

APPENDIX E. SYSTEM ADMINISTRATION

As the Coordinator, you perform system administration functions to provide a User with access to MASS and to assign the User rights to their PHA. First, you must establish yourself as a Coordinator in the system. Once established as a Coordinator in the system, you can then retrieve system IDs for registered Users of the PHA(s) you represent. You can also assign rights to Users to submit management data for your PHA(s).

SECURE SYSTEMS



The **Secure Systems** main page contains two sections: Systems and System Administration. The systems section provides underlined links to HUD's secure systems. The list of underlined system links varies based on your system rights.

The *Systems Administration* section allows you to control system access and update User information (e.g., email address)

NOTE: In this guide, "user" is a generic term which includes both Users and Coordinators.

ESTABLISHING A COORDINATOR

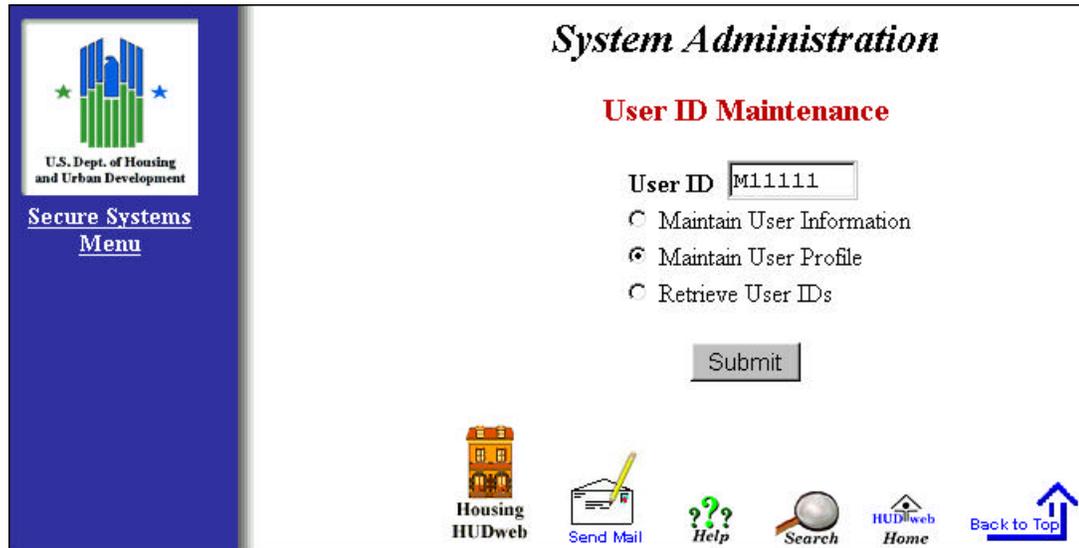
The first step in establishing yourself as a Coordinator begins when you receive your system ID from the PHA Executive Director. You can use your system ID and the password submitted in your registration application to log in and set up system rights.

User ID Maintenance

After you log in and reach the **Secure Systems** page, you should perform system administration functions in the following order for the system to recognize you as a Coordinator for MASS.

To establish yourself as a Coordinator in the system:

1. On the **Secure Systems** main page, click on the [User ID Maintenance](#) link. The **User ID Maintenance** page displays.



The screenshot shows the 'System Administration' page with a 'User ID Maintenance' section. On the left is a blue sidebar with the HUD logo and 'Secure Systems Menu'. The main content area has a title 'System Administration' and a sub-title 'User ID Maintenance'. Below the sub-title is a text input field for 'User ID' containing 'M11111'. There are three radio buttons: 'Maintain User Information', 'Maintain User Profile' (which is selected), and 'Retrieve User IDs'. A 'Submit' button is located below the radio buttons. At the bottom of the page are several icons: 'Housing HUDweb', 'Send Mail', 'Help', 'Search', 'HUDweb Home', and 'Back to Top'.

2. Enter your system ID. Remember to capitalize all letters in the system ID.
3. Click on the *Maintain User Profile* radio button.
4. Click on the button. The **Maintain User Profile** page displays.

NOTE: This page is for Coordinators only. Once established as a Coordinator, you can use other system administration functions to retrieve system IDs for Users, assign system roles to Users, and assign Users to PHAs to allow them to submit data through MASS.

5. Click in the checkbox to the left of *MASS* to indicate the system(s) desired.
6. Click in the first checkbox to the left of *Action(s)* to add an action for that system.

- Click on “Coordinator” from the list of actions to highlight it. Use the scroll bar, if necessary.
- Click on the button. An **Update Results** page displays to confirm your update, which allows you to act as the Coordinator for that system for PHA(s) you represent.



NOTE: To remove a Coordinator action for a system, click on the [Review User](#) link. The **Maintain User Profile** page displays again. “Coordinator” is now also in the Remove column, indicating that the Coordinator is now established as a Coordinator for MASS. To remove the Coordinator action, click on the checkbox in the last column, highlight “Coordinator,” and click on Submit. The **Update Results** page displays again, confirming Coordinator rights are removed for that system. To return to the **Secure Systems** page, click on the [Secure Systems Menu](#) link.

- Click on the [Secure Systems Menu](#) link to return to the **Secure Systems** page or click on the control icon to exit the system.



ESTABLISHING A USER

After a User has registered with HUD and notified you (the Coordinator) of their registration, you can retrieve the User's system ID. You also assign the User access rights to MASS and to the PHA's data. Finally, you provide the User with their system ID.

NOTE: Registration applications are processed nightly, so allow at least 24 hours between User registration and Coordinator retrieval of the system ID.

User ID Maintenance

As the PHA's Coordinator, you are responsible for controlling access to the system and the PHA's projects. You should verify a User is authorized to do business for the PHA prior to allowing the User access to MASS and the PHA's properties.

The first step in assigning the User system rights is to retrieve the User's system ID for system access.

To retrieve a User's system ID:

1. On the **Secure Systems** main page, click on the [User ID Maintenance](#) link. The **User ID Maintenance** page displays.

The screenshot shows a web interface for "System Administration" with a "User ID Maintenance" section. On the left is a blue sidebar with the HUD logo and "Secure Systems Menu". The main content area has a title "System Administration" and "User ID Maintenance" in red. It includes a "User ID" text input field, three radio buttons for "Maintain User Information", "Maintain User Profile", and "Retrieve User IDs" (which is selected), and a "Submit" button. At the bottom are icons for "Housing HUDweb", "Send Mail", "Help", "Search", "HUDweb Home", and "Back to Top".

2. Click on the *Retrieve User IDs* radio button.
3. Click on the button. The **Retrieve User IDs** page displays.

User Maintenance

Retrieve User IDs

Last Name

First Name

Date Range* From / /

To / /

*Date range applies to the date on which the user ID was created or last updated.

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

4. Enter the User's last name in the *Last Name* field.
5. Enter the User's first name in the *First Name* field.

NOTE: If entering a date range, use the 2-digit month, 2-digit day, and 4-digit year format. Tab from one field to the next field. The date fields can be used, for example, if you have several Users that registered in the same week and you want to retrieve all of their system IDs at once.

6. Click on . The **User List** page for the PHA displays, including the PHA's tax ID, the participant ID, and a list of all Users for the PHA for the specified date range. **Refer to the *User ID* column.**
7. Click on the User Maintenance link. The **User ID Maintenance** page displays.

System Administration

User ID Maintenance

User ID

Maintain User Information

Maintain User Profile

Retrieve User IDs

[Housing HUDweb](#) [Send Mail](#) [Help](#) [Search](#) [HUDweb Home](#) [Back to Top](#)

Next, you must assign a role to the User allowing the User to perform the appropriate function in the system. There are two roles for PHA Users: "MASS-PHA User" and "MASS-PHA Executive Director". Only the PHA Executive Director can submit the management data to REAC.

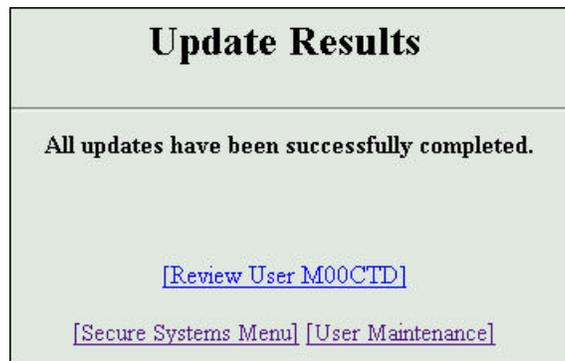
Role	Description
MASS-PHA User	PHA User who will be entering draft management data
MASS-PHA Executive Director	Executive Director submits the management data to REAC

To assign an access role to a User:

1. On the **User ID Maintenance** page, enter the User's system ID in the *User ID* field.
2. Select the *Maintain User Information* radio button.
3. Click on . The **Maintain User Information** page displays.

NOTE: The system ID is confirmed at the top of the page. The majority of the fields presented on the page, however, come from registration information, including name, e-mail address, and PHA organization name and number. The default is "Active", which is appropriate for a new or current User. "Terminated" inactivates the system ID, restricting access to Secure Systems. For example, if a User will be on extended leave, their ID should be terminated until their return.

4. To assign a role, click on the checkbox next to Assign Role(s).
5. Click on the role to select it from the list. To select multiple roles, hold down the Ctrl key and click on the roles.
6. Click on the button. The **Update Results** page displays, confirming the role update was successful.



NOTE: To review the current role, click on the Review User link. The **Maintain User Information** page displays again. The role now displays in the right column under Delete Role(s) to allow you to delete the currently assigned

role if necessary. When deleting a role, remember to first check the checkbox next to Delete Role(s).

7. Click on the Main Menu link. The **Secure Systems** page displays.



PHA Assignment Maintenance

In addition to a system role, the User must also be assigned to the PHA. As the Coordinator, you can only assign Users to PHAs you represent. For other PHAs, the User needs to contact the Coordinator for those PHAs.

To assign a PHA to a User:

1. From the **Secure Systems** page, click on the PHA Assignment Maintenance link. The **PHA Assignment Maintenance** page displays.

System Administration

PHA Assignment Maintenance

User

Assign PHA View or Unassign PHA

For Assignment, provide one of the following:

PHA ID

or State

If selected criterion is State, sort the results by:

PHA ID Name

Housing HUDweb Send Mail Help Search HUDweb Home Back to Top

2. Enter the User's system ID in the *User* field.
3. Click on the *Assign PHA* radio button.
4. Enter the PHA ID in the *PHA ID* field or click on the right drop-down arrow to select a state in the *State* field. Click on a state from the list to select it.
5. To select the sort criteria, click on either the *PHA ID* or *Name* radio button.
6. Click on the button. The **Assign PHA For User** page displays.

Assign PHA For User M11111

Roles	PHAs
<input type="text" value="PHA Certifier (PCR)"/>	AL075 BOAZ HOUSING AUTHORITY
<input type="text" value="PHA Submitter (PSB)"/>	AL101 Abbeville Housing Authority
<input type="text" value="REAC System Coordinator (RCO)"/>	AL121 Albertville Housing Authority
	AL102 Altoona Housing Authority
	AL081 Bear Creek Housing Authority
	AL128 Brundidge Housing Authority
	AL082 CROSSVILLE HOUSING AUHTORITY
	AL122 Childersburg Housing Authority
	AL070 City of Union Springs Housing Authority
	AL083 Collinsville Housing Authority

[[Main Menu](#)] [[System Maintenance](#)] [[User Maintenance](#)] [[PHA Maintenance](#)]

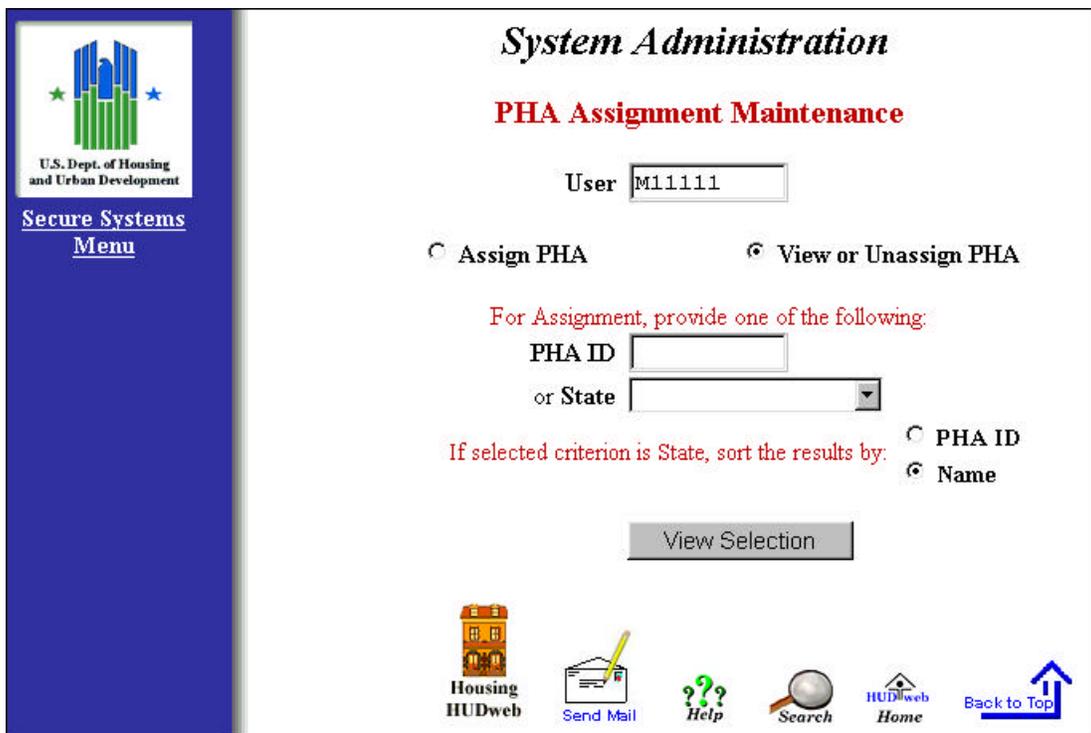
7. Select the appropriate User *Role* from the list by clicking on it.
8. Select the appropriate *PHA* from the lists by clicking on the selection to highlight it. Hold the Ctrl key down and click to select multiple PHAs.
9. Click on the button. The **Update Results** page displays.



10. Click on the [PHA Maintenance](#) link to return to the **PHA Assignment Maintenance** page.

To view a User's current PHA assignments:

1. From the **PHA Assignment Maintenance** page, enter the User's ID in the *User* field.



2. Click on the *View or Unassign PHA* radio button.
3. Click on the button. The **Unassign PHA for User** page displays.

Unassign PHA For User M11111

PHA ID	PHA Name	Role Code
<input checked="" type="checkbox"/> AR016	CAMDEN HOUSING AUTHORITY	PCR
<input type="checkbox"/> AR016	CAMDEN HOUSING AUTHORITY	PSB
<input type="checkbox"/> AR030	Housing Authority of the City of Mena	PSB
<input type="checkbox"/> OK120	Housing Authority of the City of Yale	RCO

[\[Main Menu\]](#) [\[System Maintenance\]](#) [\[User Maintenance\]](#) [\[PHA Maintenance\]](#)

4. Click on the [PHA Maintenance](#) link to assign additional PHAs; or click the [User Maintenance](#) link to assign roles or update User information; or the [Main Menu](#) link to return to the **Secure Systems** page.

To delete a User's rights to a PHA:

1. From the **PHA Assignment Maintenance** page, enter the User's system ID in the *User* field.

System Administration

PHA Assignment Maintenance

User

Assign PHA View or Unassign PHA

For Assignment, provide one of the following:

PHA ID

or State

If selected criterion is State, sort the results by:

PHA ID Name

2. Click on the *View or Unassign PHA* radio button.
3. Click on the button. The **Unassign PHA for User** page displays, listing PHAs currently assigned to the User.

Unassign PHA For User M11111

PHA ID	PHA Name	Role Code
<input checked="" type="checkbox"/> AR016	CAMDEN HOUSING AUTHORITY	PCR
<input type="checkbox"/> AR016	CAMDEN HOUSING AUTHORITY	PSB
<input type="checkbox"/> AR030	Housing Authority of the City of Mena	PSB
<input type="checkbox"/> OK120	Housing Authority of the City of Yale	RCO

[\[Main Menu\]](#) [\[System Maintenance\]](#) [\[User Maintenance\]](#) [\[PHA Maintenance\]](#)

4. Click on the checkbox to select the PHA to unassign.
5. Click on the button. The **Update Results** page displays.



6. Click on the [Secure Systems Menu](#) link to return to the **Secure Systems** main page or click on the control icon to exit the system.



Final Step in User Set-up

After retrieving the User's system ID, assigning the User the appropriate role and PHA(s), you can now provide them with their User ID to access the system.

Password Change

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

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

To change the password:

1. From the **Secure Systems** page, click on the Password Change link. The **Change Password** page displays.



The screenshot shows a web form titled "Change Password" with a "HELP" button in the top left. The form prompts the user to "Please enter a new Password" and displays the "User ID M11111". It contains three password input fields: "Old Password:", "New Password:", and "Retype New Password:", each with a masked password of seven asterisks. A "Login" button is positioned to the right of the "Retype New Password" field. A "Notice to internet users" states: "Your password change request may not take effect for up to 15 minutes." A "BACK" button with a left-pointing arrow is located at the bottom left of the form.

2. Enter the old password and tab to the next field.
3. Enter the new password and tab to the next field.
4. Retype the new password.
5. Click on the **Login** button. The old password is changed to the new password and the **Secure Systems** page displays.



Secure Systems
HUD

Systems

- [Financial Assessment Subsystem Submission](#) (FASSUB)
- [Active Partners Performance System](#) (APPS)
- [Financial Assessment Submission - PHA](#) (FASPCHA)
- [Management Assessment Subsystem](#) (MASS)
- [Resident Assessment Subsystem](#) (RASS)

System Administration - [Guide](#)

- [User Group Maintenance](#)
- [User ID Maintenance](#)
- [Property Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Password Change](#)

NOTE: The password change is not instantaneous; it may take up to 15 minutes to implement on the server.

BUSINESS PARTNERS MAINTENANCE

The Business Partner Maintenance feature allows **Coordinators** to represent additional business partners (i.e., PHAs). You can only register once. If you need to represent additional PHAs as their Coordinator, you must request a new business partner relationship for each additional PHA. Once the new relationship is activated in the system, you can act as the Coordinator for the additional PHA.

Establishing Additional PHA Relationships

Remember, Coordinators are determined by the PHA. The first step in establishing a new business partner relationship is to make a request to the new (in addition to the PHA under which you registered to be their Coordinator) PHA in the system.

To request a new business relationship:

1. From the **Secure Systems** page, click on the Business Partners Maintenance link. The **Business Partners Maintenance** page displays.

The screenshot shows a web interface for 'System Administration' with a sub-section for 'Business Partners Maintenance'. On the left is a blue sidebar with the U.S. Dept. of Housing and Urban Development logo and a 'Secure Systems Menu' link. The main content area has the title 'System Administration' in italics and 'Business Partners Maintenance' in red. Below the title is a 'User ID' field containing 'M80001'. There are three radio buttons: 'Request New / Delete Existing Relationships' (which is selected), 'Activate Relationships', and 'Deactivate Relationships'. A 'Submit' button is located below the radio buttons. At the bottom of the page, there are 'Home' and 'Back to Top' links.

2. Enter your system ID in the *User ID* field.
3. Select the *Request New/Delete Existing Relationships* radio button.
4. Click on the button. The **Delete/Request Relationships** page displays. The "Original Relationship" identifies the PHA you under which you registered. The box immediately below displays additional PHAs you represent (if any).

Delete Relationships For User M80001

Original Relationship: 411295075 - LaCrosse Properties
(Organization)

351939896 - PFISTER & COMPANY, INC. (O)
 OH066 - MORGAN METROPOLITAN HOUSING AUTHORITY (O)

Request Relationships For User M80001

Tax ID / SSN / PHA ID	Business Partner Type
<input type="text" value="1112223333"/>	Participant (Organization) ▾
<input type="text" value="1114445555"/>	Participant (Individual) ▾
<input type="text"/>	Participant (Organization) ▾
<input type="text"/>	Participant (Organization) ▾
<input type="text"/>	Participant (Organization) ▾
<input type="text"/>	Participant (Organization) ▾
<input type="text"/>	Participant (Organization) ▾
<input type="text"/>	Participant (Organization) ▾
<input type="text"/>	Participant (Organization) ▾
<input type="text"/>	Participant (Organization) ▾

[\[Main Menu\]](#) [\[User Group Maintenance\]](#) [\[User Maintenance\]](#) [\[Business Partners Maintenance\]](#)

5. Scroll down to the *Request Relationships* section. Click in the first column, and enter the *PHA ID* for the PHA.
6. In the *Business Partner Type* column, click on the right drop-down arrow to view a list of options. Click on the PHA to select it.

Tax ID / SSN / PHA ID	Business Partner Type
<input type="text" value="PA060"/>	PHA ▾
<input type="text"/>	Participant (Organization)
<input type="text"/>	Participant (Individual)
<input type="text"/>	PHA
<input type="text"/>	Participant (Organization)

7. Click on the button at the bottom of the page. A **Confirmation** page displays.

**Request Relationships For User M80001
Confirmation**

Add Participant Info	Confirm
PA060 NORTHUMBERLAND COUNTY HOUSING AUTH. 50 MAHONING STREET MILTON PA 17847-1021	<input type="checkbox"/>

[\[Main Menu\]](#) [\[User Group Maintenance\]](#) [\[User Maintenance\]](#) [\[Business Partners Maintenance\]](#)

NOTE: The system automatically checks the PHA ID against the HUD database. A message displays if the information is not valid. If the information is not correct, click the cancel button to return to the previous page and re-enter the correct information.

- Click on the *Confirm* checkbox to confirm you are requesting to be the displayed PHA's Coordinator.

Add Participant Info	Confirm
PA060 NORTHUMBERLAND COUNTY HOUSING AUTH. 50 MAHONING STREET MILTON PA 17847-1021	<input checked="" type="checkbox"/>

- Click on the button to submit the request.
- Click on the [Main Menu](#) link to return to the **Secure Systems** page or the control icon to exit the system



After Requesting an Additional PHA Relationship

After requesting an additional PHA relationship (e.g., with another PHA), HUD sends the PHA's Executive Director a letter, to verify you as the PHA's Coordinator and provide the Executive Director with your activation key. You are authorized as the PHA's Coordinator when you receive your activation key from the Executive Director. The Coordinator then needs to activate the relationship with this "new" (in addition to the original) PHA in the system.

To activate a new business partner relationship:

1. On the **Business Partners Maintenance** page, click on the *Activate Relationships* radio button. The **Activate Relationships** page displays.



Deleting PHA Relationships

If you or the backup Coordinator no longer serve as the Coordinator for a PHA, the relationship with that PHA must be deleted. Remember, the system allows a PHA a maximum of two Coordinators.

To delete a Coordinator relationship with a PHA:

1. On the **Business Partners Maintenance** page, enter the Coordinator's system ID in the *User ID* field.
2. Select the *Request New/Delete Existing Relationships* radio button.
3. Click on the button. The **Delete/Request Relationships** page displays.



4. In the *Delete Relationships* section, click on the PHA to select it. Use the scroll bar, if necessary. Use the Ctrl key to select more than one option.
5. Click on the button to delete the Coordinator relationship with the PHA. The **Update Results** page displays confirming your deletions.



6. Click on the [Secure Systems Menu](#) link to return to the **Secure Systems** page, or on the control icon to exit the system.