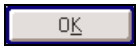
Initial LogOn

1.	Enter the desired information into the **User ID** field. (Note: This is your Employee ID). Enter a valid value, e.g. "**000003333**"
2.	Click the **Forgotten or No Password** button. [Forgotten or No Password]
3.	Click the **Address/Contact** tab. [Address/Contact]
4.	Enter the desired information into the **Address-1** field. Enter a valid value, e.g. "**DHS USCG PSC TVL DEPT**".
5.	Press **[Tab]**
6.	Enter the desired information into the **City** field. Enter a valid value, e.g. "**topeka**".
7.	Enter the desired information into the **State/Country** field. Enter a valid value, e.g. "**ks**".
8.	Enter the desired information into the **Zip Code** field. Enter a valid value, e.g. "**66603**".
9.	Enter the desired information into the **Phone** field. Enter a valid value, e.g. "**785-339-2200**".
10.	Click the **Primary Email Address** option. ☐
11.	Press **[Tab]**.
12.	Enter the desired information into the **Primary Email Address** field. Enter a valid value, e.g. "**MEMBER@UNIT.USCG**".
13.	Press **[Tab]**.
14.	Press **[Tab]**.
15.	Enter the desired information into the **Secondary Email Address** field. Enter a valid value, e.g. "**MEMBER@HOME.COM**".
16.	Click the **T-Pax Information** tab. [T-PAX Information]
17.	Enter the desired information into the **New Logon Password - Enter** field. Enter a valid value, e.g. "**abcd1234**".
18.	Enter the desired information into the **New Logon Password - Re-enter** field. Enter a valid value, e.g. "**abcd1234**".

19.	Enter the desired information into the **New Secondary Password - Enter** field. Enter a valid value, e.g. "**1234abcd**".
20.	Enter the desired information into the **New Secondary Password - Re-enter** field. Enter a valid value, e.g. "**1234abcd**".
21.	Enter the desired information into the **Mother's Maiden Name** field. Enter a valid value, e.g. "**SMITH**".
22.	Enter the desired information into the field. Enter a valid value, e.g. "**TOPEKA**".
23.	Enter the desired information into the field. Enter a valid value, e.g. "**01011960**".
24.	Enter the desired information into the **Default Authorizing Official** field. Example "**DUCK**".
25.	Press **[Tab]**.
26.	Click the **OK** button. 
27.	Click the **OK** button.
28.	Congratulations on completing the UTS (Initial Log On) tutorial. Click the icons below to view in depth policies and procedures. **End of Procedure.**

Forgotten Password

1.	Enter the desired information into the field. Enter a valid value, e.g. "**000003333**".
2.	Click the **Forgotten or No Pssword** object. Forgotten or No Password
3.	Enter the desired information into the **Mother's Maiden Name** field. Enter a valid value, e.g. "**SMITH**".
4.	Enter the desired information into the **Town of Birth** field. Enter a valid value, e.g. "**TOPEKA**".
5.	Enter the desired information into the **Date of Birth** field. Enter a valid value, e.g. "**01011960**".
6.	Click the **OK** button. OK
7.	Click the **OK** button. OK
8.	Enter the desired information into the **Password** field. Enter a valid value, e.g. "**abcd1234**".
9.	Click the object. OK
10.	Congratulations for completing the UTS (Forgotten Password) tutorial. Click the icons below to view in depth policies and procedures. **End of Procedure.**

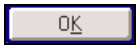
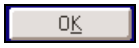
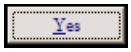
Approving New Orders

1.	Enter the desired information into the **User ID** field. Enter a valid value, e.g. "**7654321**".
2.	Press **[Tab]**.
3.	Enter the desired information into the **Password** field. Enter a valid value, e.g. "**TEST1234** ".
4.	Click the **OK** button. OK
5.	Click the **Accept** option. Accept
6.	Click the **OK** button. OK
7.	Click the **Log in as** menu. Log in as
8.	Click the **Authorizing Official** menu. Authorizing Official
9.	Select the desired set of orders. Click orders for **SAILOR, POPPEY**.
10.	Click the **Modify or View** button. Modify or View
11.	Click the **View** button. View
12.	Verify the **Transp. Mode**, then... Click the **Expected Itinerary** button. Expected Itinerary
13.	Review the itinerary information, then... Click the **Reimbursables** button. Reimbursables
14.	Review the Reimbursables, then... Click the **OK** button. OK
15.	Click the **Calculations** tab. Calculations

16.	Click the **Financial** tab. Financial
17.	Click the **Remarks** tab. Remarks
18.	Note: These comments will appear on both the orders and the travel claim. Click the **OK** button. OK
19.	Click the **Approve Request** button. Approve Request
20.	Enter the desired information into the **Enter Password** field. Enter a valid value, e.g. "**TEST1234**".
21.	Click the **OK** button. OK
22.	Click the **Logout** button. Logout
23.	Click the **Yes** button. Yes
24.	Congratulations for completing the Approving New Orders tutorial. Click the icons below to view in depth policies and procedures. **End of Procedure.**

Approving a Request for Advance

1.	Enter the desired information into the **User ID** field. Enter a valid value, e.g. "**7654321**".
2.	Enter the desired information into the **Password** field. Enter a valid value, e.g. "**TEST1234**".
3.	Click the **OK** button. OK
4.	Click the **Accept** option. Accept
5.	Click the **OK** button. OK
6.	Click the **Log in as** menu. Log in as
7.	Click the **Authorizing Official** menu. Authorizing Official
8.	Click an entry in the list. Select **Sailor, Poppey's** Advance request.
9.	Click the **Modify or View** button. Modify or View
10.	Click the **Entitlements** tab. Entitlements
11.	Click the **View** button. View
12.	Verify the **Transp. Mode**, then... Click the **Expected Itinerary** tab. Expected Itinerary
13.	Review the itinerary information. Click the **Reimbursables** tab. Reimbursables
14.	Review the reimbursables information. Click the **OK** button. OK
15.	Click the **Calculations** tab. Calculations

16.	Review the **Total** ($172.58) and the **Advance Authorized** ($173.00) Click the **Financial** tab.
17.	Click the **Remarks** tab.
18.	Review the Remarks entered. Click the **OK** button. 
19.	Click the **Approve Request** button.
20.	Enter the desired information into the field. Enter a valid value, e.g. "**TEST1234**".
21.	Click the **OK** button. 
22.	Click the **Logout** button.
23.	Click the **Yes** button. 
24.	Congratulations for completing the Approving a Request for Advance Advance tutorial. Click the icons below to view in depth policies and procedures. **End of Procedure.**

Approving a Travel Claim

1.	Enter the desired information into the **User ID** field. Enter a valid value, e.g. "**7654321**".
2.	Press **[Tab]**.
3.	Enter the desired information into the **Password** field. Enter a valid value, e.g. "**test1234**".
4.	Click the **OK** button. OK
5.	Click the **Accept** option. Accept
6.	Click the **OK** button. OK
7.	Click the **Log in as** menu. Log in as
8.	Click the **Authorizing Official** option. Authorizing Official
9.	Click an entry in the list. Select **Popeye T. Sailor's** settlement.
10.	Click the **Modify or View** button. Modify or View
11.	Click the **Adv/Accrl** tab. Adv/Accrl
12.	Click the **Entitlements** tab. Entitlements
13.	Click the **View** button. View
14.	Verify the **Transp. Mode,** then... Click the **Actual Itinerary** tab. Actual Itinerary
15.	Review the data, then... Click the **Reimbursables** tab. Reimbursables
16.	Click the **OK** button. OK
17.	Click the **Daily Calcs** button.

	Daily Calcs
18.	Verify the data, then... Click the **OK** button. OK
19.	Click the **Calculations** tab. Calculations
20.	Verify the data, then... Click the **Financial** tab. Financial
21.	Verify the accounting information, then... Click the **Remarks** tab. Remarks
22.	Review the Remarks, then... Click the **OK** button. OK
23.	Click the **Approve Request** button. Approve Request
24.	Enter the desired information into the **Enter Password** field. Enter a valid value, e.g. "**test1234**".
25.	Click the **OK** button. OK
26.	Click the **Logout** button. Logout
27.	Click the **Yes** button. Yes
28.	Congratulations for completing the Approving a Travel Claim tutorial. Click the icons below to view in depth policies and procedures. **End of Procedure.**