

How do I get a Training Records Manager or Training Coordinator Account?

All official changes to training records managers (TRM) and training coordinators (TC) need to come from a Division Chief or SAC. All of the following steps must be completed prior to obtaining an administrator account. If you are unsure of the duties associated with a TRM or TC, please review the responsibilities on the <u>TRM</u> and <u>TC</u> lists on the JTMS Home page. See the example for the memo below.

Division Chief or SAC:

- For training coordinator accounts, please submit a signed memorandum requesting a new account to <u>LMSADMIN@atf.gov</u>. If requesting a training records manager account, send an email to <u>LMSADMIN@atf.gov</u> indicating who the new training records manager or training coordinator will be.
- 2. Indicate if the individual is new or replacing a current TRM or TC.

New Training Records Managers and Training Coordinators:

- 1. Have an active JTMS user account.
- 2. Have an active HRConnect account.
- 3. Complete the mandatory "Information Security Awareness" **online course** located on your **"To-Do"** list in JTMS.
- 4. Submit an e-request for JTMS access for the appropriate role (Training Coordinator or Training Records Manager).
- 5. Read and acknowledge the "Rules of Behavior for TMS Administrators." It will be assigned to your to-do list.
- 6. Send an email to LMSADMIN@atf.gov indicating you have completed the required steps.
- 7. Once everything is complete, an email will be sent out with your user ID and password.
- 8. Login to your admin account monthly.
- 9. If your IT Security Awareness training and/or ROB is overdue, your admin account will be inactivated.
- 10. Your Division Chief/SAC will need to send a request to <u>LMSAdmin@ATF.GOV</u> to request your account be reactivated.

If you have any questions or problems related to logging into your admin account or how to perform a specific admin function, please send an email to <u>LMSADMIN@atf.gov</u>. Please note, this email address is for assistance with administrator accounts only. All other users must contact the ATF help desk for assistance.



U.S. Department of Justice

Bureau of Alcohol, Tobacco, Firearms, and Explosives

Division Address

Date of Memo

773000:TAV:tlv 6000

MEMORANDUM TO: Program Manager, JTMS

FROM: Your SAC/ASAC Your Field Division

SUBJECT: Appointment/Change in Division Training Coordinator/Training Records Manager

Please be advised the below personnel will be the new TCs for Your Field Division (**Org Code 123456**). In addition, Sam Mouse will be the FIC and will enter the Firearms Qualifications Completion for the Division (**Org Code 123456**).

- o John Dow Primary Training Coordinator or Primary Training Records Manager
- Dan John Alternate Primary Training Coordinator or Alternate Training Records Manager
- o Sam Duck FIC

If the TC/TRM/FIC is being replaced, please include who will be replacing the individual and the role the individual will have such Primary/Alternate, FIC, or Primary/Alternate TRM.

Please list a contact POC in case there are any questions.

SAC/ASAC/ Division Chief Signature