

Fixed Income Clearing Corporation

GCF RTTM Web Front End Remote Access Coordinator User Guide

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For Remote Access Coordinators Only



*The Depository Trust &
Clearing Corporation*

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1. INTRODUCTION

Each firm must delegate at least one Remote Access Coordinator to provide initial access and privileges for all employees who will use the GCF RTTM Web Front End (WFE) application

This document should be reviewed by the Remote Access Coordinator (RAC). It explains, in detail, the User Security function in the GCF RTTM WFE, including how to:

- Add a New User
- Reset a Password
- Inquire or Update an existing user
- Delete a User, and
- Change a Password.



The information contained in this guide is confidential, and should not be disclosed to non-GCF RTTM WFE Security personnel.

If you require further information or assistance, please contact the DTCC Relationship Services Group at: (888) 382-2721, option 5.

1.1. Navigational Tips

Keep in mind the following tips when entering data online:

- To move to the next field as you enter information, press TAB. You can also use your mouse to move the cursor to the next field.
- To select consecutive items in a list, press and hold SHIFT while clicking the first and last items that you want to select. Next, click **Add** or **Remove**.
- To select non-consecutive items in a list, press and hold CTRL and select the desired items. Next, click **Add** or **Remove**.

2. THE SITE ADMINISTRATION FUNCTION

Access to the GCF RTTM WFE application is controlled via the Site Administration function. Since this function provides access to your firm's accounts, only the designated RAC has authority to use the function.

To access the **User Security** function:

1. Go to the **Home** page (**Error! Reference source not found.**) of the GCF RTTM WFE application.
2. Click the **Site Administration** menu bar item.
3. Click **User Security**. This invokes a submenu containing the following menu option:
 - User Security – Change Password (See Section 5)
4. Click **Manage Users Access** (Figure 2). This invokes a submenu containing the following option:
 - Add User (see Section 3) and User Inquiry / Delete (See Section 4). You will also be able to Reset a Password and Update a User from this menu.



Figure 1: Accessing the User Security function (partial view of the **Home** page)



Figure 2: *User Management menu page*

3. ADD NEW USER

5. Click **Site Administration** on the Home page's menu bar
6. Click **Manage Users Access**.
7. Click **Add User**.

The **Add New User** page appears (Figure and Figure 4).



Mandatory fields are indicated with a red colored asterisk (*). These fields must be populated.

The instructions and the corresponding figures for this page are divided into two procedures.

- **3A** describes entering user information and account information (see page 5).
- **3B** describes selecting product access and user group assignment (see pages 6-9).

3A. How to Enter User Information and Account Information

For steps 3 and 4, please refer to Figure (below). This image displays the top portion of the Add New User page.

The screenshot shows the 'Add New User' page with a breadcrumb trail: Home > User Mgmt. > Add New User. A legend indicates that an asterisk (*) denotes a required field. The 'User Information' section contains four fields: First Name, Last Name, Email Address, and User ID, all marked as required. The 'Account Information' section contains six fields: Password, Confirm Password, Force Password Expiration (a dropdown menu set to 'Yes'), Account Start Date (pre-filled with 10/12/2010), Account Expiration Date (pre-filled with 10/12/2030), and User Type (a dropdown menu set to 'Extranet').


Figure 3: Top portion of the Add New User page

8. Enter User Information.

- **First Name:** Type the full first name of the user.
- **Last Name:** Type the full last name of the user.
- **Email Address:** Type the dedicated e-mail address assigned to the user. This field is limited to 32 characters.
- **User ID:** The User ID automatically defaults to the entry made in the **Email Address** field.

9. Enter the account information.

- **Password:** Type the initial password, if desired.
If you leave this field blank, the system will automatically create and assign the initial password when you click **Submit** in Step 12. The user will be prompted to change this password upon initial login.

 Passwords are case-sensitive and must be 8-16 alphanumeric characters in length.
For additional requirements, please refer to Section 5.

- **Confirm Password:** Retype the password if you are creating it now. Otherwise, leave this field blank.
- **Account Start Date:** This is the effective date upon which the user can access the GCF RTTM WFE application. Type the start date in “mm/dd/yyyy” format.
The system automatically defaults to the current date. You can enter a future date if desired.
- **Account Expiration Date:** This is the date upon which access will be denied to the user. Type the expiration date in “mm/dd/yyyy” format.
The expiration date automatically defaults to 20 years from the start date. For security control purposes, please enter a closer expiration date.

3B. How to Select Product Access and User Group Assignment

- Figure 4 shows the complete **Add New User** page without the user classes.
- Figure 5 includes the new user classes.

FICC.GCF [About](#) | [Logoff](#) |

Trade Management | Report Center | Business Administration | Site Administration | Help

[Home](#) > [User Mgmt.](#) > **Add New User**

* = Required

User Information

First Name	<input type="text"/>	*	Email Address	<input type="text"/>	*
Last Name	<input type="text"/>	*	User ID	<input type="text"/>	*

Account Information

Password	<input type="text"/>	Account Start Date	<input type="text" value="10/12/2010"/>	*
Confirm Password	<input type="text"/>	Account Expiration Date	<input type="text" value="10/12/2030"/>	*
Force Password Expiration	<input type="checkbox" value="Yes"/>	User Type	<input type="text" value="Extranet"/>	

Clearing Bank

Clearing Bank

Product Access

Government Securities	<input type="checkbox" value="No"/>	*	GOV Participant Admin	<input type="checkbox" value="No"/>
Corporates, Municipals & UITs	<input type="checkbox" value="No"/>	*	CMU Participant Admin	<input type="checkbox" value="No"/>
Mortgage-Backed Securities	<input type="checkbox" value="No"/>	*	MBS Participant Admin	<input type="checkbox" value="No"/>
General Collateral Finance	<input type="checkbox" value="No"/>	*	GCF Participant Admin	<input type="checkbox" value="No"/>

User Group Assignment

Available User Groups	Assigned User Groups
<input type="text" value="Inquiry"/> <input type="text" value="gsd_var_parallel"/> <input type="text" value="mbsd_var_parallel"/> <input type="text" value="nypc_parallel_report_center"/> <input type="text" value="wfe_all_products_msg_monitoring_grp"/> <input type="text" value="wfe_all_users_entry_grp"/> <input type="text" value="wfe_ciso_report_grp"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

Figure 4: **Add New User** page (not shown: user classes)

[About](#) | [Logoff](#) |

Trade Management	Report Center	Business Administration	Site Administration	Help
------------------	---------------	-------------------------	---------------------	------

Home > User Mgmt. > Add New User

* = Required

User Information

First Name <input type="text"/> *	Email Address <input type="text"/> *
Last Name <input type="text"/> *	User ID <input type="text"/> *

Account Information

Password <input type="text"/>	Account Start Date <input type="text" value="10/12/2010"/> *
Confirm Password <input type="text"/>	Account Expiration Date <input type="text" value="10/12/2030"/> *
Force Password Expiration <input type="text" value="Yes"/>	User Type <input type="text" value="Extranet"/>

Clearing Bank

Clearing Bank

Product Access

Government Securities <input type="text" value="No"/> *	GOV Participant Admin <input type="text" value="No"/>
Corporates, Municipals & UITs <input type="text" value="No"/> *	CMU Participant Admin <input type="text" value="No"/>
Mortgage-Backed Securities <input type="text" value="No"/> *	MBS Participant Admin <input type="text" value="No"/>
General Collateral Finance <input type="text" value="Yes"/> *	GCF Participant Admin <input type="text" value="No"/>

Available GCF User Classes		Assigned GCF User Classes
<input type="text" value="2HNCDU"/> <input type="text" value="5TPR72"/> <input type="text" value="69DWYA"/> <input type="text" value="7U9XHO"/> <input type="text" value="9504"/> <input type="text" value="9507"/> <input type="text" value="9508"/>	<input type="button" value="Add >"/> <input type="button" value="<< Remove"/>	<input type="text"/>
Available Bank User Classes		Assigned Bank User Classes
<input type="text" value="9621"/> <input type="text" value="9624"/> <input type="text" value="GSUCLS"/>	<input type="button" value="Add >"/> <input type="button" value="<< Remove"/>	<input type="text"/>

User Group Assignment




Available User Groups		Assigned User Groups
<input type="text" value="Inquiry"/> <input type="text" value="gsd_var_parallel"/> <input type="text" value="mbsd_var_parallel"/> <input type="text" value="nypc_parallel_report_center"/> <input type="text" value="wfe_all_products_msg_monitoring_grp"/> <input type="text" value="wfe_all_users_entry_grp"/> <input type="text" value="wfe_ciso_report_grp"/>	<input type="button" value="Add >"/> <input type="button" value="<< Remove"/>	<input type="text"/>

Figure 5: Add New User page (user classes displayed)

As you read the following steps, please refer to Figures 4 and 5 on the preceding pages.

10. Assign product access in the Government Collateral Financing Application (GCF).

- a. Click the drop-down arrow in the **Product Selection** box.
- b. Click **Yes**.

-
-  For all FICC products (CMU, DVP, GCF, and MBS), the available or assigned user classes are displayed in black when **Yes** is selected (see section labeled '5b' in Figure 3). If **No** is selected, the user classes remain dimmed.
 -  For instructions on assigning access to DVP, Mortgage-Backed Securities (MBS), NYPC, and/or Corporates, Municipals, and UITs (CMU), please refer to the appropriate Remote Access Coordinator User Guide. These versions can be found online <http://www.dtcc.com/products/fi/index.php>.
 -  Additional GCF reference materials include:
[GSD GCF Participants User Guide](#)
[Clearing Fund Management \(CFM\) Quick Reference Guide](#)
[Quick Reference Sheet: Navigating through the GOV RTTM Web Simulations](#)
[FICC GOV RTTM Web System Common Elements](#)
-

- c. Click the appropriate user class.

-
-  Only the GCF user classes that are assigned to your firm are displayed on this page.
-

To Assign Access to a User Class	To Remove Access from a User Class:
<ul style="list-style-type: none"> • Select the desired user class(es) from the Available GCF User Classes panel on the left. • Click Add. This moves the selected user class(es) to the panel on the right, labeled Assigned GCF User Classes. 	<ul style="list-style-type: none"> • Select the desired user class(es) from the Assigned GCF User Classes panel on the right. • Click Remove. This moves the selected user class(es) to the panel on the left, labeled Available GCF User Classes.

11. Select User Group (Privileges) Assignment.

To Assign Access to a User Group	To Remove Access from a User Group
<ul style="list-style-type: none"> • Follow the guidelines described in Table 1, "Guidelines for Assigning User Groups." • Select the desired user group(s) from the Available User Groups panel on the left. • Click Add. This places the selected user group(s) in the Assigned User Groups panel on the right. 	<ul style="list-style-type: none"> • Select the desired user groups from the Assigned User Groups panel on the right. • Click Remove. This moves the selected user groups to the Available User Groups panel on the left.

-
-  Only the GCF user groups that are assigned to your firm are displayed on this page.
-

Table 1: Guidelines for Assigning User Groups

All users must belong to the user groups in rows (a) and (b) of the following table. These user groups govern login and overall access to the GCF RTTM WFE application (for instructions, see Figure 4).

Specify the group assignments for the following account types:


- Dealer accounts: Assign the group in rows (c) and/or (d) and/or (e) for GCF accounts
- Broker accounts: Assign the group in rows (f) and/or (g) and/or (h) for GCF accounts

ROW	USER GROUPS	DESCRIPTION
a	wfe_all_users_entry_grp	This privilege class provides the initial login and user password updates for the GCF RTTM WFE. All GCF RTTM WFE users must belong to this group.
b	wfe_gcf_user_entry_grp	This privilege class provides access to the GCF RTTM WFE application's Home Page. All GCF RTTM WFE users must belong to this group.
Dealer Only Privileges		
c	wfe_gov_dealer_gcf_view_grp	This privilege class provides access to the GCF trade management and search pages for General Collateral Finance securities. Only those staff members for accounts with GCF privileges should be assigned to this user group. <ul style="list-style-type: none"> • Overall Position Monitor • GCF Trade Search • Report Center access • Business Administration pages for: <ul style="list-style-type: none"> – Reference Data on Participant Accounts – Reference Data on GCF Security Master
d	wfe_gov_dealer_gcf_update_grp	This privilege class provides access to the GCF trade management tab drop-down menu. From here, the user can perform the following: <ul style="list-style-type: none"> • Affirm • Modify • Cancel
e	wfe_gcf_user_entry_grp	This privilege class provides access to the GCF product selection box. <ul style="list-style-type: none"> • Home page
Broker Only Privileges		
f	wfe_gov_broker_gcf_view_grp	This privilege class provides access to the GCF management and search pages for General Collateral Financing securities. Only those staff members for accounts with GCF privileges should be assigned to this user group. <ul style="list-style-type: none"> • Overall Position Monitor • GCF Trade Search


ROW	USER GROUPS	DESCRIPTION
		<ul style="list-style-type: none"> • Report Center access • Business Administration pages for: <ul style="list-style-type: none"> – Reference Data for Participant Accounts – Reference Data for GCF Security Master
g	wfe_gov_broker_gcf_update_grp	<p>This privilege class provides access to the GCF trade management and search pages for General Collateral Financing securities. Only those staff members for accounts with GCF privileges should be assigned to this user group.</p> <ul style="list-style-type: none"> • Trade Entry • Cancel • Modify
h	wfe_gcf_user_entry_grp	<p>This privilege class provides access to the GCF product selection box.</p> <ul style="list-style-type: none"> • Home page
i	wfe_gcf_trade_entry_select	<p>This privilege class provides access to GCF Trade Entry.</p>

12. Click **Submit** after you have completed the Add New User setup and assigned the appropriate privileges.

- The system returns a success message containing the user's initial password and a blank Add New User page (see Figure 5).

 The Add New User page that appears directly below the success message is populated with the same product access and user group data as the previous entry. This facilitates the creation of multiple users with the same settings.

13. Provide this initial password to your user.

 For security purposes, users will be prompted to change their passwords upon initial login to a GCF RTTM WFE session. They will be asked again at 90-day intervals upon expiration of their passwords.

To facilitate the creation of multiple users that have the same settings in common, the Add New User screen that appears directly below the success message is populated with the same product access and user group

Trade Management | Report Center | Business Administration | Site Administration | Help

Home > User Mgmt. > Add New User

Success!

User (testgcf2@dtcc.com) has been added.

Password set to: welcome-213

* = Required

User Information

First Name	<input type="text"/>	*	Email Address	<input type="text"/>	*
Last Name	<input type="text"/>	*	User ID	<input type="text"/>	*

Account Information

Password	<input type="text"/>	Account Start Date	10/12/2010	*
Confirm Password	<input type="text"/>	Account Expiration Date	10/12/2030	*
Force Password Expiration	Yes <input type="checkbox"/>	User Type	Extranet	<input type="text"/>

Clearing Bank

Clearing Bank No

Product Access

Government Securities	<input type="checkbox"/> No <input type="checkbox"/>	*	GOV Participant Admin	<input type="checkbox"/> No <input type="checkbox"/>
Corporates, Municipals & UITs	<input type="checkbox"/> No <input type="checkbox"/>	*	CMU Participant Admin	<input type="checkbox"/> No <input type="checkbox"/>
Mortgage-Backed Securities	<input type="checkbox"/> No <input type="checkbox"/>	*	MBS Participant Admin	<input type="checkbox"/> No <input type="checkbox"/>
General Collateral Finance	<input type="checkbox"/> Yes <input type="checkbox"/>	*	GCF Participant Admin	<input type="checkbox"/> No <input type="checkbox"/>

Available GCF User Classes

- 2HNCDU
- 5TPR72
- 69DWYA
- 7U9XHO
- 9504
- 9507
- 9508

Assigned GCF User Classes

Available Bank User Classes

- 9621
- 9624
- GSUCLS

Assigned Bank User Classes

User Group Assignment

Available User Groups

- Inquiry
- gsd_var_parallel
- mbsd_var_parallel
- nypc_parallel_report_center
- vfe_all_products_msg_monitoring_grp
- vfe_all_users_entry_grp
- vfe_cliso_report_grp

Assigned User Groups

Reset Back Submit

Add New User page

Figure 6: Success message, initial password, and preset Add New User page

4. USER INQUIRY / UPDATE

This function is used to view and update an existing user's privileges.

1. Click **Site Administration > Manage User Access > User Inquiry/Delete** on the Home page's menu bar (**Error! Reference source not found.**).

The system returns the **User Query Results** page (Figure 7). This page consolidates the user information you entered on the Add New User page (Figures 3, 4, 5 and 6) and allows you to view all information related to user security across all products simultaneously.

The screenshot shows the FICC.GCF web interface. At the top, there is a navigation menu with 'Management', 'Report Center', 'Business Administration', 'Site Administration', and 'Help'. Below this is a breadcrumb trail: 'Home > User Query > Results'. A callout box labeled '2' points to the 'Results' link in the breadcrumb. The main content area displays a table titled 'Mgmt. > Query Results'. The table has columns for 'User ID', 'First Name', 'Last Name', 'Intranet', 'CMU', 'GOV', 'MBS', 'GCF', 'Clearing Bank', 'CMU UserClass (es)', 'GOV UserClass (es)', 'MBS UserClass (es)', 'MBS AggregateClass (es)', 'GCF UserClass (es)', and 'Bank UserClass (es)'. A callout box points to the 'Clearing Bank' column header, stating: 'Click any underlined heading to sort results by that heading. Click the heading again to toggle between ascending and descending order.' The first row of data shows 'Gcfuser@dtcc.com', 'Gcf', 'User', and various boolean values. A callout box labeled '3' points to the 'Action' column, which contains a drop-down menu with options: 'Reset Password', 'View', 'Edit', and 'Delete'. Another callout box points to the top right of the page, stating: 'Click on this button to download or export your firm's entire User Query Results database to an Excel Spreadsheet.' A 'Back' button is visible at the bottom right of the table area.

Figure 7: *User Query Results* page and *Action* column

2. Click a drop-down field in the **Action** column to select an action for that query result. There are four options:
 - Reset Password (see Section 4.1)
 - View (see Section 4.2)
 - Edit (see Section 4.3)
 - Delete (see Section 4.4)

4.1. Reset Password

1. Click **Reset Password** from a drop-down field in the **Action** column (Figure 8).

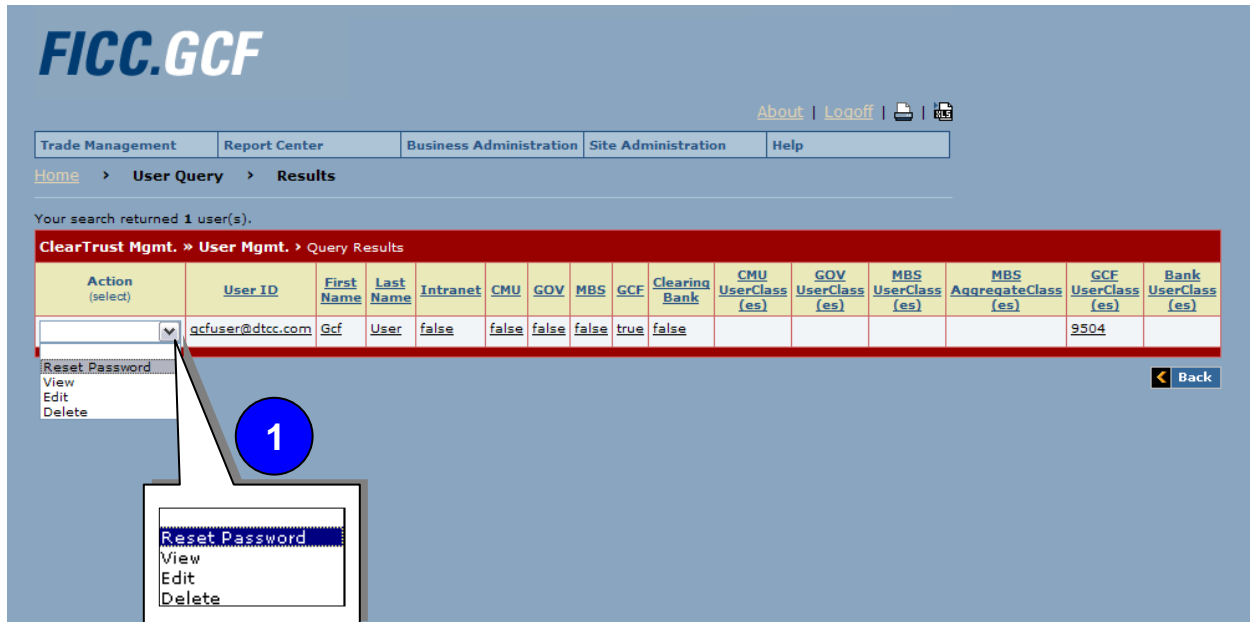


Figure 8: User Query Results page and Reset Password selection

The system returns a verification message (Figure 9).



Figure 9: Password reset message box

2. Click **OK** to continue (or **Cancel** to abandon).
The system resets the user's password and displays the new password (Figure 10).

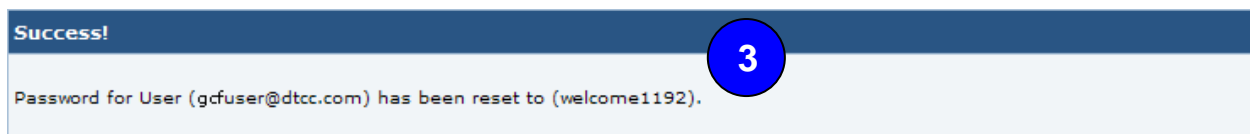


Figure 10: Password reset success message

3. Provide the new password to your user.
For security purposes, the system will prompt users to change this password upon subsequent login to a GCF RTTM WFE session.

4.2. View a User's Privileges

1. Click **View** from a drop-down field in the **Action** column (Figure 11).

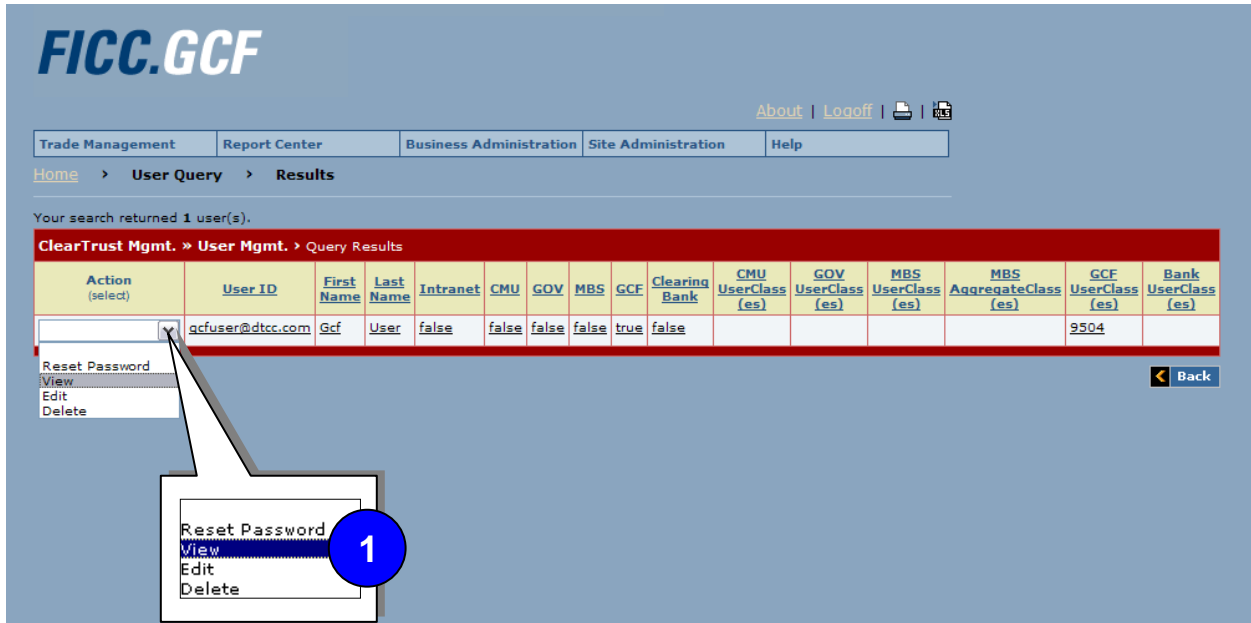


Figure 11: User Query Results page and View selection

The **View** page appears. It lists the current privilege classes that are assigned to this user's profile (Figure 12).

This page provides no updates; it is for informational purposes only.

2
Print | Close

User Information

First Name	<input type="text" value="Gcf"/>	Email Address	<input type="text" value="gcfuser@dtcc.com"/>
Last Name	<input type="text" value="User"/>	User ID	<input type="text" value="gcfuser@dtcc.com"/>

Account Information

Password	<input type="text"/>	Account Start Date	<input type="text" value="10/12/2010"/>
Confirm Password	<input type="text"/>	Account Expiration Date	<input type="text" value="10/12/2030"/>
Force Password Expiration	<input type="text" value="Yes"/>	User Type	<input type="text" value="extranet"/>

Clearing Bank

Clearing Bank ▼

Product Access

Government Securities	<input type="text" value="No"/>	
Corporates, Municipals & UITs	<input type="text" value="No"/>	
Mortgage-Backed Securities	<input type="text" value="No"/>	
General Collateral Finance	<input type="text" value="Yes"/>	GCF Participant Admin <input type="text" value="No"/>

Assigned GCF User Classes

9504

Assigned Bank User Classes

User Group Assignment

Assigned User Groups

wfe_all_users_entry_grp
wfe_gcf_user_entry_grp
wfe_gov_dealer_gcf_update_grp
wfe_gov_dealer_gcf_view_grp

Close ✕

Figure 12: View Screen

4.3. Edit a User

1. Click **Edit** from a drop-down field in the **Action** column (Figure 13).

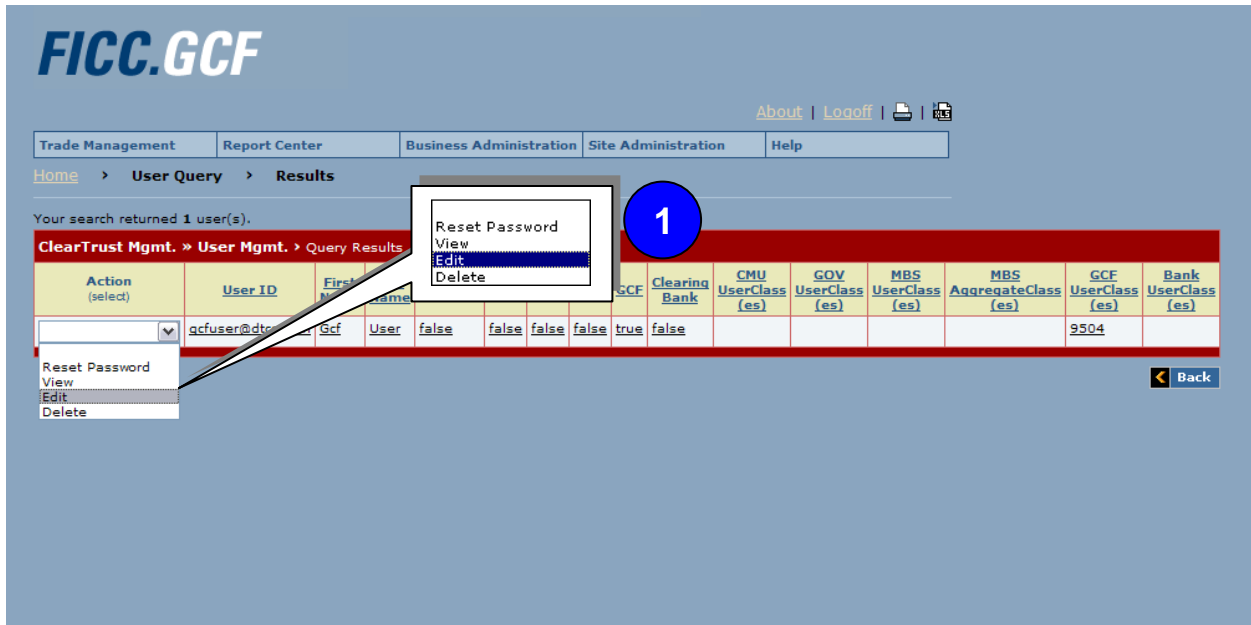


Figure 13: User Query Results page and Edit selection

The **Edit User** page appears. It displays the current privileges assigned to the user (Figure 14).

The screenshot shows the 'Edit User' page with the following sections:

- User Information:** Fields for First Name (Gcf), Last Name (User), Email Address (gcfuser@dtcc.com), and User ID (gcfuser@dtcc.com). All fields are marked as required (*).
- Account Information:** Fields for Password, Confirm Password, Account Start Date (10/12/2010), Account Expiration Date (10/12/2030), Force Password Expiration (Yes), and User Type (Extranet).
- Clearing Bank:** A dropdown menu set to 'No'.
- Product Access:** A grid of checkboxes for Government Securities, Corporates, Municipals & UITs, Mortgage-Backed Securities, and General Collateral Finance, each with a 'No' dropdown and a required asterisk. It also includes checkboxes for GOV, CMU, MBS, and GCF Participant Admin.
- Available GCF User Classes:** A list of codes (2HNCDU, 5TPR72, 69DWYA, 7U9XHO, 9507, 9508, 9509) with an 'Add >' button.
- Assigned GCF User Classes:** A list containing the code '9504'.
- Available Bank User Classes:** A list of codes (9621, 9624, GSUCLS) with an 'Add >' button.
- Assigned Bank User Classes:** An empty list.
- User Group Assignment:**
 - Available User Groups:** A list of group names (Inquiry, gsd_var_parallel, mbsd_var_parallel, nypc_parallel_report_center, wfe_all_products_msg_monitoring_grp, wfe_ciso_report_grp, wfe_cm_u_all_access) with an 'Add >' button.
 - Assigned User Groups:** A list of assigned groups (wfe_all_users_entry_grp, wfe_gcf_user_entry_grp, wfe_gov_dealer_gcf_update_grp, wfe_gov_dealer_gcf_view_grp).

At the bottom right, there are 'Reset' and 'Submit' buttons. A blue circle with the number '3' is overlaid on the bottom right corner of the form.

Figure 14: *Edit User* page

- Update the applicable fields by following the Add User instructions in Section 3, steps 4-7.
- Click **Submit** after you have completed your edits.

The system returns a success message and the updated **Edit User** page, confirming that your updates were added to the system (Figure 15).

Success!
User (testgcf2@dtcc.com) has been updated.

* = Required

User Information

First Name	test *	Email Address	testgcf2@dtcc.com *
Last Name	gcf *	User ID	testgcf2@dtcc.com *

Account Information

Password	<input type="text"/>	Account Start Date	10/21/2010 *
Confirm Password	<input type="text"/>	Account Expiration Date	10/21/2030 *
Force Password Expiration	Yes	User Type	Extranet

Figure 15: Success message and updated **Edit User** page (partial view)

4.4. Delete a User

1. Click **Delete** from a drop-down field in the **Action** column (**Error! Reference source not found.**).

FICC.GCF

About | Logoff | |

Trade Management | Report Center | Business Administration | Site Administration | Help

Home > User Query > Results

Your search returned 1 user(s).

ClearTrust Mgmt. » User Mgmt. » Query Results

Action (select)	User ID	First Name	Last Name	Intranet	CMU	GOV	MBS	GCF	Clearing Bank	CMU UserClass (es)	GOV UserClass (es)	MBS UserClass (es)	MBS AggregateClass (es)	GCF UserClass (es)	Bank UserClass (es)
<input type="text" value="Reset Password"/>	gcfuser@dtcc.com	Gcf	User	false	false	false	false	true	false					9504	

Reset Password
View
Edit
Delete

Reset Password
View
Edit
Delete

Back

Figure 16: **User Query Results** page and **Delete** selection

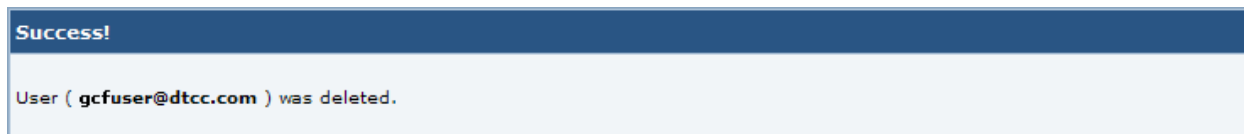
The system returns a verification message (**Error! Reference source not found.**).



2. Click **OK** to continue (or **Cancel** to abandon).

 **Caution:** Once you select **OK**, the user is deleted entirely from the GCF RTTM WFE application.

The system returns a success message to confirm and display the deletion update (Figure 18).



5. CHANGE PASSWORD


The Change Password function is available to all GCF RTTM WFE users. These users can access this function to change their individual passwords, which is required upon initial login to the GCF RTTM WFE application and after expiration of the password reset period.

1. Click **Site Administration > User Security > Change Password** on the Home page's menu bar (**Error! Reference source not found.**).

The system returns the **Change Password** page (Figure).

Figure 19: *Change Password* page

2. Update the required fields (*).

 Passwords are case-sensitive and must be 8-16 alphanumeric characters in length. For additional requirements, please refer to Section 5.1.

3. Click **Submit**.

The system returns a confirmation message upon successfully changing the password (Figure).

Figure 20: *Change Password confirmation message*

5.1. Password Requirements

Your password must comply with the following parameters:

- Passwords must be 8-16 alphanumeric characters in length.
- Passwords must use a combination of uppercase and lowercase letters.
- Passwords cannot contain user names.
- Passwords cannot have more than two repeated characters (e.g., “AA”).
- Passwords must contain at least four unique characters.
- Passwords must be changed at least every 90 days.
- A user’s previous 12 passwords cannot be used.
- A user’s account will be locked after three failed login attempts.
To unlock an account, contact DTCC’s Customer Support Center at (888) 382-2721, then press option 5.