



TRAVEL Database Community Login Using Authenticator App User Guide

Table of Contents

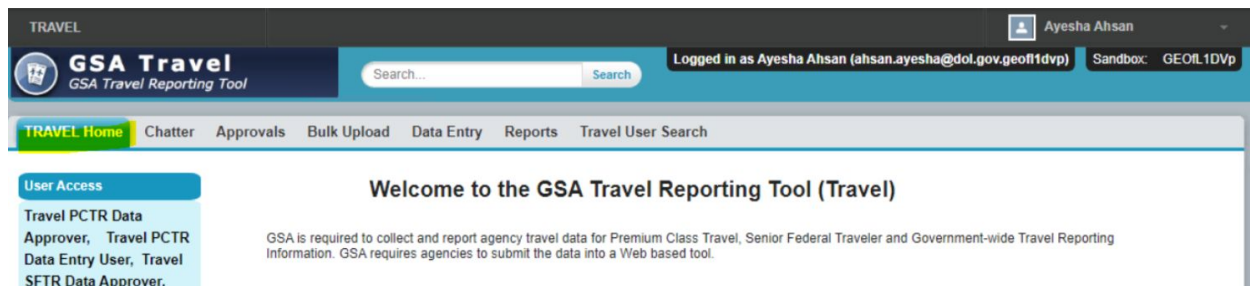
Table of Contents	1
Instructions for using the Authenticator App to Log in to PPRT Database	2
Instructions for Using the Authenticator App to Reset Your Password in the PPRT Database	7

Instructions for Using the Authenticator App to Log in to TRAVEL Database

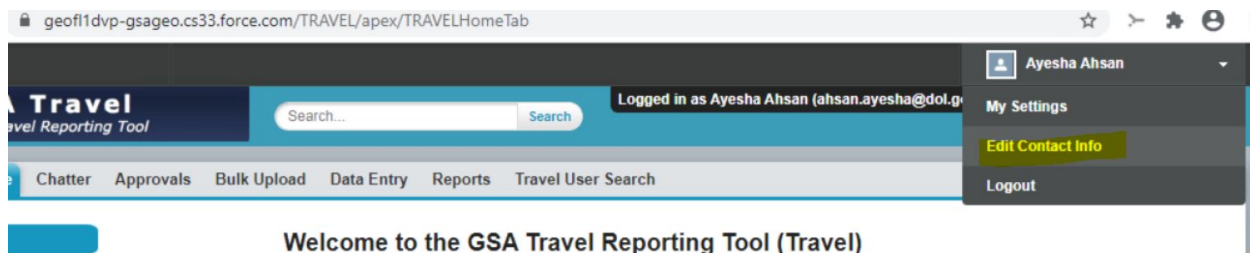
Before you can use the Authenticator app to login to the Travel Community, you must:

- Ensure that your mobile number is registered in the system by following the steps below in screenshots:

1. Navigate to the home page



2. Click on your name in upper right corner



3. Select Edit Contact Info in dropdown menu

4. Enter your mobile phone number as shown below:

Edit Contact Information ✕

About Contact

* Email Employees ▼ i Work Phone Employees ▼ i

Mobile Phone Employees ▼ i Fax Employees ▼ i

Street Address Employees ▼ i

City Employees ▼ i State/Province Employees ▼ i

Zip/Postal Code Employees ▼ i Country Employees ▼ i

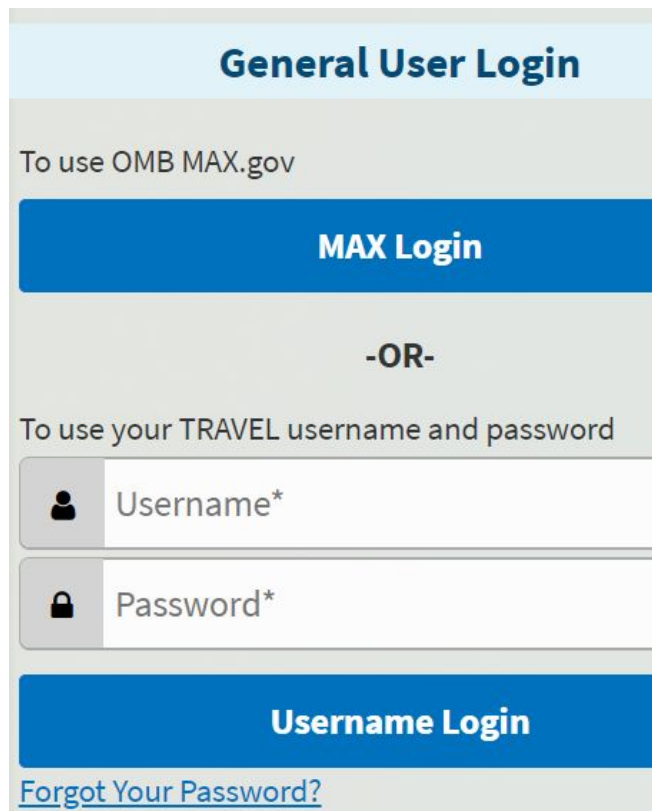
5. Save All

- Download and install the Authenticator ([Microsoft Authenticator](#) or [Google Authenticator](#) recommended) application on your mobile device.

TRAVEL Community - Login Using Authenticator App

Navigate to the **Login Page**

1. Enter your User Name and Password.
2. Click the **Username Login** button.



The screenshot shows a login interface with a light blue header containing the text "General User Login". Below the header, there is a grey box with the text "To use OMB MAX.gov" and a blue button labeled "MAX Login". This is followed by a grey box with the text "-OR-". Below that is another grey box with the text "To use your TRAVEL username and password". This section contains two input fields: the first is labeled "Username*" with a person icon, and the second is labeled "Password*" with a lock icon. At the bottom of this section is a blue button labeled "Username Login". Below the button is a blue link labeled "Forgot Your Password?".

The **Confirm your Identity** screen displays as seen below :

How would you like to confirm your identity?

Method ☐ Email me ☒ Authenticator App

Google Authenticator is the most compatible authenticator for GSA Applications

- Apple iPhone / iPad: <https://itunes.apple.com/us/app/google-authenticator/id388497605?mt=8>
- Google Android: <https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en>

Next

3. On the **Confirm your Identity** screen above, click the **Authenticator App** option.
4. Once this is selected click the **Next** button on the lower right corner of the square.
5. The **Add a Time-Based token** screen will display as seen below:

Add a Time-based Token

Download the authenticator mobile device, scan the QR code, then enter the token.



Token

Previous Next

6. On the **Add a Time-Based token** screen, use the **Authenticator** app on your mobile device to scan the **QR code**. This will link (register) your User ID with the **Authenticator** app. A new token is generated by the **Authenticator** app each time and is time sensitive.

7. Enter the token and click the **Next** button. The **Travel Home Page** should be displayed.

Note: the QR code needs to be registered only during the first use.

8. Subsequent log-ins will only require verification code on the app to access the FACA Database.

Enter Time-Based Token

Enter the token from the authenticator app on your mobile device

Having trouble?

If you can't access your authenticator app, contact your administrator to reset your key.

Next

TRAVEL home page will be displayed as shown below



Instructions for Using the Authenticator App to Reset Your Password in the TRAVEL Database

1. Click on Forgot Your Password

The image displays two screenshots of a web application interface. The top screenshot is titled "General User Login" and offers two login methods: "MAX Login" (for OMB MAX.gov) and "Username Login" (for TRAVEL username and password). It includes a "Forgot Your Password?" link. The bottom screenshot is titled "Forgot Your Password" and prompts the user to enter their username to reset their password, with "Cancel" and "Continue" buttons at the bottom.

General User Login

To use OMB MAX.gov

MAX Login

-OR-

To use your TRAVEL username and password

Username*

Password*

Username Login

[Forgot Your Password?](#)

Forgot Your Password

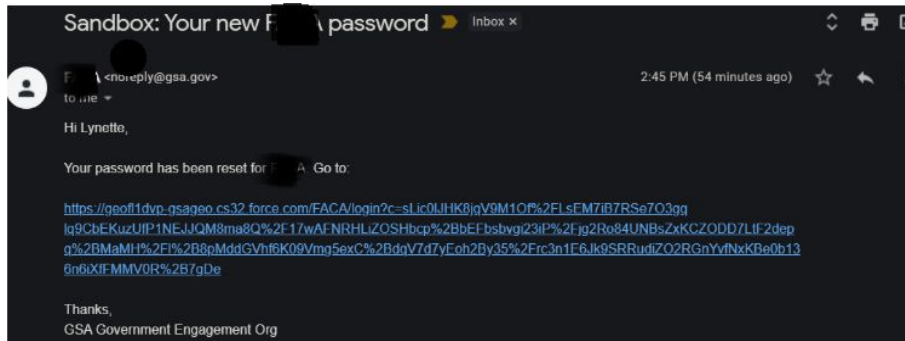
To reset your password, enter your username.

Username

|

Cancel Continue

2. Once the password has been reset for a user, the system will auto-generate a password reset link and email the user. Click the password reset email link in the email as displayed below:



3. On the **Confirm your Identity** screen, click the **Authenticator App** option.

How would you like to confirm your identity?

Method

☐ Email me

☒ Authenticator App

Google Authenticator is the most compatible authenticator for GSA Applications


- Apple iPhone / iPad: <https://itunes.apple.com/us/app/google-authenticator/id388497605?mt=8>
- Google Android: <https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en>

Next

4. Click the **Next** button. The **Add a Time-Based token** screen is displayed as seen below:

Add a Time-based Token

Download the authenticator mobile device, scan the QR code, then enter the token.



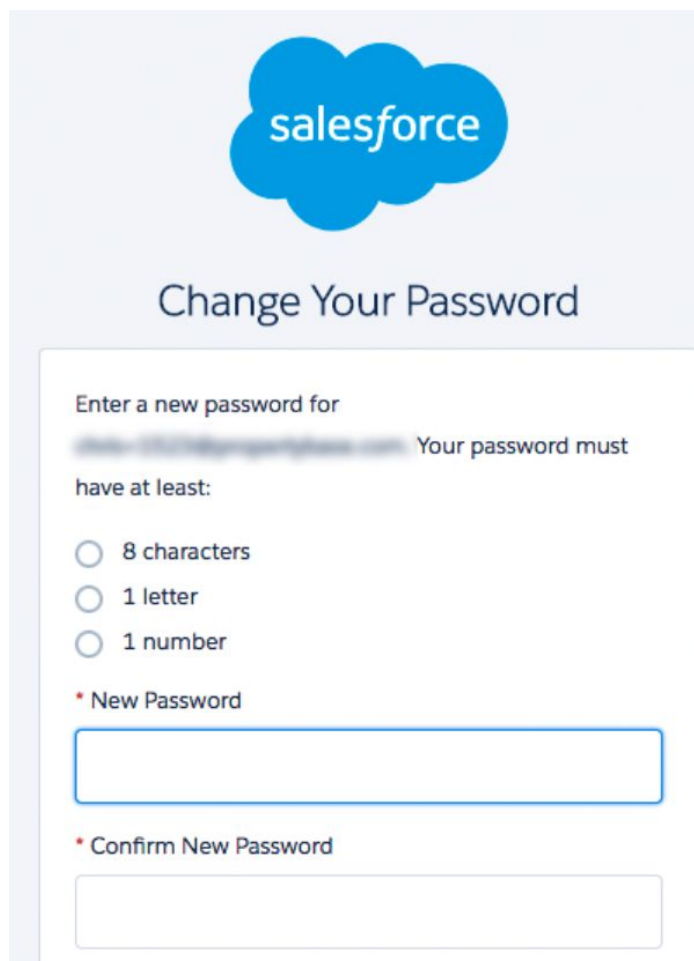
Token

Previous Next

5. On the **Add a Time-Based token** screen (This is the image displayed above), use the **Authenticator** app on your mobile device to scan the **QR code**. This will link (register) your User ID with the **Authenticator** app. A new token is generated by the **Authenticator** app each time and is time sensitive. Enter the token and and click the **Next** button. The **Change Your Password** screen is displayed.

Note: the QR code needs to be registered only during the first use.

6. This will lead to the **Change Your Password** screen, type in the **New Password** and **Confirm New Password** fields, and click the **Change Password** button.



The image shows the Salesforce 'Change Your Password' screen. At the top is the Salesforce logo. Below it, the title 'Change Your Password' is centered. The main content area contains a form with the following elements:

- A text input field for 'Enter a new password for' followed by a blurred email address and the text 'Your password must have at least:'.
- Three radio button options: '8 characters', '1 letter', and '1 number'.
- A label '* New Password' above a text input field.
- A label '* Confirm New Password' above another text input field.

TRAVEL home page will be displayed as shown below

