

Logging into the PCS Travel Portal

This topic covers the following information in this document:

- <u>Supported Internet Browsers</u>
- Logging into the PCS Travel Portal the first time
- Current User, Resetting passwords or Logging in issues
- <u>Changing Passwords</u>

Supported Internet Browsers

PCS Travel Portal is optimally configured for use with the browsers Microsoft Internet Explorer or Microsoft Edge. However, it may work with other browsers if they have been configured for compatibility with Internet Explorer. Configuring other browsers for compatibility is beyond the scope of this document and it is recommended to consult the browser's help source for details on configuring to support Internet Explorer sites.

Logging into the PCS Travel Portal the first time

You will receive a welcome email from the VAFSC PSC Travel Portal. The email contains your **User Name** and link to the Portal. For security reasons, a password is not included in the email. You will need to reset the password to obtain access to the Portal.

Note: If you have not received your Welcome Letter email and have verified the email is not in the Junk/Spam folder, you need to contact PCS Travel Portal Team 512-460-5250 for help. A new Welcome Letter will be generated and sent to you.

- 1. Launch the PCS Travel Portal website using the link from your Welcome Letter email.
- For travelers (relocating employees), your 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. This will complete your User Name.
- 3. For station users, the User Name is derived from your name and a sequence of numbers.



4. Enter your User Name into the User Name Field

User name	LastnameF0000 x	Please enter your username and password to login to the PCS Travel application. Your password is case sensitive. If you have difficulty logging in,
Password		contact the FSC Travel Team at 512-460-5250 or e-mail us at VAFSC PCS Travel Portal Inquiry
T d S S T C T d		For security purposes, you are required to change your password the first tim you login and every 90 days.
	Log in	
	Log In Help Information	If you have forgotten your password or this is the first time logging
Help		into the portal, you will need to click RESET PASSWORD
Documents	PCS Portal Contact Information	
Help Documents	PCS Portal Contact Information	into the portal, you will need to click RESET PASSWORD

- 5. Click Reset Password.
- 6. The System will display the following pop up message box. Click "OK" to close the message.

A message has been sent to the email address identified in your PCS Travel Portal profile. Please click the link in the email to reset your password.
If you do not receive the Reset Password email, please check your email's Spam/ Junk folder.
If you do not receive an email within 2 hours, contact the FSC Travel Team at 512-460-5250 for assistance.
OK

NOTE: If you do not receive the email notification within two hours, please contact the PCS Travel Portal Help desk at 512-460-5250

7. You will receive an email with a link to reset the password.

Note: The reset password link only functions one time; once you click the link and reset the password, you cannot utilize the link again. If you need to reset your password again, you will need to return to step 4.

The reset password link is valid for 120 minutes from when it was requested; if you surpass this time frame, you will need to return to step 4

8. Click on the link in the email to open a browser window to reset/change your password. If you cannot click the link, you will need to cut and paste the link into a browser window. Please note the VA policy for password requirements when creating your new password. Once you have entered in the password in both fields, click



Version: March - 2018

Change Password.

FINANCIAL SERVICES CENTER	PCS Travel Portal	
Reset Password		

	VA password Policy
VA policy requires all system shown below: Passwords shall be at least four kinds of characters: lef are neither letters nor number No portion of associated acc <u>Users must change the pass</u>	ins passwords to meet the minimum password requirements eight characters in length, and contain three of the following ters (upper case and lower), numbers, and, characters that ers like '.;,!?() @ ~ % * + ' = \$ - # `[] _/':{} ount names shall be used in passwords. word every atleast 90 days.
New Password: Confirm New Password:	
	Change Password

9. The Portal will display a message if no errors are encountered. Click OK to close the message box.





10. You will be redirected back to the Log In page. Enter your User Name and newly created password into the User Name and Password fields and then click Log In.

	PCS Trav	vel Portal
Authorized Use	Only	
This U.S government s authorized. VA informa acceptance that there All transactions that oo recording, retrieving, o actions by all authorize Unauthorized attempts (4) accrue resources fr administrative penaltie	ystem is intended to be used by [authorized VA ne tion resides on and transmits through computer sy is no reasonable expectation of privacy for any data cour on this system and all data transmitted throug opying, auditing, inspecting, investigating, restrict d VA and law enforcement personnel. All use of thi or acts to either (1) access, upload, change, or de or unauthorized use on this system are strictly profiles.	twork users] for viewing and retrieving information only, except as otherwise explicitly stems and networks funded by VA. All use is considered to be with an understanding and a or transmissions on Government Intranet or Extranet (non-public) networks or systems, h this system are subject to review and action including (but not limited to) monitoring, ing access, blocking, tracking, disclosing to authorized personnel, or any other authorized is system constitutes understanding and unconditional acceptance of these terms. lete information on this system, (2) modify this system, (3) deny access to this system, or ibited. Such attempts or acts are subject to action that may result in criminal, civil, or
User name Password	× Log in	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.
Help Documents	Log In Help Information PCS Portal Contact Information	If you have forgotten your password or this is the first time logging into the portal, you will need to click RESET PASSWORD Reset Password
News from FSC: *****ATTENTIO News from the F	N***** 5C will be displayed here.	

 If this is your first time logging into the Portal, you will be prompted to configure your security questions for access into the Portal. Choose three security questions from the combo boxes and enter the security answers. Once you have chosen your security questions and answered them, click Update.

Please select and complete these security questions.		
Please select and complete these security questions.		
Coextion 1: Choose		
v Answer 1: No less than 7 statesters		
Ouestion 2: Choose	~	
Answer 2: No instant 4 sharedors		
Question 3: Choose	~	
y Answer 3: No lass that 4 characters		
Uphate		
	Answer 1: No least the # Antaractive Suestion 2: Choose Answer 2: No least that # otheractive Question 3: Choose Answer 3: No least that # otheractive (Siphate)	Answer 1: No less thes 4 statucture Juestion 3: Choose Answer 2: No less that 4 characters Answer 3: No less that 4 characters Indicate the 4 character

12. After you have successfully logged into the Portal, your workload page will load displaying any pending actions for your Travel Authorization. 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.

FSC	Passon PCS Trave	d Portal		💄 Welcone, Lastname, Festmana —
Workload ***ATTE A subcit Rease dot Front Wat	Helps Transfer PTC Contacts Lapping into the RCS Transit Parts	2 Completion of 2018 Feet 11 Completion of 2018 Feet 11 (rompail reli) Disreptions of Taked Labority - Ferm 3533 Fage 3 doc Conferences of Occutomery there Signing Advance Ferm 3128. Charse	Unrelieved area prior to approval of their Travel Authorization Form ^{erro} (F R) not to exceed 75% of the estimated cost of the applicable antitlement. et elimits	

Current user, Resetting passwords or Logging in Issues

If you currently already have an account set up in PCS Travel Portal but cannot remember your password or have locked your account from too many log-in attempts, you can reset the password and unlock your account entering your User Name and clicking the **Reset Password** link.

User name	LastnameF0000 X	Please enter your username and password to login to the PCS Travel application. Your password is case sensitive. If you have difficulty logging
Password	\land	contact the FSC Travel Team at 512-460-5250 or e-mail us at VAFSC PCS Travel Portal Inquiry
	Log in	you login and every 90 days.
	Log In Help Information	If you have forgotten your password or this is the first time loggi
lelp		into the portal, you will need to click RESET PASSWORD
Jocuments	PCS Portal Contact Information	

NOTE: If you cannot remember your security question answers, you will need to call the PCS Travel Portal Help Desk at 512-460-5250 to have a reset password link sent to you after you have verified your identity and email information.

- 1. Enter your User Name into the User Name field
- 2. Click the Reset Password.



3. The Portal will respond requesting your security question answers.

Please Answer these questions to reset your password		
Security Question 1: In what city del you must your approximation other?	×	
Security Answer 1: No loss than 4 characters		
Security Question 2: In what city or town did your mether and family miler?	~	
Security Answer 2: No least than 4 characters		
Security Question 3: In what city or town was your first you?	4	
Security Answer 3: No less than 4 characters		

Figure 1: Security Questions view when resetting password for a current user.

NOTE: Failure to enter the security questions will result in disabling the account from using the reset password function. You will need to call the PCS Travel Portal Help Desk at 512-460-5250 to have a reset password link sent to you after you have verified your identity and email information.

- 4. Complete the three security answers and then click "Reset Password".
- 5. The Portal will email your reset password link to the email associated with the account.

A message has been sent to the email address identified in your PCS Travel Portal profile. Please click the link in the email to reset your password. If you do not receive the Reset Password email, please check your email's Spam/ Junk folder. If you do not receive an email within 2 hours, contact the FSC Travel Team at 512-460-5250 for assistance.

Figure 2: Pop up message after clicking reset password.

- 6. Click on the link in the email received.
 - a. The reset password link only functions one time; once you click the link and reset the password, you cannot utilize the link again. If you need to reset your password again, you will need to return to step 3.
 - b. The reset password link is valid for 120 minutes from when it was requested; if you surpass this time frame, you will need to return to step 3.



7. After clicking on the link, you will be redirected to the Portal to reset/change your password. Please note the password requirements when creating your new password. Once you have entered in the password in both fields, click on "Change Password".

NOTE: Please review the VA policy on password compliance; if the new password entered does not meet the VA standards, you will be unable to reset the password.

FINANCIAL SERVICES CENTER PCS Travel Portal	
Reset Password	
VA password Policy	
VA policy requires all systems passwords to meet the minimum password requirements shown below: Passwords shall be at least eight characters in length, and contain three of the following four kinds of characters: letters (upper case and lower), numbers, and, characters that are neither letters nor numbers like '.;,!?()@~%*+'=\$-#`[]_/':{} No portion of associated account names shall be used in passwords. <u>Users must change the password every atleast 90 days.</u>	
New Password: Confirm New Password:	
Change Password	

8. The Portal will display a message if no errors are encountered. Click OK to close the message box.



Changing Passwords

Users can change their passwords from the menu after logging into the Portal at any time and as often as needed. However, VA policy requires changing your password by default every 90 days.



Partal Warkload MyFelders (1)

1. Access the Change Password from the options located in the drop-down menu next to your displayed name.

FSC Statest PCS Travel Portal	👤 Welcome, Lastrame, Firstname
orkload Help	eveningte Traveler
Workload	Change Password
ATTENTION: Employee's with PCS entitlements ARE NOT TO INCUR travel related expenses prior to approval of their Travel Authorization Form	My Drofile
A relocation advance may be authorized in accordance with the Federal Travel Regulations (FTR) not to exceed 75% of the estimated cost of the applicable en	titlement Logout
RITA Claims are due by September 31, 2017.	

- There are no task to complete in your workload
- 2. Select Change Password from the menu options.

FSC	PCS Travel Portal	💄 Tatisana, Latisana, Politaria -
Workhad Help-		Transfer
	Workland	Durge Fasterers
****ATTENDOR: Englower	with RCS or Elevents AME NOT TO INCLECTION Initial expenses prior to approval of their Travel Authorization F	iznition
A relocation adverse may I	a authorized in accordance with the Federal Frank Regulators (FFR) not to exceed 75% of the extended cost of th	w applicable entitionant. Logical
RITA Clares are the by Se	Norshor 11, 3017.	
Please dick on 1% Folders 5	were documents relating to sour personal IKS move and submit claims.	
Ferral Notifical Midwiders 2		
The second se		

3. The **Change Password** user interface will open. Enter the current password into the Current Password field, then using the password requirements, create a new password and enter the new password in the New



Password and Confirm New Password fields. Click "Change Password"

FSC SERVICEN	INCIAL VICES TER	PCS Travel Portal
orkload Selec	t Folder	Dashboard → Administration → Reports → Help →
		Change password
VA policy re shown below	quires all s	VA password Policy systems passwords to meet the minimum password requirements
VA policy re shown below Passwords s four kinds o are neither le No portion o <u>Users must o</u>	quires all s /: hall be at le f character tters nor ne f associated hange the	VA password Policy systems passwords to meet the minimum password requirements least eight characters in length, and contain three of the following rs: letters (upper case and lower), numbers, and, characters that numbers like '.;,!?()@~%*+'=\$-#`[]_/':{} d account names shall be used in passwords. password every atleast 90 days.
VA policy re shown below Passwords s four kinds o are neither le No portion o <u>Users must o</u> Current F	quires all s r: hall be at h f character tters nor no f associated hange the 'assword:	VA password Policy systems passwords to meet the minimum password requirements least eight characters in length, and contain three of the following rs: letters (upper case and lower), numbers, and, characters that numbers like '.;,!?()@~%*+'=\$-#`[]_/':{} d account names shall be used in passwords. password every atleast 90 days.

NOTE: Please review the VA policy on password compliance, if the new password entered does not meet the VA standards, you will be unable to reset the password.

4. Once you have successfully entered a new password you will be redirected back to your workload page.