d>

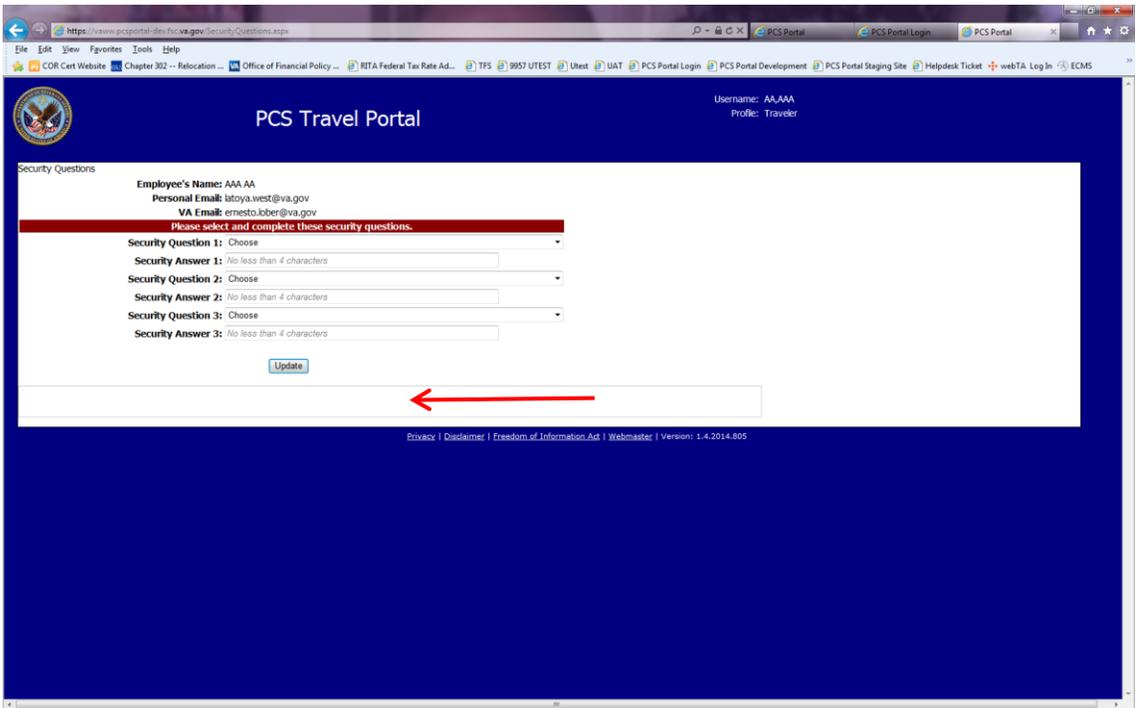
PLEASE NOTE: The reset password link only functions one time; once you click the link, you cannot utilize the link again.

The reset password link is only valid for 120 minutes from when it was requested.

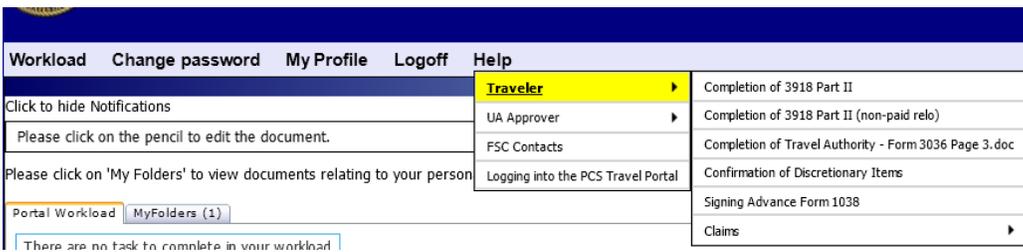
If you cannot click on the link in this email, please copy and paste the link into your browser's address bar and press the "Enter" key.

**PLEASE NOTE:**





11. You will be taken to your workload page to complete the pending action. Please access the user guides under the Help Menu to assist you with the action item pending. These guides have step-by-step instructions with screen shots of each step.



12. Once logged in, you can always change your password by clicking on the Change Password link in the menu bar.



