



## **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 TRM and TC lists on the JTMS login page.

### **Division Chief or SAC:**

1. Send an email to [LMSADMIN@atf.gov](mailto:LMSADMIN@atf.gov) 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.
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](mailto: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; if your account is not logged into at least once every 60 days your account will be deactivated and your Division Chief/SAC will need to request that 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 [LMSADMIN@atf.gov](mailto:LMSADMIN@atf.gov). Please note, this email address is for assistance with administrator accounts only. All other users must contact the ATF help desk for assistance.