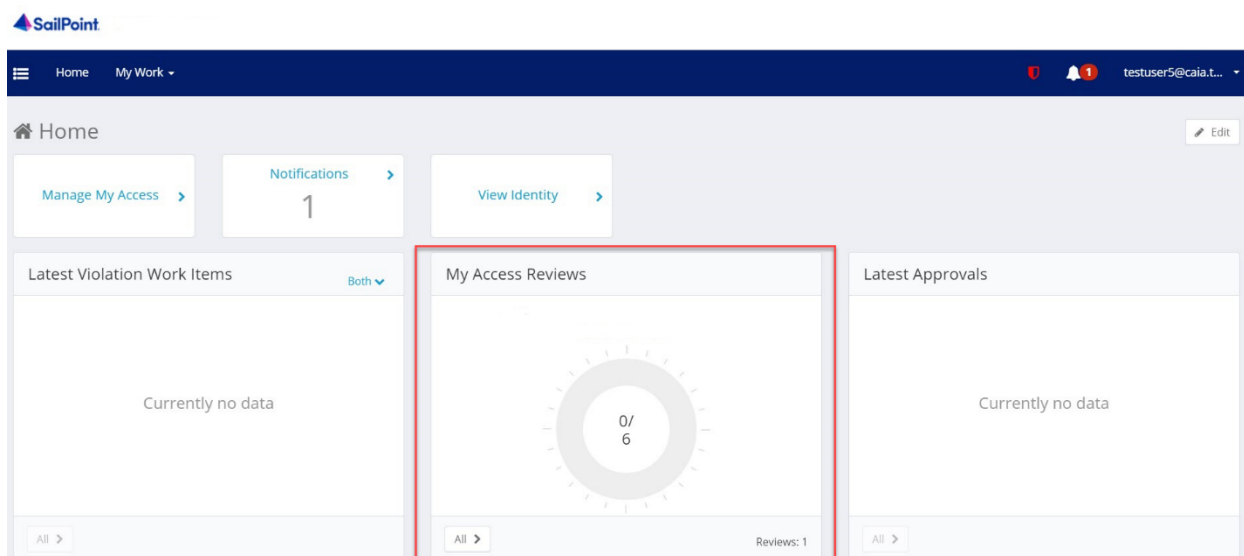




**Treasury Check Information System (TCIS)  
Recertification Guide**

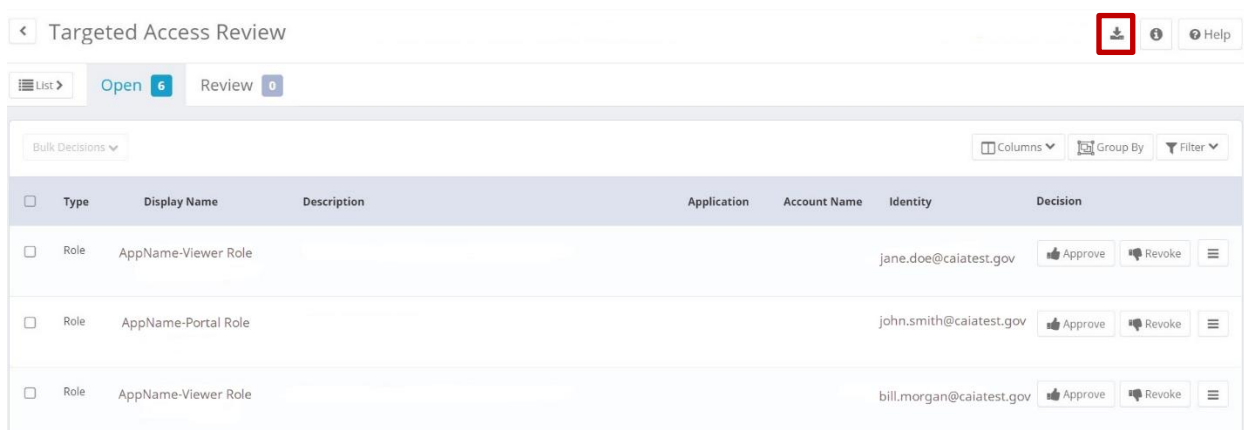
When the recertification starts, the recertifier will receive notification from SailPoint. The recertifier will then be able to log into IdentityIQ to take action on the pending decision items. IdentityIQ can be accessed through <https://iiq.fiscal.treasury.gov/>.

When the recertifier logs into IdentityIQ, a screen similar to the one below will be displayed.

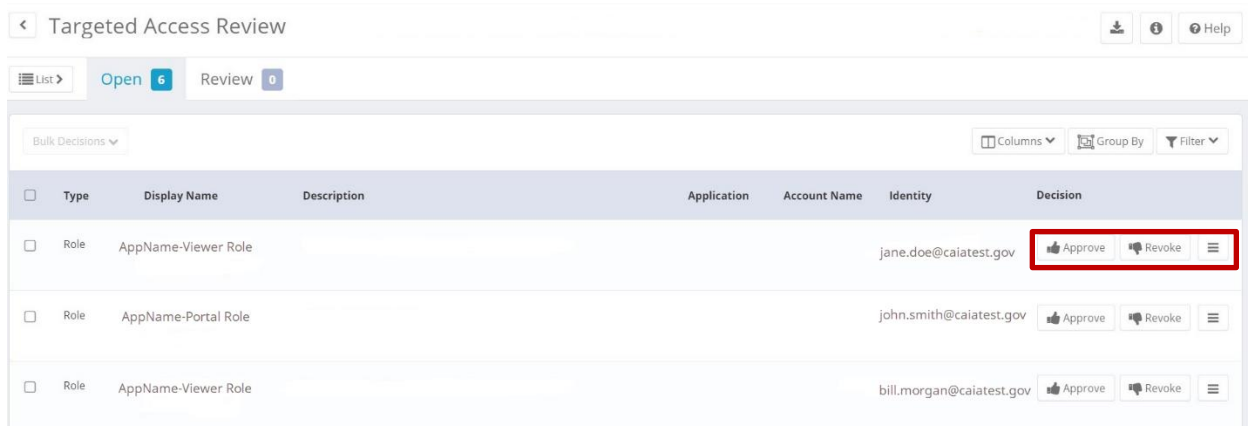


To view the recertification items, click on “My Access Reviews.”

The recertifier can download a list of associated users by clicking on the “Download” button in the upper right corner.



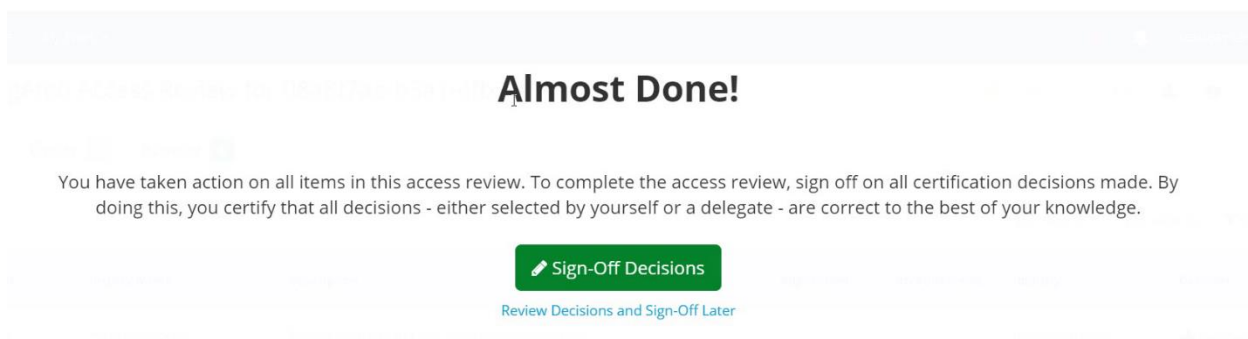
Each row in the Targeted Access Review requires an individual decision by the recertifier. The recertifier can choose to Approve or Revoke the access for the user. The 3-line icon next to the Revoke button will allow the recertifier to leave a comment.



The screenshot shows the 'Targeted Access Review' interface. At the top, there's a header with a back arrow, the title 'Targeted Access Review', and icons for download, info, and help. Below the header, there are tabs for 'List', 'Open' (with a count of 6), and 'Review' (with a count of 0). The main area contains a table with columns: Type, Display Name, Description, Application, Account Name, Identity, and Decision. There are three rows of data, each representing a role. The first row is for 'jane.doe@caiatest.gov' with the role 'AppName-Viewer Role'. The 'Decision' column for this row shows 'Approve' and 'Revoke' buttons, with a 3-line menu icon next to the 'Revoke' button. The second row is for 'john.smith@caiatest.gov' with the role 'AppName-Portal Role'. The third row is for 'bill.morgan@caiatest.gov' with the role 'AppName-Viewer Role'. The 'Decision' column for these rows also shows 'Approve' and 'Revoke' buttons with a 3-line menu icon next to the 'Revoke' button. A red box highlights the 'Approve' and 'Revoke' buttons and the 3-line menu icon for the first row.

Type	Display Name	Description	Application	Account Name	Identity	Decision
Role	AppName-Viewer Role				jane.doe@caiatest.gov	Approve Revoke
Role	AppName-Portal Role				john.smith@caiatest.gov	Approve Revoke
Role	AppName-Viewer Role				bill.morgan@caiatest.gov	Approve Revoke

Once the recertifier has decided all items, the next step is to choose “Save Decisions” at the bottom of the screen. IdentityIQ will display a final sign-off screen, which will permanently save the decisions made. Click “Sign-Off Decisions” to complete that portion of the recertification.

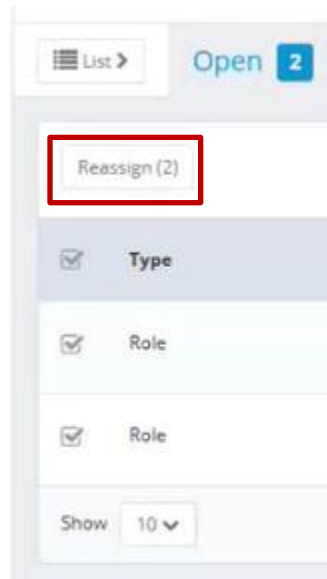


The recertifier will be returned to the home screen of IdentityIQ which will show “no pending items” remain under “My Access Reviews.”

**\*NOTE:** Once the recertifier has signed off on the decisions, any roles/users marked as revoke will be removed immediately and cannot be reversed. Once a role/user is revoked the access will need to be requested again to be restored.

### Reassign a User:

To reassign a user's roles to another Recertification Official, the recertifier will need to check the boxes next to the appropriate roles then click the "Reassign" button.



The recertifier will then be prompted to put in the email address of the individual that the selected roles are being reassigned to. Once completed, the roles will leave the list and the person chosen will get an email to take action on the roles that have been reassigned to them.