

Topic 3: Standard User Registration and Changing a User Password**Topic Overview:**

The purpose of this topic is to:

- Provide directions for how to register as a Standard User for a Secure Systems ID via HUD's Web site
- Describe the process for receiving and using the Secure Systems ID to log in to the Secure Systems as a Standard User

Walkthroughs:

Each of the following walkthroughs will demonstrate how to perform a Standard User system task within the Secure Systems.

- Walkthrough 14 - Complete the User Registration Application
- Walkthrough 15 - Log in to the Secure Systems as a Standard User
- Walkthrough 16 - Change Password

Walkthrough 15: Complete the User Registration Application

Introduction

This walkthrough instructs Standard Users on how to complete the registration application for the Secure Systems ID.

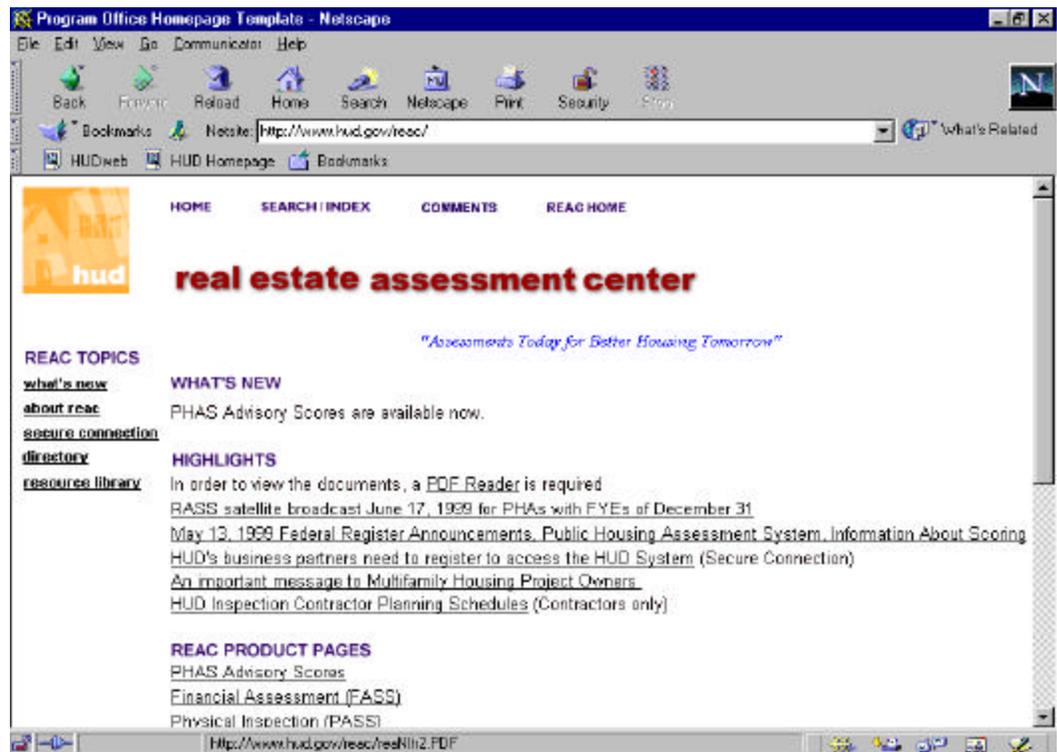
Process Steps

Step 1: Access the Internet browser.

Step 2: Enter the following Web address into the location toolbar:

<http://www.hud.gov/reac>

The *Real Estate Assessment Center* Web site opens.



- Step 3:** Single click the **Register for Secure Systems ID** link.
The *Coordinator and User Registration* page opens.

Coordinator and User Registration

Application Type: Coordinator User

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Organization Information

- Provide the mailing address name of the HUD-registered Organization you represent
- Provide the Tax Identification Number of the HUD-registered Organization you represent

Organization Name:	<input type="text"/>
Organization ID:	<input type="text"/>

E-mail Address:

Password:	<input type="text"/>
Re-enter Password for Verification:	<input type="text"/>

Mother's Maiden Name:

- Step 4:** Single click the button  next to **User** to choose the Application Type.

NOTE: . IF REGISTERED AS A **STANDARD USER**, AN APPLICANT CAN NOT PERFORM **COORDINATOR SYSTEM ADMINISTRATION TASKS** IN THE SYSTEM.

Step 5: Enter the appropriate information in the **First Name, Middle Initial, Last Name,** and **Social Security Number** fields.

NOTE: PRESS THE TAB KEY ON THE KEYBOARD TO MOVE TO THE NEXT FIELD.

Step 6: Enter the name of the business partner in the **Organization Name** field.

Step 7: Enter the Tax Identification Number (TIN) of the business partner in the **Organization ID** field.

NOTE: ENTER THE TIN WITHOUT HYPHENS. THE TIN IS VALIDATED AGAINST THE HUD DATABASE CONTAINING TRUSTED BUSINESS PARTNERS INFORMATION. AN APPLICATION SUBMITTED WITH A TIN NOT FOUND IN THIS DATABASE WILL BE REJECTED.

Step 8: Enter the applicant's e-mail address in the **E-mail Address** field.

NOTE: THIS INFORMATION IS ESSENTIAL FOR COMMUNICATION PURPOSES BETWEEN HUD AND THE USER.

Step 9: Choose and enter a password in the **Password** field.

This password is case-sensitive and must be 6 characters (letters and/or numbers).

Step 10: Re-enter the password in the **Re-enter Password for Verification** field.

NOTE: HUD WILL NOT DISCLOSE A PASSWORD SO IT IS IMPORTANT TO REMEMBER THE CHOSEN PASSWORD FOR FUTURE USE. IF A PASSWORD IS FORGOTTEN, THE STANDARD USER MUST CONTACT THE REAC CUSTOMER SERVICE CENTER TO HAVE IT RESET. THE SOCIAL SECURITY NUMBER AND MOTHER'S MAIDEN NAME ARE USED FOR VERIFICATION PURPOSES ONLY.

Step 11: Enter the appropriate information in the **Mother's Maiden Name** field.

Step 12: Review the application to ensure all fields are completed with the correct information.

NOTE: IF NECESSARY, THE CLEAR FIELDS BUTTON CAN BE USED TO CLEAR ALL THE FIELDS AND RE-ENTER THE APPLICATION INFORMATION.

Step 13: Single click the **Send Application** button to submit the completed registration application.

A confirmation page displays which includes all the information submitted by the applicant, as well as the name of the business partner for which the User is registering.

Standard User Registration

STANDARD USER REGISTRATION CONFIRMATION:

<i>First Name:</i>	JOE
<i>Middle Initial:</i>	E
<i>Last Name:</i>	SMITH
<i>Social Security Number:</i>	234-56-7655
<i>Organization Name:</i>	SMITH CO.
<i>Organization ID:</i>	466038287
<i>E-mail Address:</i>	jsmith@aol.com
<i>Mothers Maiden Name:</i>	HUDSON

You are registering as a **Participant User** for the Participant **KELLEY REALTY LTD - 466038287**.

Please confirm that you are registering as a **Participant User** and not as a Coordinator. After your registration is processed, the coordinator for **KELLEY REALTY LTD** will disclose your ID to you.

Step 14: Confirm or cancel the registration information:

If all the information on the confirmation page is accurate, single click the **Confirm/Submit** button.

A message is returned acknowledging receipt of the application for further processing.

If any information on the confirmation page is inaccurate, single click the **Cancel Application** button.

The Standard User registration application will have to be completed with the proper information and resent.

Standard User Registration

 **Message:** STANDARD USER REGISTRATION ACCEPTED FOR FURTHER PROCESSING

<i>First Name:</i>	JOE
<i>Middle Initial:</i>	E
<i>Last Name:</i>	SMITH
<i>Social Security Number:</i>	234-56-7655
<i>Organization Name:</i>	SMITH CO.
<i>Organization ID:</i>	466038287
<i>E-mail Address:</i>	jsmith@aol.com
<i>Mothers Maiden Name:</i>	HUDSON

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Comments or Questions <REAC_CSC@hud.gov>

Walkthrough 16: Log in to the Secure Systems as a Standard User

Introduction

This walkthrough explains the process for logging in to the Secure Systems.

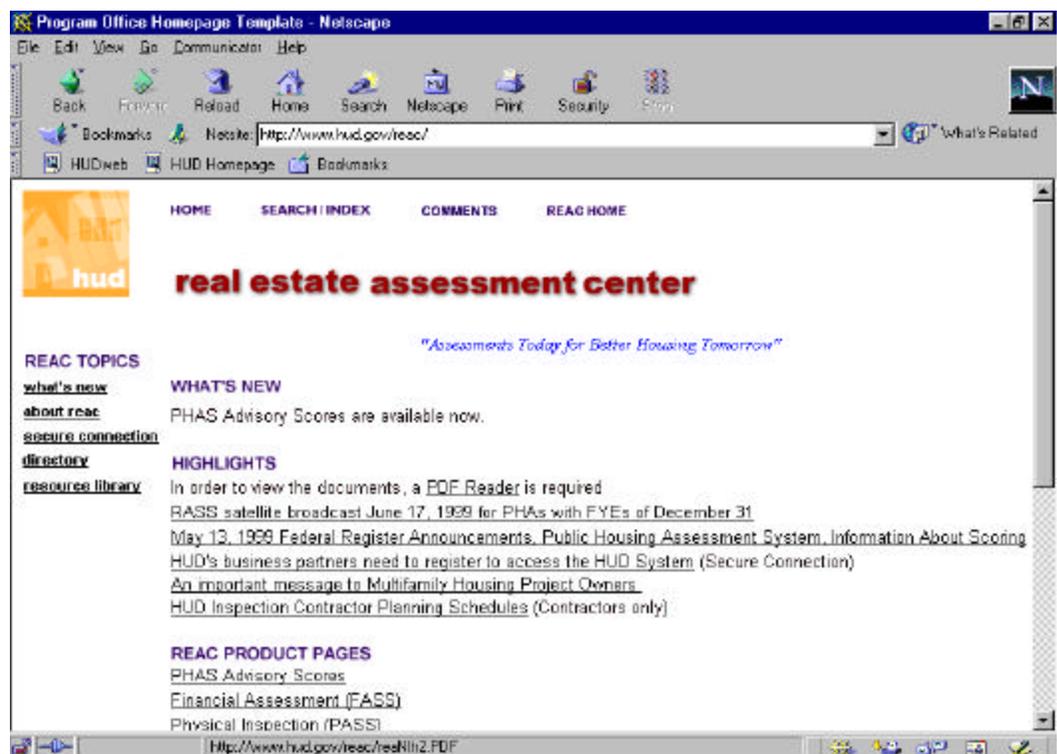
Process Steps

Step 1: Access the Internet browser.

Step 2: Enter the following Web address into the location toolbar:

<http://www.hud.gov/reac>

The *Real Estate Assessment Center* Web site opens.



- Step 3:** Single click the **Log in to Secure Systems** link.
The *Username and Password Required* message box opens.

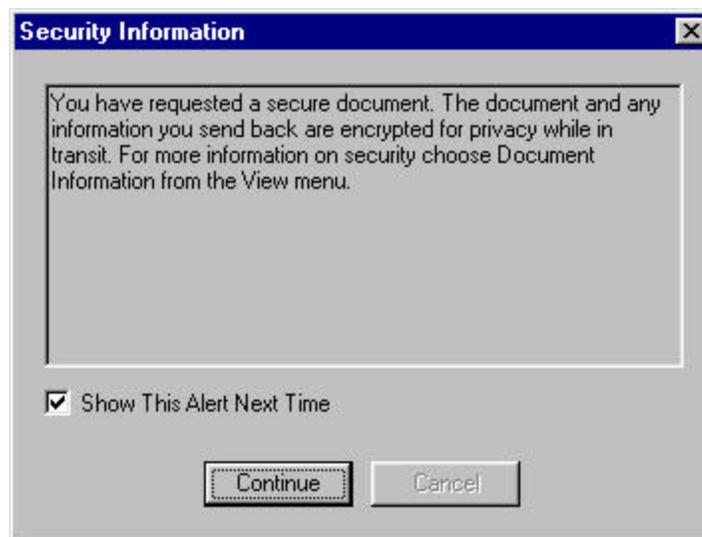


The screenshot shows a dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside the dialog box reads: "Enter username for Enterprise Server at hudapps.hud.gov:". Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

- Step 4:** Enter the Secure Systems ID in the **User Name** field.

- Step 5:** Enter the password in the **Password** field.

- Step 6:** Single click the **OK** button.
A *Security Information* message box opens.



The screenshot shows a dialog box titled "Security Information" with a close button (X) in the top right corner. The text inside the dialog box reads: "You have requested a secure document. The document and any information you send back are encrypted for privacy while in transit. For more information on security choose Document Information from the View menu." Below this text is a checkbox labeled "Show This Alert Next Time" which is checked. At the bottom of the dialog box are two buttons: "Continue" and "Cancel".

NOTE: IF THE SECURITY OPTION IS NOT SELECTED IN THE INTERNET BROWSER BEING USED, THE *SECURITY INFORMATION* MESSAGE BOX WILL NOT OPEN. IN THIS SITUATION, THE *SECURE SYSTEMS* PAGE WILL OPEN IMMEDIATELY.

Step 7: Single click the **Continue** button.
The *Secure Systems* page opens.

Secure Systems
HUD

Systems

- [Tenant Rental Assistance Certification System \(TRACS\)](#)
- [Financial Assessment Subsystem Submission \(FASSUB\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Active Partners Performance System \(APPS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Tenant Assessment Subsystem \(TASS\)](#)

System Administration - [Guide](#)

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

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NOTE: LINKS LISTED UNDER THE SYSTEM PROJECTS HEADING ARE SPECIFIC SYSTEMS TO WHICH THE PERSON LOGGING IN HAS ACCESS. DIFFERENT PEOPLE WILL HAVE DIFFERENT SYSTEMS AVAILABLE, DEPENDING ON THE RIGHTS ASSIGNED TO THEIR ID.

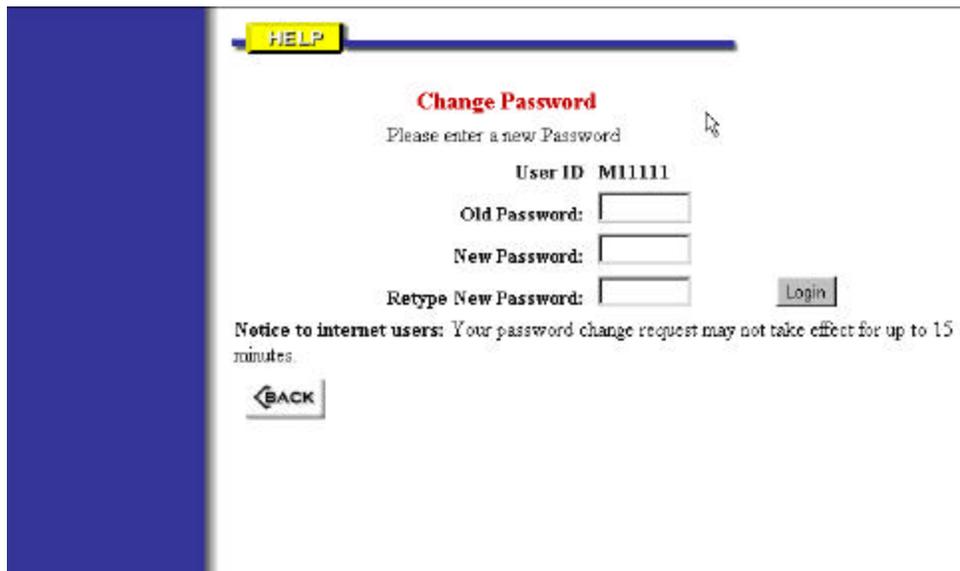
Walkthrough 17: Change Password

Introduction

This walkthrough demonstrates how the Standard User changes their own password.

Process Steps

- Step 1:** Log in to the Secure Systems .
See **Walkthrough 16: Log in to the Secure Systems** for more information.
- Step 2:** Single click the **Password Change** link.
The *Change Password* page opens.



The screenshot shows a web page titled "Change Password" with a blue sidebar on the left. At the top, there is a yellow "HELP" button. The main content area contains the following text and form elements:

- Change Password** (in red)
- Please enter a new Password
- User ID: M11111
- Old Password:
- New Password:
- Retype New Password:
- Login button
- Notice to internet users: Your password change request may not take effect for up to 15 minutes.
- BACK button

- Step 3:** Enter the old password in the **Old Password** field.
- Step 4:** Enter the new password in the **New Password** field.
This password is case-sensitive and must be 6 characters (letters and/or

numbers).

Step 5: Re-enter the new password in the **Retype New Password** field.

Step 6: Single click the **Login** button.

The old password is changed to the new password and the *Secure Systems* page re-opens.

NOTE: PASSWORD CHANGES ARE NOT INSTANTANEOUS. IT MAY TAKE UP TO 15 MINUTES TO PROCESS THE CHANGE ON THE INTERNET SERVER.