

**Neighborhood Networks Web site
Center Profile
and
Login Account
Creation Instructions**

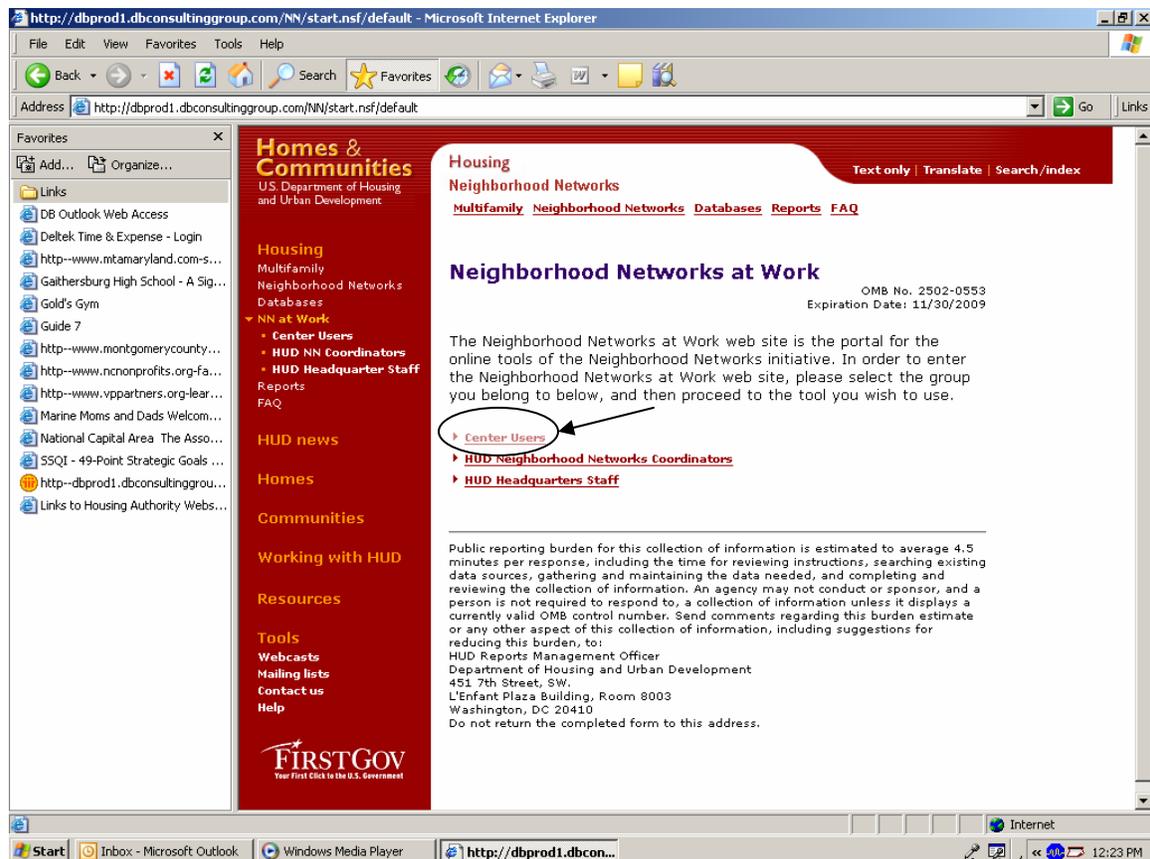
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The Neighborhood Networks at Work Portal

The Neighborhood Networks at Work Portal is the gateway to various Neighborhood Networks tools that can be instrumental to managing a center. By accessing the portal, Neighborhood Networks grantees can utilize tools that will help them create an electronic center business plan, design customized Web sites, maintain their centers' activities, and record their centers' vital statistics.

Users can access the Neighborhood Networks at Work login page, using the following URL <http://lnshhq05w.hud.gov/NN/start.nsf/default> and then select the **Center Users** link as shown in the figure below.



Public Housing Neighborhood Networks

Portal Tools

Below is a list of tools and a brief description of each one that can be found in the Neighborhood Networks at Work Portal. Public Housing (PH) Neighborhood Networks center staff can use only the tools that are highlighted in blue.

- ✚ **Neighborhood Networks Calendar of Events Tool** – Multifamily Housing Neighborhood Networks users apply this tool to advertise special events that are occurring at their centers. This calendar tool will generate an overall Neighborhood Networks Calendar that is found under the **Events, Publications, and Database** section of the Neighborhood Networks Homepage.
- ✚ **Neighborhood Networks Activities Update Tool** – By using this tool, users can maintain an active communications relationship with their HUD Coordinators, Grant Managers, and/or other HUD Neighborhood Networks representatives. Also, users can report their centers' activities and showcase special events, such as new center openings, program graduations, or grant awards.
- ✚ **Neighborhood Networks Center Profile Tool** – Maintaining a center's general information is an ongoing task, especially when there are staff, policy, and/or equipment changes. Having access to the center profile tool allows users to constantly document a center's adjustments as they relate to contact, center, and property information.
- ✚ **Neighborhood Networks Classification Tool** – Multifamily Housing Neighborhood Networks centers use this tool to submit application for advancement in the Center Classification process.
- ✚ **Neighborhood Networks Survey Tool** – Users can employ this tool when Neighborhood Networks staff conduct surveys.
- ✚ **Neighborhood Networks Web site Creation Tool** – The Web Site Creation Tool is a feature designed to make creating a customized Web site easy. This tool will help users develop a customized Web site for advertising their center(s) to the general public and for providing important program information to residents.
- ✚ **Neighborhood Networks Strategic Tracking and Reporting Tool (START)** – By accessing and using START, users can create a center business plan that includes items such as a budget, a list of existing partners, results of resident surveys, a center's demographics, and much more.
- ✚ **Neighborhood Networks Center User Management Tool** – By applying this tool and issuing user login identifications, center administrators can record, issue, and control who has rights to create, view, and/or update their centers' information. The tool allows center administrators to create or update new center users' logins as often as needed.

Portal Access

As indicated, Public Housing (PH) Neighborhood Networks grantees can use only the tools highlighted in blue. However, before users are able to utilize two of the primary tools – START and the Web Site Creation Tool – they are required to 1) create a profile, and 2) establish a login account for each of their centers.

What is a Center Profile?

A center profile is a source that is used to identify one Neighborhood Networks center from another. The Neighborhood Networks Center Profile has five characteristics that collectively help distinguish centers:

1. General Information;
2. Contact Information;
3. Property Information;
4. Second Property Information (necessary when the center provides services to more than one property); and
5. Mailing List Area of Interests.

Some of the five sections contain fields, which require users to complete. These fields are marked with an asterisk (*). However, users are encouraged to complete as much information as possible to provide a comprehensive profile of their center(s).

Creating a center profile stores a center's specific characteristics into the Neighborhood Networks Database. To ensure that the database has updated and accurate information about their center(s), designated users can utilize the Neighborhood Networks Center Profile Tool to update the characteristics of their centers' profiles as often as needed. Some examples that may prompt users to update their center's profile would be if the center's telephone or fax number changes, if the designated contact person changes, if there are changes to the center's e-mail address, or if the center changes the number of developments it serves.

Before Getting Started

The following may require data collection from someone other than the person inputting the information for the center profile. The following information should be obtained before proceeding.

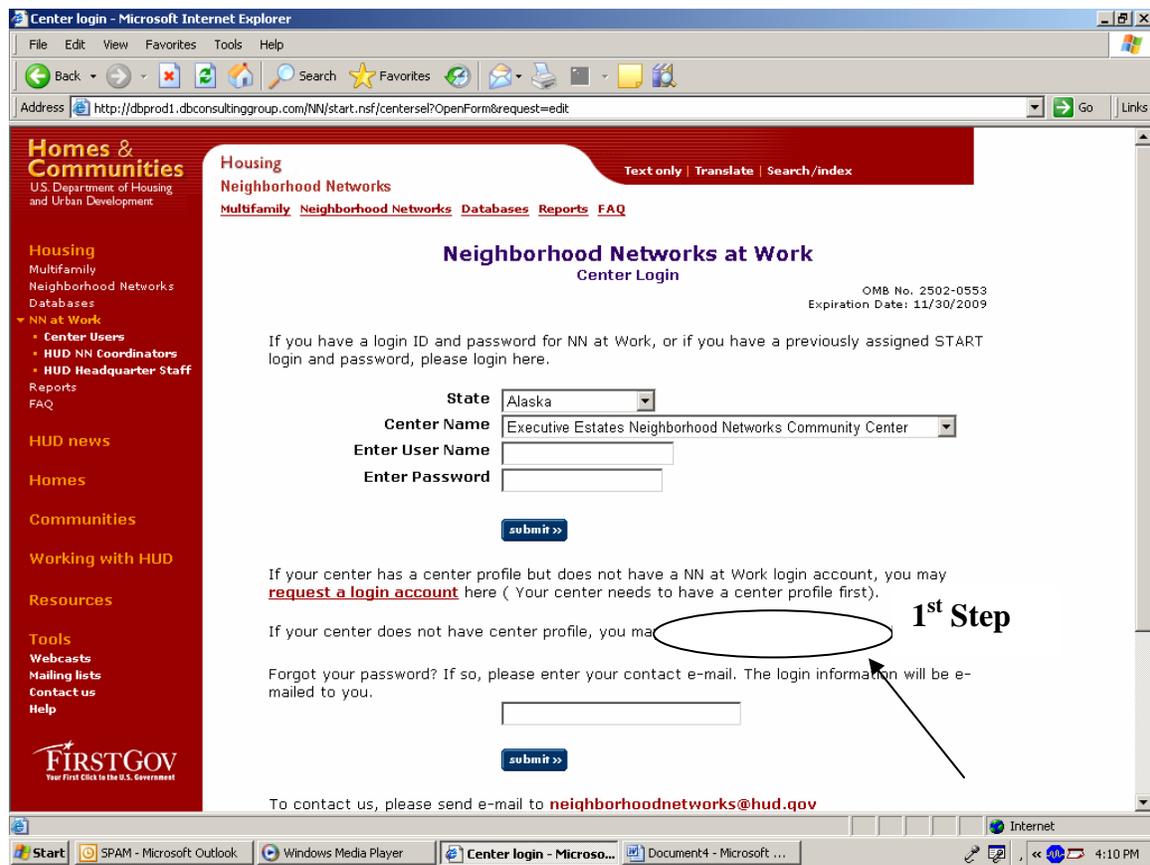
- Date that the center first became operational.
- The property's Section 8 number (if relevant).
- The Public Housing Authority's (PHA) street and e-mail address, and telephone and fax numbers. This information will complete the **Property Information** section(s) under *Property Management Agency Information*.

Public Housing Neighborhood Networks

How to Create a Center Profile

The first step to gaining access to the Neighborhood Networks Portal is to create a center profile. Users can begin by selecting the **Create a New Center Profile** link located on the first page of the Neighborhood Networks at Work Center Login screen. See the figure below.

Please Note: Users **must** create a center profile before requesting a login account.



Note: After users create their center(s) profiles and establish login accounts for each of their centers and when accessing Neighborhood Networks tools, they can login directly from this page using the top portion of the *Center Login* page and by entering the **State**, **Center Name**, **User Name**, and their **Password**.

Public Housing Neighborhood Networks

General Information

Multifamily and Public Housing Neighborhood Networks center staff share the Neighborhood Networks Web site. The first item in the [General Information](#) section requests that users validate their **Center Type** using the drop down box options. This helps the system to differentiate between Public Housing Neighborhood Networks centers and Multifamily Housing Neighborhood Networks centers.

Please make sure the “Center Type” selected is **Public Housing Neighborhood Networks Center** as indicated below.

Homes & Communities
U.S. Department of Housing and Urban Development

Housing
Multifamily
Neighborhood Networks
Databases
NN at Work
Center Users
HUD NN Coordinators
HUD Headquarter Staff
Reports
FAQ

HUD news

Homes

Communities

Working with HUD

Resources

Tools
Webcasts
Mailing lists
Contact us
Help

FIRSTGOV
Your First Click to the U.S. Government

Housing
Neighborhood Networks
Multifamily Neighborhood Networks Databases Reports FAQ

Text only | Translate | Search/index

Print Submit

Create New Center Profile

* Required fields

General Information

Center Type: Multifamily Neighborhood Networks Center
Center Name: Multifamily Neighborhood Networks Center
Center Address: Public Housing Neighborhood Networks Center
City: State: Zip: E-mail: Phone: Ext: Fax: Website: Alternate Address: Alternate City: Alternate State: Alternate Zip: Center Phase: 1. In Planning 2. Plan Submitted 3. Plan Approved 4. Center Operational 5. Center Closed 6. Center Suspended
Operational Date: Internet Connection Type: Field Office:

Reminder: All fields that are marked with an asterisk (*) require users to input information.

Public Housing Neighborhood Networks

Users **MUST** select **Public Housing** as their “Field Office”. All other selections are for Multifamily Housing Field Office Coordinators **ONLY**.

If names of other Coordinators appear, then Public Housing Neighborhood Networks Center as the Center Type was not selected. The user must go back and make the correct selection.

Working with HUD

Resources

Tools

- Webcasts
- Mailing lists
- Contact us
- Help

FIRST GOV
Your First Click to the U.S. Government

Phone * (###-###-####) **Ext**

Fax (###-###-####)

Website

Alternate Address

Alternate City **Alternate State**

Alternate Zip

Center Phase * 1.In Planning 4.Center Operational 5.Center Closed

Operational Date (mm/dd/yyyy)

Internet Connection Type

Field Office *

Designated HUD Coordinator *

Prefix

Middle Name

Address *

City *

Zip *

Phone * (###-###-####)

Fax (###-###-####)

First Name *

Last Name *

State *

E-mail *

Ext

Property Information

**For property, at least one of the three fields (REMS #, Section 8 #, FHA #) has to be filled.

Property Name *

Property Address

Public Housing Neighborhood Networks

When users select Public Housing as their Field Office, the only option for “Designated HUD Coordinator” is **Dina Lehmann-Kim** as shown in the screen below.

Working with HUD

Resources

Tools

Webcasts
Mailing lists
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FIRST GOV
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Phone * (#####) [] Ext []

Fax (#####) []

Website []

Alternate Address []

Alternate City [] **Alternate State** []

Alternate Zip []

Center Phase * 1. In Planning 4. Center Operational 5. Center Closed

Operational Date (mm/dd/yyyy) []

Internet Connection Type []

Field Office * [Public Housing]

Designated HUD Coordinator * [Dina Lehmann-Kim]

Contact information

Prefix [] **First Name** * []

Middle Name [] **Last Name** * []

Address * []

City * [] **State** * []

Zip * [] **E-mail** * []

Phone * (#####) [] **Ext** []

Fax (#####) []

Property Information

**For property, at least one of the three fields (REMS #, Section 8 #, FHA #) has to be filled.

Property Name * []

Property Address []

Explanation of other items found in the General Information section:

Center Phase enables users to update their center’s operational status when necessary.

Center Operational Date is the first date the center began to provide services.

Users can select the drop down boxes to indicate their **HUD Field Office** and **HUD Neighborhood Networks Coordinator/Grant Manager/Other Representative**.

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Contact Information

The contact information for this section refers to the individual who has the greatest responsibility for center management and who will communicate with the Neighborhood Networks technical assistance staff.

Property Information

The information needed to complete the *Property Information* section pertains to a center's location.

PH Neighborhood Networks properties do not have a Real Estate Management System (REMS) or a Federal Housing Administration (FHA) number. PH Neighborhood Networks center users can input the property's Section 8 number **ONLY**.

Contact Information

Prefix First Name *
Middle Name Last Name *
Address *
City * State *
Zip * E-mail *
Phone * (###-###-####) Ext
Fax (###-###-####)

Property Information

**For property, at least one of the three fields (REMS #, Section 8 #, FHA #) has to be filled.

Property Name *
Property Address
City State
Zip E-mail
Phone(###-###-####) Ext
Fax (###-###-####) REMS # **
FHA # **

Property Management Agency Information

Agency Name
Agency Address
City State
Zip E-mail
Phone(###-###-####) Ext

Remember: Users should enter their PHA's information in the *Property Management Agency Information* section.

Second Property Information

A PH Neighborhood Networks center may provide services to more than one property. If this is the case, users can enter information for a second property in this section of the center profile. The system is designed to record information for two properties **only**. If a center serves more than two properties, users should choose which two properties to include in the profile.

Second Property Information (if any)

Property Name: _____
Property Address: _____
City: _____ State: _____
Zip: _____ E-mail: _____
Phone(###-###-####): _____ Ext: _____
Fax (###-###-####): _____ REMS #: _____
Section 8 #: _____ FHA #: _____

Second Property Management Agency Information

Agency Name: _____
Agency Address: _____
City: _____ State: _____
Zip: _____ E-mail: _____
Phone(###-###-####): _____ Ext: _____
Fax (###-###-####): _____

When modifying your center's profile remember to update the "With Areas of Interest" section listed below.
As we e-mail updates and resource materials, we want to ensure that you receive relevant and useful information.

Mailing List Area of Interests

- Starting a PH-NN Center
- Programs for Children and Youth
- Programs for Adults
- Partnerships
- Training Events (includes monthly conference call announcements)
- Funding Opportunities

Print

Mailing List Area of Interests

At the bottom of the *Second Property Information (if any)* screen, users will be asked what types of information they are interested in receiving from the Neighborhood Networks program. The Neighborhood Networks team distributes resource materials that cover particular topics. By selecting items in the *Mailing List Area of Interests* section, users will designate the types of information that are of interest. Users can select any number of the items listed. Should the centers' or users' interests change, users can revisit the center profile as often as needed to modify their areas of interest.

Finally, after completing the *Mailing List Area of Interests* section, users should review their input for the center profile and if satisfied, they can print the profile, and select the

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Submit button to send the profile to the designated HUD Neighborhood Networks Representative.

Center Profile Submission

Once users submit the profile as directed, a prompt message box will appear on the screen. Please refer to the screenshot below. If users are ready to save and submit, they should select **OK**. Users also have the option to **Cancel** and can go back and edit their entries. Users can go back and change/update information at any time.

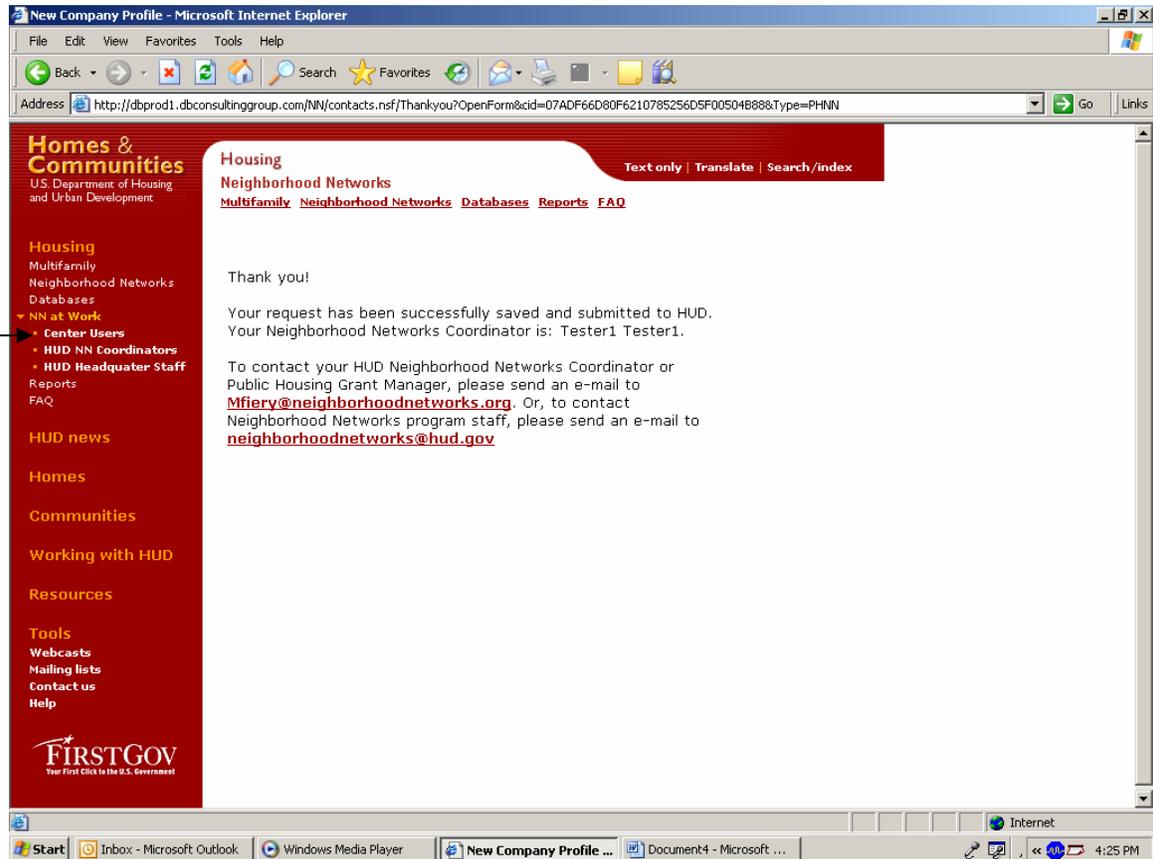
A prompt message like the one in the figure below will appear each time the profile is submitted until **OK** is selected.

The screenshot shows a Microsoft Internet Explorer browser window titled "New Company Profile - Microsoft Internet Explorer". The address bar shows the URL: <http://dbprod1.dbconsultinggroup.com/NN/contacts.nsf/Center>. The main content area displays a form titled "Second Property Information (if any)" with fields for Property Name, Property Address, City, State, Zip, E-mail, Phone, Ext, Fax, REMS #, and FHA #. Below this is a section for "Second Property Management Agency Information" with fields for Agency Name, Agency Address, City, Zip, Phone, and Fax. A modal dialog box is overlaid on the form, titled "Microsoft Internet Explorer" and containing the question: "Do you want to save and submit the request to corresponding coordinator?". The dialog has "OK" and "Cancel" buttons. Below the dialog is a "Mailing List Area of Interests" section with a list of checkboxes: "Starting a PH-NN Center" (unchecked), "Programs for Children and Youth" (checked), "Programs for Adults" (checked), "Partnerships" (checked), "Training Events (includes monthly conference call announcements)" (checked), and "Funding Opportunities" (checked). At the bottom of the form are "Print" and "Submit" buttons. The browser's taskbar shows the Start button, several open applications (Inbox - Microsoft Outlook, Windows Media Player, New Company Profile, Document4 - Microsoft Word), and the system clock showing 4:24 PM.

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Center Profile Completion

Users will receive a “thank you” message indicating that their center’s profile was successfully saved and submitted to the designated HUD Representative. The message also provides e-mail contact information if users have Neighborhood Networks-related questions.



Using the left navigation bar and selecting **Center User** as indicated in the figure above, users should proceed to create a center login account which is the second and final step to complete before accessing the START and Web Site Creation tools.

The Purpose of a Login Account

At each point of entry to the Neighborhood Networks at Work Portal, users are required to identify their right to access center information by providing a confidential username and password. To create the username and password, users must establish a login account.

Establishing a Login Account

As indicated, after creating the center profile, the second step for obtaining access to the Neighborhood Networks at Work Portal is to establish a login account.

As reflected in the figure below, users should select the **Request a Login Account** link to begin the process.

Center login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://dbprod1.dbconsultinggroup.com/NN/start.nsf/centersel?OpenForm&request=edit Go Links

Homes & Communities
U.S. Department of Housing and Urban Development

Housing
Multifamily
Neighborhood Networks
Databases
NN at Work
Center Users
HUD NN Coordinators
HUD Headquarter Staff
Reports
FAQ

HUD news
Homes
Communities
Working with HUD
Resources
Tools
Webcasts
Mailing lists
Contact us
Help

Housing
Neighborhood Networks
Text only | Translate | Search/index
Multifamily Neighborhood Networks Databases Reports FAQ

Neighborhood Networks at Work
Center Login

OMB No. 2502-0553
Expiration Date: 11/30/2009

If you have a login ID and password for NN at Work, or if you have a previously assigned START login and password, please login here.

State Alaska
Center Name Executive Estates Neighborhood Networks Community Center
Enter User Name
Enter Password

submit >>

2nd Step

If your center does not have center profile, you may [create a new center profile](#) here.

Forgot your password? If so, please enter your contact e-mail. The login information will be e-mailed to you.

submit >>

To contact us, please send e-mail to neighborhoodnetworks@hud.gov

Start | Inbox - Microsoft Outlook | Windows Media Player | Center login - Microso... | Document4 - Microsoft ... | Internet | 4:27 PM

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Center Listing

Creating a center profile before requesting a login account ensures that a center's information is recognized and associated with the correct center by the Neighborhood Networks Database system.

The instructions below and those that follow show users the steps needed to request a login account.

At the Neighborhood Networks at Work Portal's *Center Login Creation* section, users will find the **State** drop down box. Using this drop down box, users can select the state where their center is located. The screen will quickly refresh to list the names of centers located in the state selected. Using the **Center Name** drop down box, users can locate the name of their center the way it was entered in the center profile. In the drop down list, Multifamily and Public Housing Neighborhood Networks centers are separated based on the **Center Type** selection that the user chose while creating the center profile. Users can scroll down to find the **Public Housing Neighborhood Networks Centers** (in red) heading and then find the name of their center listed under the heading. See the example below.

The screenshot displays the "Center Login Creation" page on the Neighborhood Networks at Work portal. The page is viewed in Microsoft Internet Explorer. The main content area features a form with the following fields: "State" (set to Maryland), "*Center Name" (with a dropdown menu open), "Contact E-mail", "Create User Name", "Create Password", "Retype Password", and "Choose Beginning Fiscal Year". The dropdown menu for "Center Name" is expanded, showing a list of center names. The heading "Public Housing Neighborhood Networks Centers" is highlighted in red, and a red arrow points to it. A black arrow points to the selected center "Test Neighborhood Networks Center" in the dropdown list. The page also includes a sidebar with navigation links and a footer with contact information.

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Beginning Fiscal Year

Information for all fields listed on the *Center Login Creation* screen is **REQUIRED** to establish a login account.

Also in the screen below, users will be required to select from the drop down box the **Beginning Fiscal Year**. For a description of the term fiscal year, users can select the **What is a Fiscal Year** link, however, the term is described on the next page.

The screenshot shows a web browser window titled "Center login - Microsoft Internet Explorer". The address bar shows the URL: <http://dbprod1.dbconsultinggroup.com/NN/start.nsf/centerse?OpenForm&request=new&State=MD>. The page content includes a navigation menu on the left for "Homes & Communities" and a main content area titled "Neighborhood Networks at Work Center Login Creation". The form fields are as follows:

- State: Maryland
- *Center Name: Test Neighborhood Networks Center
- Contact E-mail: sglenn@dbconsultinggroup.com
- Create User Name: sglenn
- Create Password: [masked]
- Retype Password: [masked]
- Choose Beginning Fiscal Year: FY2008 (10/01/2007 - 9/30/2008)

Below the form is a "submit >>" button and a link: [What is a Fiscal Year >>](#). An arrow points from this link to the "Choose Beginning Fiscal Year" dropdown menu. At the bottom of the page, there is a public reporting burden notice and contact information for the HUD Reports Management Officer.

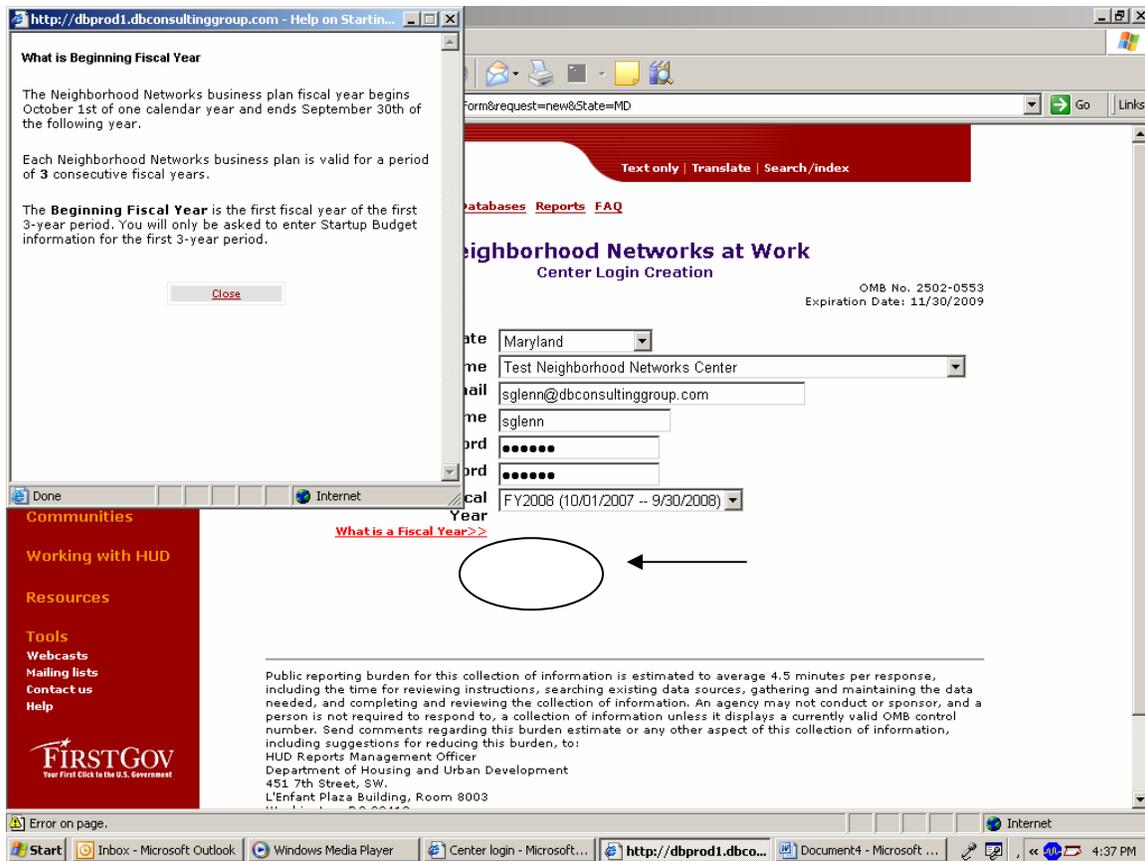
Note:

When creating the login account, users should create a username and password that is easy to remember and available to other staff who will be using START and/or the Web Site Creation tools.

Public Housing Neighborhood Networks

Beginning Fiscal Year Explanation

When users select the **What is a Fiscal Year** link, a secondary screen will appear. The screen explains the life cycle of the Neighborhood Networks business plan year. The Neighborhood Networks fiscal year is from October 1st to September 30th. For example the 2008 fiscal year began on October 1, 2007 and will end September 30, 2008. In addition, the explanation provides the length of time that a Neighborhood Networks START business plan is valid, which is three years.



Username and Password Selection

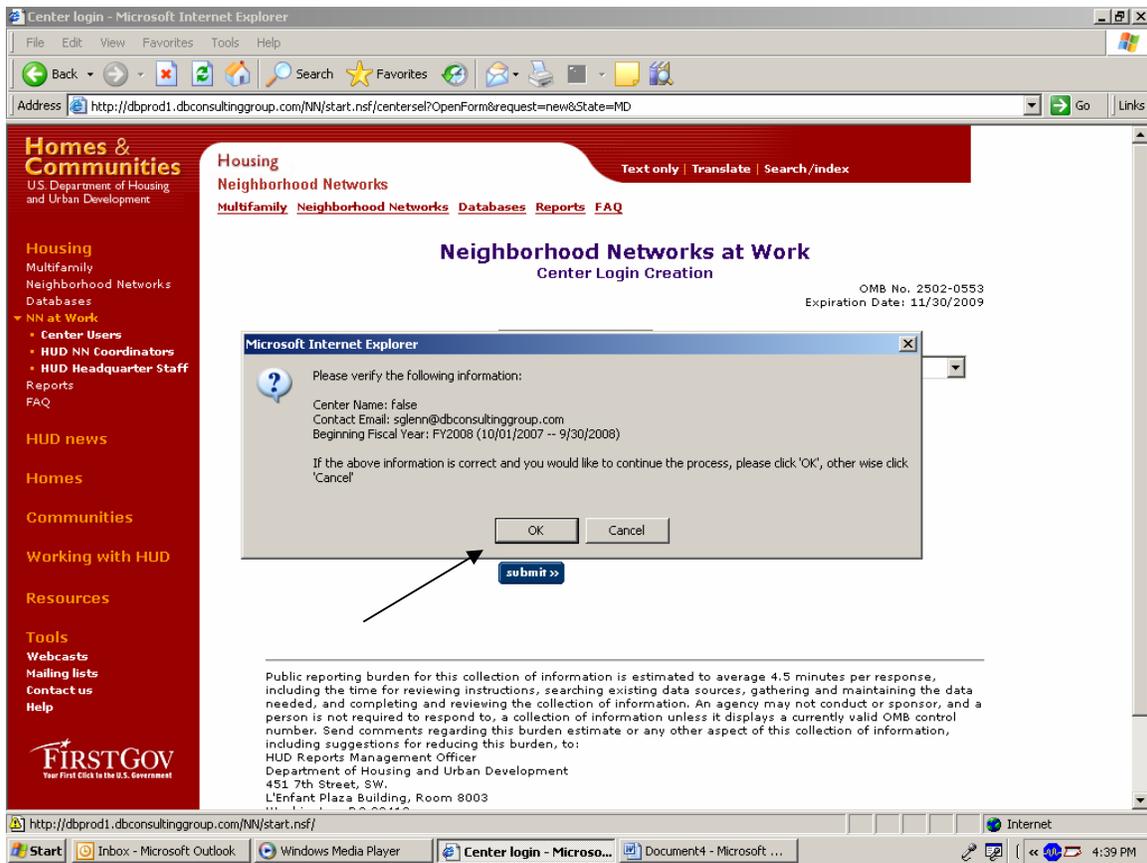
A username and password are required each time users attempt to access their center(s) information available in the Neighborhood Networks Database.

Once all fields are completed, users are ready to submit their entries by selecting the **submit** function as shown above.

Public Housing Neighborhood Networks

Login Account Request

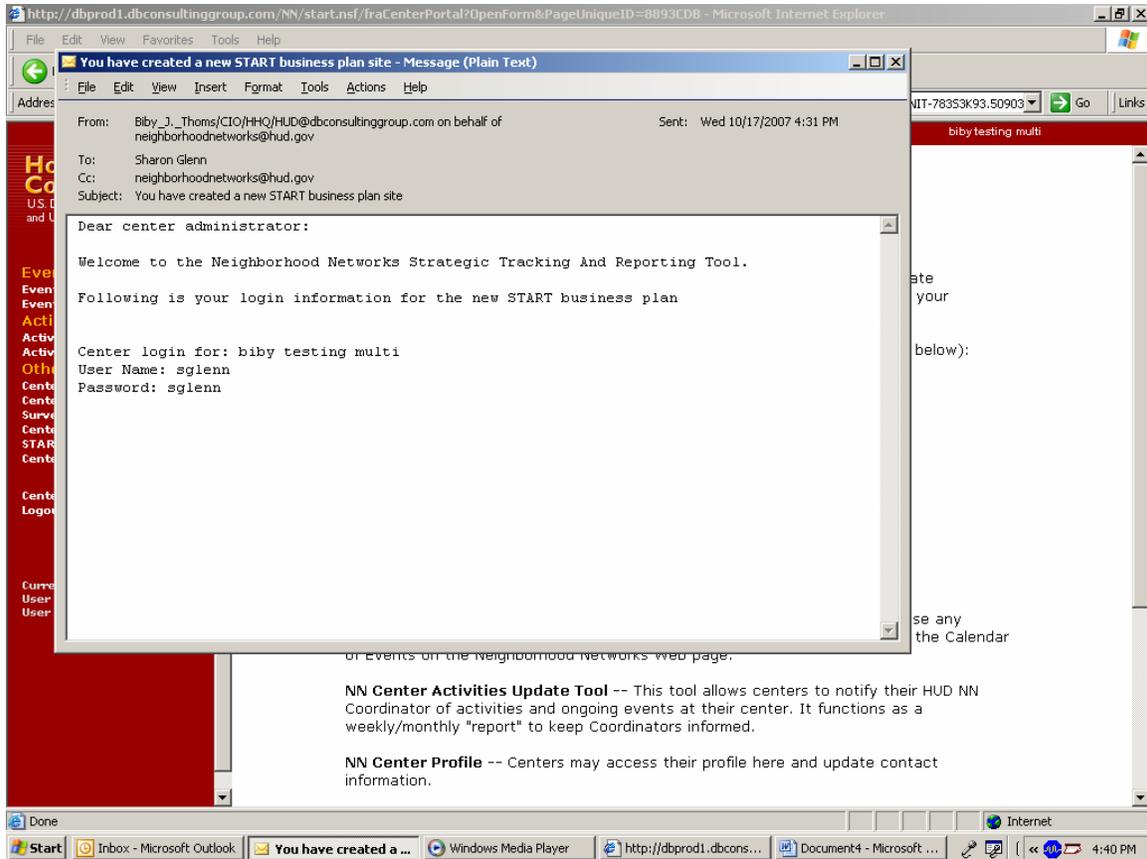
When users submit the login account request, a prompt message box will appear requesting that they verify the center's name, e-mail address, and beginning fiscal year before saving the entries (See the figure below). Once users confirm the information, they can select **OK** to save the entries and proceed to the next step. Also, users can select **Cancel** and go back and review and/or revise their data. Once satisfied, they can submit and then select **OK** to save the information.



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Login Account Request Completion

Once users validate the login account entries, an e-mail is sent to their e-mail address confirming that a login account has been established for the center. Also the message will include the username and password created. Each time users enter the Neighborhood Networks at Work Portal, the system will request a login where users must provide the user name and password created.



Public Housing Neighborhood Networks

Congratulations! You have created a center profile and obtained a login account. Now, you may select the links to use the tools listed on the page below.

The screenshot shows a web browser window titled "NN at Work Center Tools" with the URL <http://dbprod1.dbconsultinggroup.com/NN/start.nsf/fraCenterPortal?OpenForm&PageUniqueID=F951F71>. The page content includes:

- Header:** "Welcome to the Neighborhood Networks at Work Center Tool Site" and "Demo1 -PH".
- Left Sidebar:** "Homes & Communities U.S. Department of Housing and Urban Development".
 - Event Tool:** Event Data Entry, Event List
 - Activity Tool:** Activity Data Entry, Activity List
 - Other Tools:** Center Profile Update, Center Classification Survey, Center Web Site, START Business Plan, Center User Management
 - Center Tool Home, Logout
 - Current User Information: User Name Thich Du, User Role START Administrator
- Main Content:**
 - Introduction: "By using the Neighborhood Networks at Work Center Tool Site, you can update information related to your center and access tools specifically designed for your management purposes."
 - Tools List: "The following Tools are available to you (descriptions of each tool are listed below):"
 - ▶ **NN Center Calendar of Events Tool**
 - [Event Date Entry](#)
 - [Event List](#)
 - ▶ **NN Center Activity Update Tool**
 - [Activity Date Entry](#)
 - [Activity List](#)
 - ▶ [NN Center Profile](#)
 - ▶ [NN Classification](#)
 - ▶ [NN Survey](#)
 - ▶ [NN Center Web Site](#)
 - ▶ [NN START Business Plan](#)
 - ▶ [Center User Management](#)
 - Descriptions:
 - NN Center Calendar of Events Tool** -- Centers can use this tool to advertise any events that are occurring at their center. Events entered here will populate the Calendar of Events on the Neighborhood Networks Web page.
 - NN Center Activities Update Tool** -- This tool allows centers to notify their HUD NN Coordinator of activities and ongoing events at their center. It functions as a weekly/monthly "report" to keep Coordinators informed.
 - NN Center Profile** -- Centers may access their profile here and update contact information.

If additional assistance is required after following these instructions, grantees may contact PH Neighborhood Networks staff at the Information Center. The toll-free number is **(888) 312-2743**.