



ITAS – Integrated Time and Attendance System Logging-On - A Quick Reference Guide

Logging On to ITAS

- Open Internet Explorer or Netscape.
- In Location, type: <http://www.psc.gov/itas/index.html> - press enter.

The ITAS Homepage page will appear.

- Click on the appropriate ITAS instance for your OPDIV to login.
- The next screen will be the logon screen.
- The ITAS Login ID = enter your ITAS LOGIN ID press TAB or move the cursor with the mouse.
Note: ITAS LOGIN ID is the first letter of your first name, the first and second letter of your last name and the last 5 digits of your social security number (SSN). i.e. John Doe SSN:999-27-3364 – LOGIN ID = jdo73364.
- Type in your password. The first time you login to ITAS enter the temporary single- use generic password. Remember passwords are **case sensitive**. Click in the "OK" box. If you don't remember your assigned generic password contact your timekeeper or ITAS Coordinator.
- ITAS will immediately require you to change your temporary password to a **unique** personal password of your choice.
- Type your ITAS Login ID, tab type in your generic password in the "Current Password" box.
- TAB or mouse click in "New Password" and type in the new password you wish to use with ITAS. **Note:** For stronger authentication and security controls, passwords should **be at least 8 characters**, but no more than **10 in length** and **MUST** contain **all of the following four elements**:
 - At least one number
 - At least one capital letter
 - At least one lowercase letter
 - At least one special character (examples: ! @ # % ^ & * () , . ?)
- **Re-Type** your new password to **confirm**.
- **Click** in the "OK" box.
- The next screen will give you a message that your Password has been confirmed.
- **Click** in the "OK" box.
- ITAS will require that you login again using your new password. Select the function you would like to perform from the left side menu bar.
- The "Change Role" selection on the left side menu bar allows you to switch from your employee role to Approving Official, Timekeeper or ITAS Coordinator (Administrative Officer) role.

Forgot Your Password?

- There is no way to retrieve your "personal" password, so you must request your **Timekeeper** or **ITAS Coordinator** to reset your password to single-use (generic) password.
- Log on using your **Login ID** = your **ITAS LOGIN ID***. Tab to **Password** and enter "**generic password**". ITAS immediately requires you to change your "generic" password to a unique password of your choice.
- Type your current "**generic**" password in "**Current Password**".
- **TAB** or mouse click in "**New Password**" and type in the new password you wish to use with ITAS. **Note:** For stronger authentication and security controls, passwords should **be at least 8 characters**, but no more than **10 in length** and **MUST** contain **all of the following four elements**:
 - At least one number
 - At least one capital letter
 - At least one lowercase letter
 - At least one special character (examples: ! @ # % ^ & * () , . ?)
- Re-Type **your new password** to confirm.
- Click in the "OK" box.
- The next screen will give you a message that your Password has been confirmed.
- **Click** in the "OK" box.

Account Lockout

- ITAS after FIVE (5) failed logon attempts is reached will lockout user's ID account for 15 minutes and cannot be accessed until 15 minute account lock time has passed since the last attempt. After the account time has been expired the timer is reset and the user can again attempt to login.

If you require **additional assistance** using ITAS, contact your **Timekeeper** or **ITAS Coordinator**.