

Florida Statewide Travel Management System (STMS) JAC Training Contact Page

As a participant in the STMS Training, we are pleased to provide you with additional opportunity to work within the STMS training environment, available at <https://flstms--Partialcpy.cs32.my.salesforce.com/> .

The login credentials provided below will allow you to continue testing from your agency location.

Note: For optimal user experience use Google Chrome, Safari or Firefox as the browser. Do not use Internet Explorer.

Name	Login Username	Password (case sensitive)	Notes
Preparer	preparer.jac@training.stms	Training1!	
Preparer 1	preparer1.jac@training.stms	Training1!	
Preparer 2	preparer2.jac@training.stms	Training1!	
Preparer 3	preparer3.jac@training.stms	Training1!	
Traveler1	traveler1.jac@training.stms	Training1!	
Traveler2	traveler2.jac@training.stms	Training1!	
Traveler3	traveler3.jac@training.stms	Training1!	
Traveler4	traveler4.jac@training.stms	Training1!	Secure Traveler
NE Traveler5	ne.traveler5.jac@training.stms	Training1!	Non-employee
Proxy Traveler	proxy.traveler.jac@training.stms		Proxy Traveler
Proxy Traveler 1	proxy.traveler1.jac@training.stms		Proxy Traveler
Proxy Traveler 2	proxy.traveler2.jac@training.stms		Proxy Traveler
Proxy Traveler 3	proxy.traveler3.jac@training.stms		Proxy Traveler
NE Proxy Traveler	ne.proxy.traveler.jac@training.stms		Non-employee Proxy Traveler
Supervisor*	supervisor.jac@training.stms	Training1!	Can be the Final Approver for Reimbursements and Authorizations for all Trips, except the Supervisor
Reviewer	reviewer.jac@training.stms	Training1!	Can approve trip forms, but cannot be the Final Approver
Payment Approver	payment.approver.jac@training.stms	Training1!	Can be the Final Approver for Reimbursements
Payment Approver 1	payment.approver1.jac@training.stms	Training1!	
Payment Approver 2	payment.approver2.jac@training.stms	Training1!	
Payment Approver 3	payment.approver3.jac@training.stms	Training1!	
Agency Head**	agency.head.jac@training.stms	Training1!	Can be the Final Approver for Reimbursements and Authorizations for all Trips, except the Agency Head

Self Approver	self.approver.jac@training.stms	Training1!	Can Self Approve Trip Forms
Delegate	delegate.jac@training.stms	Training1!	If Delegated, can approve Trip Forms on behalf of other Approvers
Fiscal Accountant1	fiscal.accountant1.jac@training.stms	Training1!	
Fiscal Accountant2	fiscal.accountant2.jac@training.stms	Training1!	
Reporter	reporter.jac@training.stms	Training1!	Has read only access to Reports
Auditor	auditor.jac@training.stms	Training1!	Has read only access to Reports and Trip Forms

*Supervisor – set as the supervisor (first approver) for all roles except own

**Agency Head – set as the Supervisor’s approver

Training

As you are working in the STMS sandbox, if you encounter any system issues or bugs please email the STMS Team at stms.support@dms.myflorida.com.

To report a bug, please note “STMS Training Bug” in the email subject line and include the following information:

1. A screenshot of the bug/issue
2. The trip form ID, username, and role
3. A description of the problem
4. What you were doing when the problem occurred