

## Coordinator's Quick Reference Manual



User Login

Registration

Assignment of Roles and Actions

### Registration and Login

1. **Open** Netscape web browser (Netscape 4.76). Before you proceed, have you visited the Who Am I section near the beginning of the Quick Reference? Understanding this information will be essential for the registration process and using WASS.
2. **Enter** the following URL address: [www.hud.gov/offices/reac/online/reasyst.cfm](http://www.hud.gov/offices/reac/online/reasyst.cfm) to access the login page to WASS.
3. **Select** **Online Registration** to begin the registration process.
4. **Select** *Multifamily Housing Entity* or *Public Housing Agency* for the next step in the registration process.
5. **Select Coordinator** for the Application Type and complete the remainder of the information. All information is required.
6. **E-mail** – Ensure you provide a valid E-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password** – This will be the password you use to Login to WASS Secure Connection. The password should be a “strong password” containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other “secret” word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online “Reset Password” request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification** of a successful registration will be sent by mail to the Trusted Business Partner that you specified in the Organization/Individual Information section on the registration form. This notification is generally sent out the next business day following the day you register
10. **Contact** your Business Partner approximately one week after online registration. Your User ID for login is provided to your Business Partner in the notification letter.
11. **Obtain** your User ID from your Business Partner. Your User ID will be recognized by WASS as a User ID for a Coordinator.
12. **Login** to WASS using your User ID and the password you created during registration. Assign yourself user roles and actions. Note that you can only assign roles and actions to Regular Users if you have assigned yourself those roles and/or actions. Except for the action of Coordinator, all other roles and actions provide you privileges as a Regular USER.

# DRAFT

At time of registration, users will have access to a set number of systems, roles, and actions reserved for external HUD users. The systems that are assignable by the Coordinator at registration depend on the information on your registration form. They are shown below and reflect whether your Business Partner is a Public Housing Authority or other Business Partner.

**Table 1 Assignable Systems Based on Registration Information**

<i>Property Assignment of Systems (TIN Nos.)</i>		<i>Contract Assignment of Systems (TIN Nos.)</i>		<i>Property Assignment of Systems (PHAID)</i>	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	<i>Contract Assignment of</i>		PASS	QASS
SASS	TASS	<i>Systems (PHAID)</i>		SASS	TASS
LOCCS	REMS	LOCCS	REMS	LOCCS	REMS
TRACS		TRACS	FASPHA	TRACS	FASPHA
		MASS	NASS	MASS	NASS
		RASS		RASS	

Assign roles and actions to other users as they are registered. A list of assignable roles and actions are in Appendix B. HUD has provided experienced support for you in the use of HUD systems. Use Table 0-4 to determine the help desk appropriate for you.

**Table 1 Help Desk Contact Information by System**

<b>Help Desk</b>	<b>Systems</b>	<b>Telephone/E-mail Address</b>
Technical Assistance Center	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, SASS, (LOCCS), PASS-CLA	(888) 245-4860. E-mail: Select "Contact Us" on the PIH-REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real_Estate_MGMT@HUD.GOV.
FHA Connections	LASS	Contact FHA Connection