



How To Assign Rights to Contract Administrators (CAs) Tenant Assessment Subsystem (TASS)



How Coordinators Assign CAs Access to Contracts

The screenshot shows a Netscape browser window displaying the REAC online systems webpage. The browser's address bar shows the URL <http://www.hud.gov/offices/react/online/reasyst.cfm>. The webpage has a red header with the text "Real Estate Assessment Center" and "online systems". A "System Alert" box is visible, stating: "ATTENTION USERS OF REAC ONLINE SYSTEMS! Due to a power failure the database has been restored to Thursday August 8, 2002 at 10:00am. Please re-enter any work that you performed after". A "Username and Password Required" dialog box is open, with fields for "User Name:" and "Password:" and "OK" and "Cancel" buttons. A callout box points to the "Cancel" button, stating: "Selecting 'Cancel' will result in an 'Unauthorized' screen. Use the back button found on the navigation toolbar to return to the REAC online systems webpage." Numbered callouts 1 through 4 are placed on the browser window: 1 points to the browser icon, 2 points to the address bar, 3 points to the "LOG IN" button, and 4 points to the "Cancel" button in the dialog box.

Step 1 - Open the Internet Web browser (e.g., Internet Explorer, Netscape Navigator, etc.).

Step 2 - In the location field/Netsite, type in the URL address found within the brackets below:
(www.hud.gov/offices/react/online/reasyst.cfm).
The REAC online systems webpage will display on the screen.

Step 3 - Select the "Log In" button found on the right side of the online systems page.

Step 4 - Enter your user name and password, and select the "OK" button to access the System Administration screens.



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User Maintenance - Netscape

File Edit View Go Communicator Help Send

Secure Systems

System Administration housing | mail | help | search | home

User Maintenance

On this form, you can either search for a User by User ID, or search for Users by entering your search criteria.

Search by User ID

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID

Search for User

6a

Search Users

To search for a User, enter at least one search criteria and then click the "Search Users" button.

First Name

Last Name

Check here to limit search to Independent Users

Search Users Cancel

6b

5

system administration

- Assistance Contract
- Assessment Maintenance
- Business Partners Maintenance
- PIA Assignment Maintenance
- Personnel Change
- Property Assignment Maintenance
- User Maintenance

systems

- Active Partners Performance System (APPS)
- Financial Assessment Submission - PIA (FASPIA)
- Financial Assessment Subsystem - Multifamily Housing (FASS)

Step 5 - Once logged-in, the Coordinator should select "User Maintenance" from the system administration options on the left side of the screen.

Step 6 - The Coordinator should populate the User ID (6a), if known, and select the "Search for User" button. If the User ID is unknown, the Coordinator should enter the First Name and the Last Name of the User (6b) and select the "Search Users" button.

*Note: Using the cancel button on any of these screens will take the user to the previous screen.



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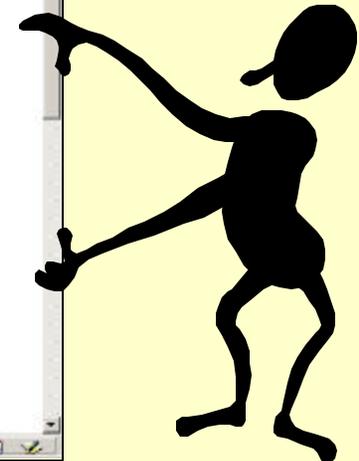
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The screenshot shows a web browser window titled "User Maintenance Maintain User Profile - Netscape". The page content includes a "System Administration" header, a "Secure Systems" sidebar, and a "Maintain User M96428" section. The "User Information" table is as follows:

User Information	
User ID	M96428
First Name	TEST
Middle Initial	
Last Name	TEST
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner

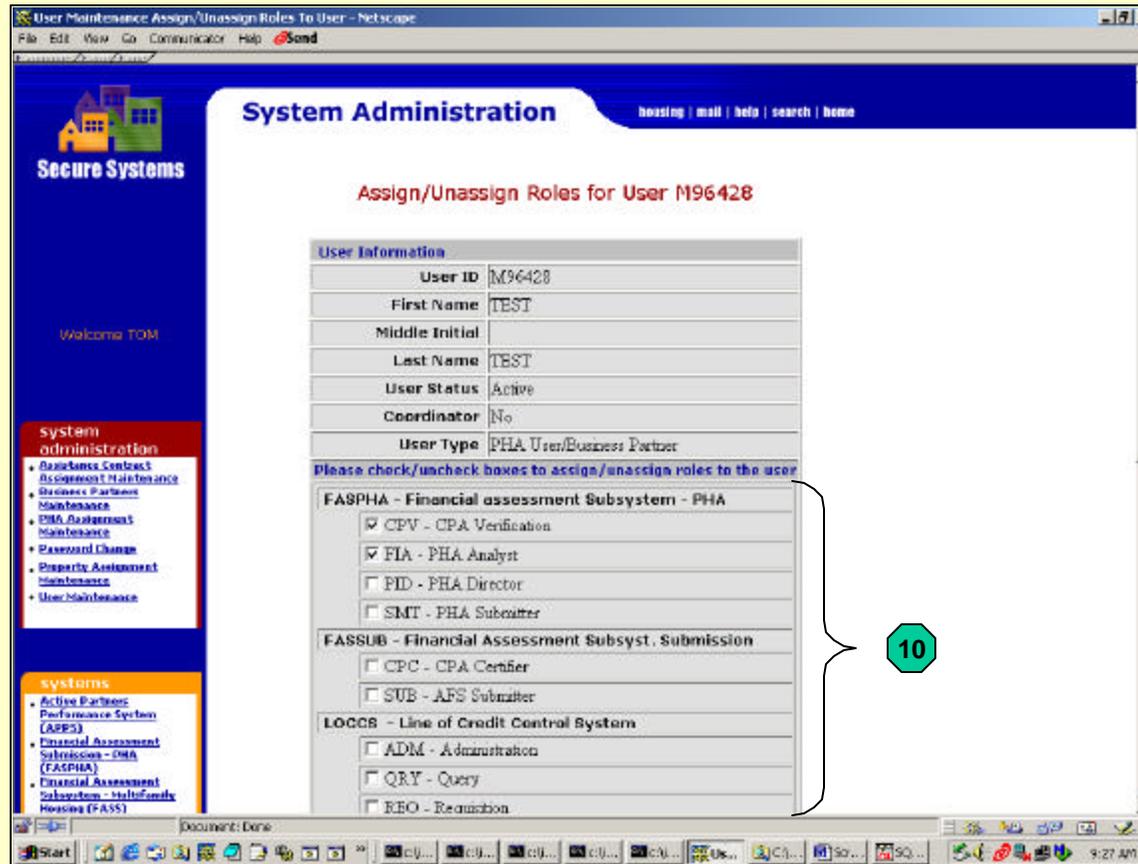
Below the table is a "Choose a Function" dropdown menu. The menu is open, showing the following options:

- Maintain User Roles
- Assistance Contract Assignment Maintenance
| Maintain User Profile - Actions |
| Maintain User Profile - Groups |
| Maintain User Roles |
| Property Assignment Maintenance |
| View User Information |



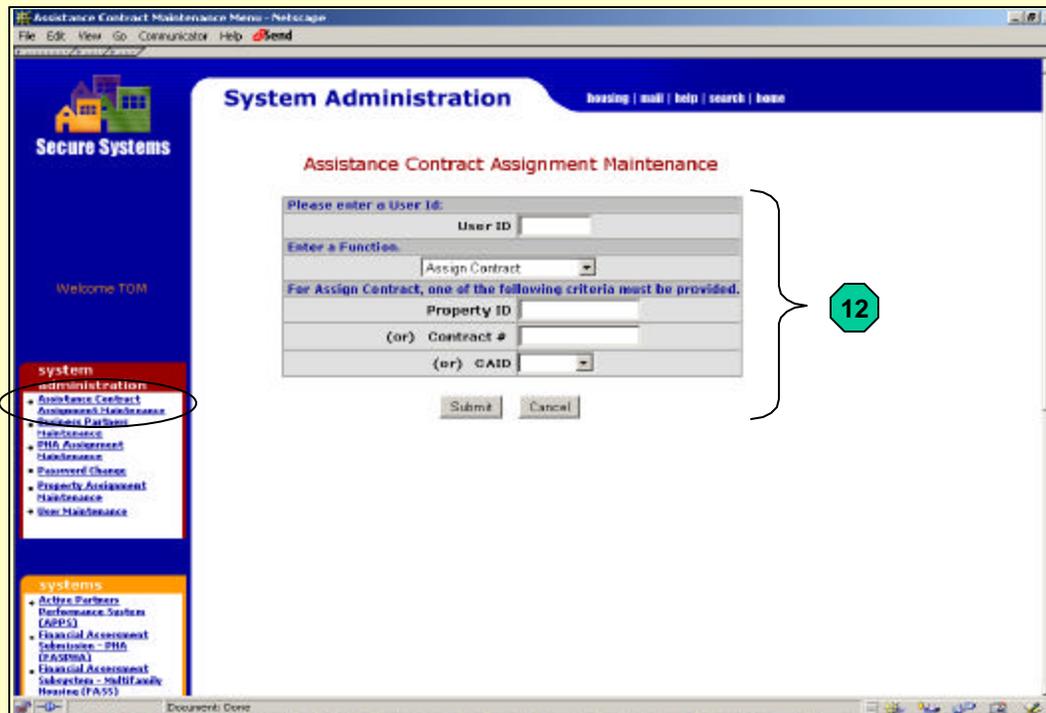
- Step 7** - If the User Information shown is not correct, the Coordinator should use the back button on the top of the Internet browser (not shown) to re-enter the name or User ID in the User Maintenance screen.
- Step 8** - If the information shown is correct, the Coordinator should select the arrow under "Choose a Function" to view the drop down menu.
- Step 9** - The Coordinator should select "Maintain User Roles" from the drop down menu.

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Step 10 - The Coordinator must check/uncheck boxes to assign/unassign roles to the user (checked boxes above are shown for illustration purposes only). The Coordinator must then select the "Submit" button at the bottom of the screen (not shown) to save any changes.

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The screenshot displays the 'Assistance Contract Assignment Maintenance' web application. On the left sidebar, under 'system administration', the 'Assistance Contract Assignment Maintenance' link is highlighted with a green circle labeled '11'. The main content area is titled 'System Administration' and 'Assistance Contract Assignment Maintenance'. It contains a form with the following fields:

- Please enter a User ID:** A text input field for 'User ID'.
- Enter a Function:** A dropdown menu with 'Assign Contract' selected.
- For Assign Contract, one of the following criteria must be provided:**
 - Property ID:** A text input field.
 - (or) Contract #:** A text input field.
 - (or) CAID:** A dropdown menu.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom of the form.

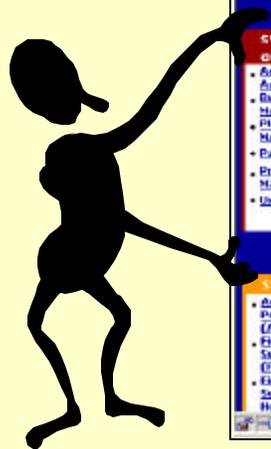
A green circle labeled '12' is positioned to the right of the form fields, indicating the area where the coordinator enters the required information.

Step 11 - The Coordinator must select the “Assistance Contract Assignment” left side of the screen.

Step 12 - The Coordinator must type the User ID, select the function from the drop down box and enter the property ID, contract number or CA ID. Once the appropriate information is entered, the Coordinator should select the “Submit” button.

*Note: The contract assignment function cannot be performed unless the User Roles were established through the User Maintenance link.

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System Administration housing | mail | help | search | home

Assign Contract

- A Pre-RFP Role can be assigned only to a Pre-RFP Contract
- A Post-RFP Role can be assigned only to a Post-RFP Contract
- A Role marked as "both" can be assigned to either a Pre-RFP or a Post-RFP Contract

Assign contract(s) to User(M50582)

Select a role for contract assignment

Roles

- ADM Administration (Post)
- BCA REMS Post-RFP Backup Contract Admin (Post)**
- CA REMS Post-RFP Contract Administrator (Post)
- DRY Query (Post)

Select contract(s) to assign

Contracts

- WA19A00001 TOWNHOUSE APARTMENTS (Post)

Submit Cancel

Step 13 - The Coordinator selects the role (13a) and contracts (13b) to be assigned to the CA. The Coordinator can assign multiple contracts to a role at one time by holding down the "CTRL" key found on the keyboard while selecting on the contracts. Once all of the contracts have been selected, the Coordinator should select the "Submit" button.

Step 14 - A message will appear confirming the actions (not shown).



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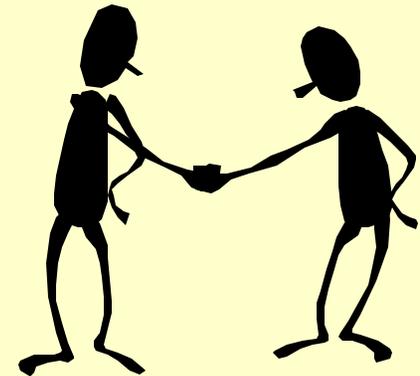
CA Access Summary



Step 1 – The Coordinator logs into the REAC secure online systems.



Step 2 – The Coordinator assigns the Contract Administrator's (CA) roles and access rights.



Step 3 – The CA can access their contracts for monitoring and reviews.

For Further Assistance

- For further assistance with providing Contract Administrators access to the SS/SSI system, please contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.

