

# 4

## Making a Secure Connection

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## Revision Sheet

<b>Revision No.</b>	<b>Date</b>	<b>Revision Description</b>

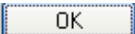
## 4.0 Making a Secure Connection

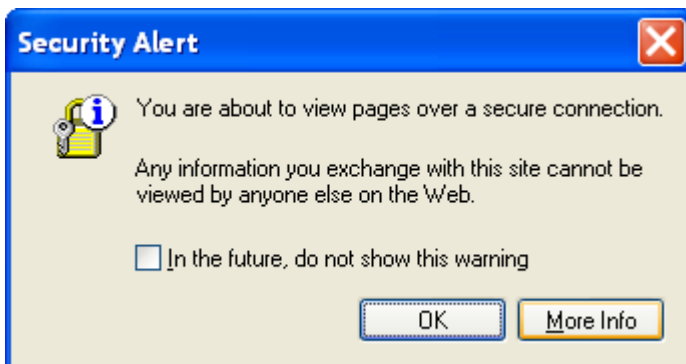
To make a secure connection to HUD's secure systems, you must log in with your User ID and password. Because the password is case-sensitive, it must be entered exactly as you requested it on the online registration application. For example, a password entered in lowercase letters during registration must always be entered in lowercase letters upon login to successfully log in to secure systems.

### 4.1 Accessing the System

There are two methods of accessing APPS:

#### Method 1

1. Type `https://hudapps.hud.gov/HUD_Systems` into the Address of your web browser. Press the Enter key.
2. A Security Alert will display (This window may or may not display based on your browser setting.) Click 



3. The Connect to `hudapps.hud.gov` login box will display.



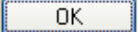
4. Enter your User ID and Password. Click .
5. The Secure Systems screen will display.



Figure -4-1: Secure Systems Screen

6. Click the link [Active Partners Performance System](#). The APPS Home Page will display.

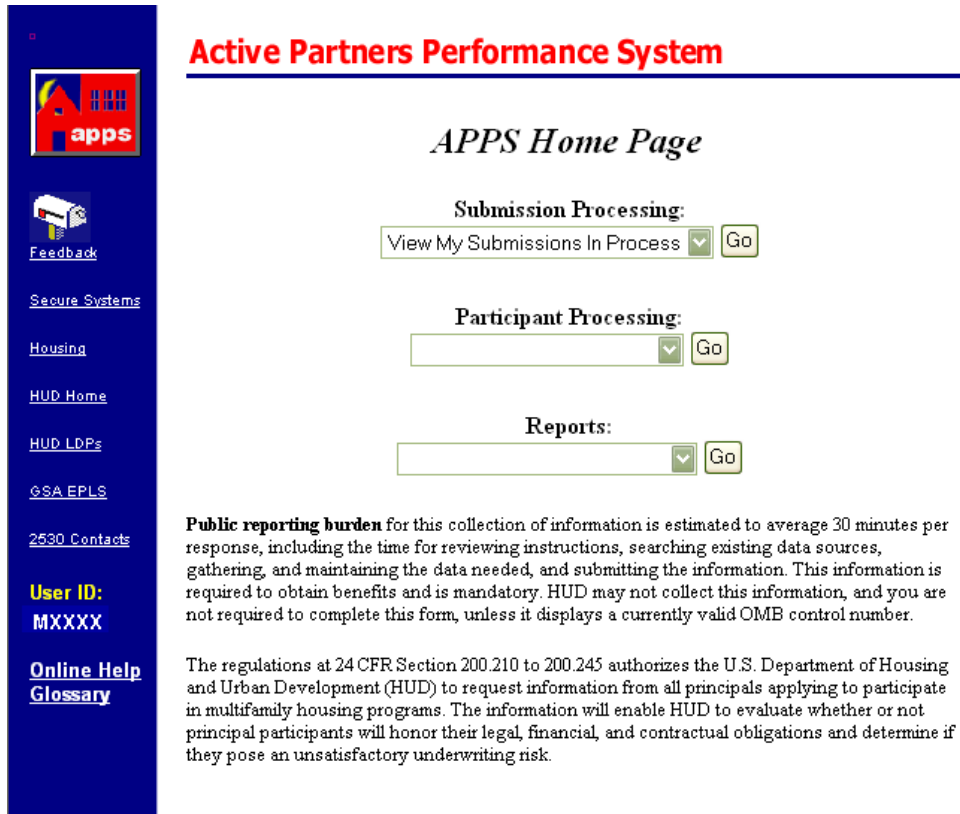


Figure -4-2: APPS Home Page Screen

## Method 2

1. From the APPS web page, click the link Secure Systems Login.

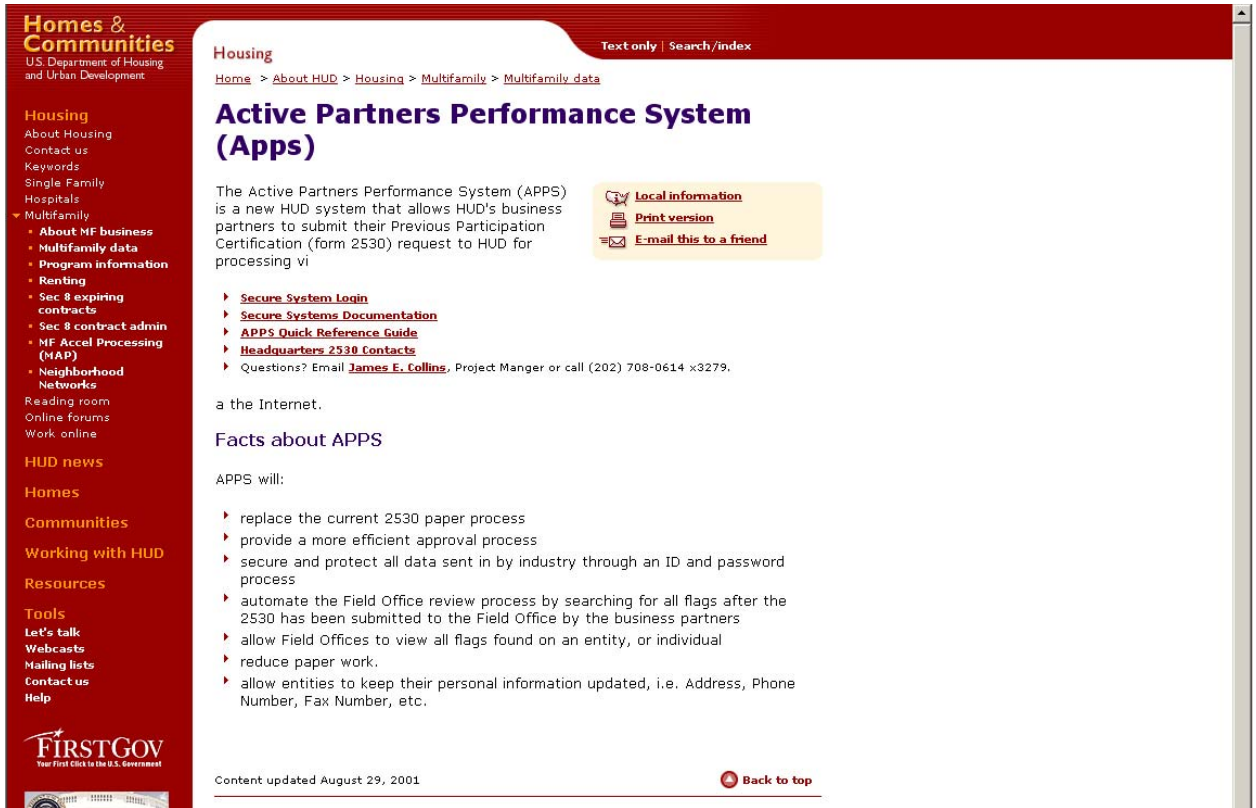
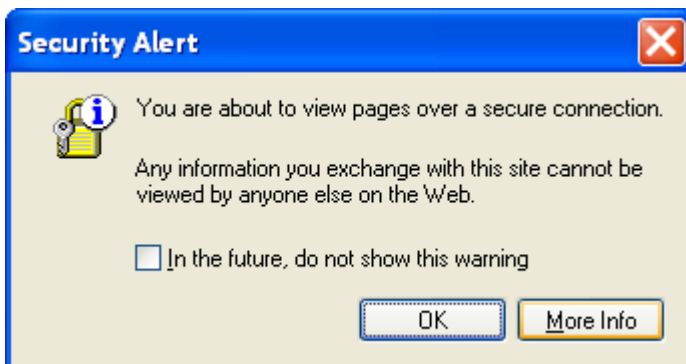


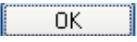
Figure -4-3: APPS login page Screen

2. A Security Alert will display (This window may or may not display based on your browser setting.) Click



3. The Connect to hudapps.hud.gov login box will display



4. Enter your User ID and Password. Click .
5. The APPS Home Page will display.

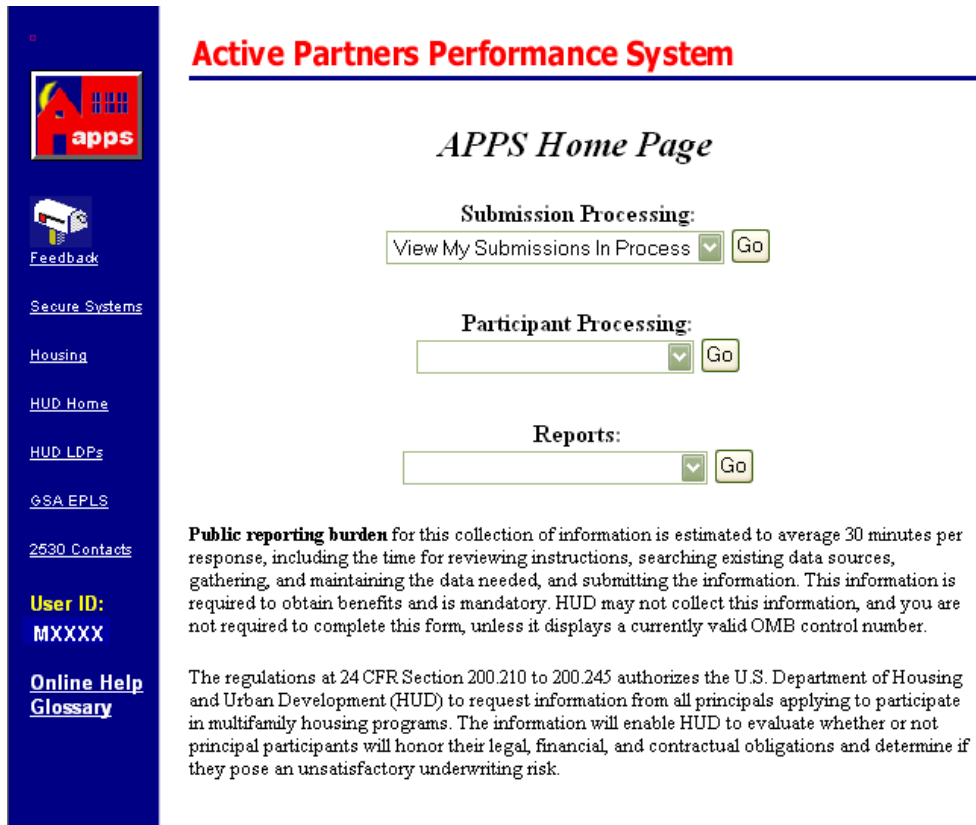


Figure 4-4: Apps Home Page


**NOTE:** To return to the **APPS Home Page** from any screen within **APPS**, simply click

the  button from the Navigation pane on the left.

## 4.2 Exiting the System

You can exit and return to the Secure Systems screen at any time. Because it is a secure system containing sensitive information, you should always exit the system when leaving the computer to ensure that data security is maintained.

### To exit the Secure Systems Web page:

1. Save any changes on a screen using the appropriate buttons.
2. Click on the Close  control icon in the top right corner of the screen. The application closes and the desktop displays.

## 4.3 Your Password

On the Secure Systems page, under System Administration, the Password Change option allows Users and Coordinators to change their own passwords.

 **NOTE:** Unlike User IDs, User passwords are not accessible to Coordinators.

### 4.3.1 Resetting your password

1. From the Secure Systems screen, click on the  button. The Reset Password screen displays:

**Secure Systems**  
HUD

**RESET PASSWORD**

\*Please note that all of the following fields are required.

User ID

First Name

Last Name

Social Security Number  -  -

Mother's Maiden Name

Reset Password

[Home](#) [Back to Top](#)

Last Modified: August 16, 2001

Figure 4-5: Reset Password Screen

**HELP**

**Change Password**

Please enter a new Password

User ID M11125

Old Password:

New Password:

Retype New Password:

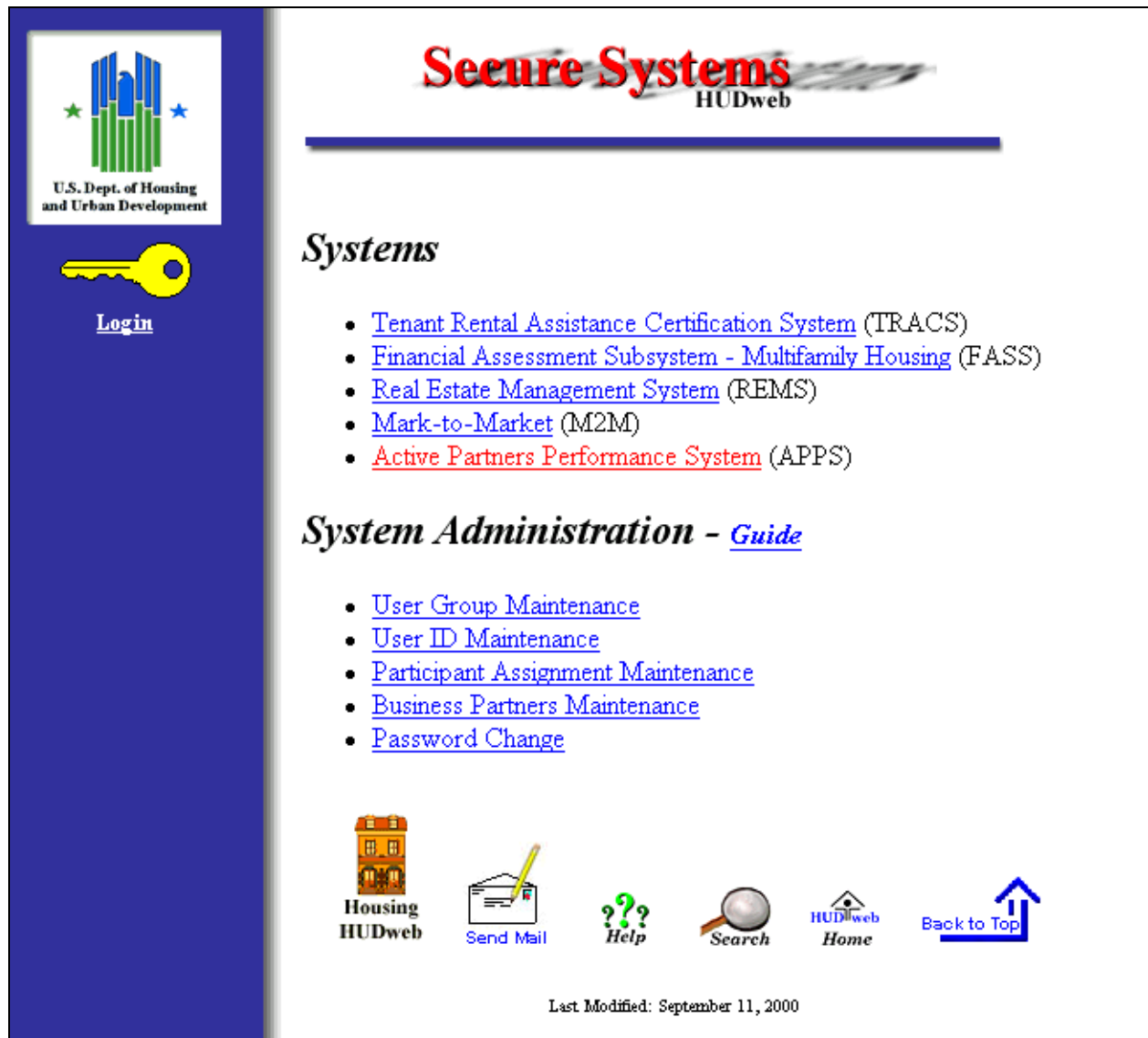
4-6: Change Password Screen

2. Enter your old password as indicated by the appropriate field.
3. Enter your new password as indicated by the appropriate field.


4. Retype the new password to verify it.
5. Click on the **Login** button. The old password is changed to the new password and the Secure Systems screen displays.



Figure -4-7: Secure Systems Screen



**Figure -4-8: Secure Systems Screen**

 **NOTE:** The password change is not instantaneous; it may take up to 15 to 30 minutes to take effect. Your old password is valid until the new password takes effect.

### **4.3.2 Password Expiration**

User passwords expire every 21 calendar days. The system automatically prompts you to change your password. You must remember how you saved your new password (i.e., uppercase or lowercase).

If you have gone beyond the 21 calendar days, you will not be able to reset your password. Password resets can only be performed by Secure Systems Helpdesk, because it involves security verification of the User's SSN and mother's maiden name. For password assistance call the Secure Systems Helpdesk 202-708-0614 x3279.

The hours of operation are: 7am to 5pm EST