Appendix A - eLOCCS and Role Assignment Steps for Coordinator

**A Secure System Coordinator**, as a system administrative, must first assign the LOCCS COR (Coordinator) - <Action>, and then the QRY (Query) and ADM (Administrator)- <Roles> to themselves before assigning QRY and ADM roles to users.

Step I. Secure Systems Coordinator assignment of LOCCS System:

Cut and paste URL or click <here> for Secure Systems


Select the <Login here> link, sign in with your Secure System Coordinator ‘M’ ID and proceed to the Secure Systems Main Menu.
A. From the Secure Systems Coordinator Main Menu, Select User Maintenance. (Figure 1).

![Figure 1 - Secure Systems Main Menu](image1)

B. Enter your Secure Systems Coordinator’s ‘M’ ID in the Search by User ID section and click <Search for User> button. Figure 2.

![Figure 2. User Maintenance and Search for User by ID](image2)
C. On the Maintain User Profile screen, select <Choose a Function>, then

Select <Maintain User Profile – Actions> and click <Submit> button. (Figure 3).

![System Administration](image)

**Figure 3. Maintain User Profile – Actions**

D. From the Assign/Unassign Actions page, mark the <LOCCS COR-Coordinator> check boxes and click <Assign/Unassign Actions> button.

![Assign/Unassign Actions](image)

**Figure 4. Mark the check box - LOCCS ‘COR’**

E. From the System Administration page, Click <OK> button to confirm action.

![Successful Transaction](image)

**Figure 5. You have successfully assigned action(s) for the ‘COR’ action.**

шение A Coordinator can only assign the ‘COR’ action to themselves. Other coordinators need to assign the actions and roles to themselves.

F. The Maintain User Profile screen will display.
G. Next, add LOCCS (ADM and QRY) roles to the ‘M’ coordinator ID. On the Maintain User Profile screen select <Choose a Function>, then 

Select <Maintain User Profile – Roles> and click <Submit> button. (Figure 6).

![Figure 6. Maintain User Profile – Roles](image)

H. From the Assign/Unassign Roles page, mark the <LOCCS ADM-Administration> and <LOCCS QRY-Query> check boxes and click <Assign/Unassign Roles> button.

![Figure 7. Mark the check box - LOCCS ‘ADM’ and ‘QRY’](image)

I. From the System Administration page, click <Confirm> button to confirm roles. Then Click <OK> button to finalize assignment.

J. The eLOCCS link will appear on the left menu bar of Secure Systems under ‘Systems’ and on the REAC Main Menu Page. Continue to Step 2 to assign roles to users.

Step II. Assignment of Roles to eLOCCS User:

After the Secure Systems Coordinator has assigned the LOCCS COR-Coordinator <Action> and LOCCS ADM and QRY <Roles> to themselves in Step I, LOCCS ‘ADM’ and/or ‘Query’
<Roles> must also be assigned to each Secure Systems User that needs to access eLOCCS in the organization.

* This includes the Coordinator. If the Coordinator is also an eLOCCS User, they should assign the LOCCS QRY and ADM roles to themselves too. See step 2 above.

A. To assign LOCCS roles to users from the Secure Systems Main Menu, select <User Maintenance>. (Figure 1).

![Figure 1 - Secure Systems Main Menu](image1)

B. From the User Maintenance Screen, enter the Secure Systems User ‘M’ ID in the Search by User ID section and click <Search for User> button. Figure 2.

*If you don’t know the User’s ‘M’ ID, enter the user’s name information in the Search Users’ section. Figure 3.

Then, click the appropriate <Search for User> button to display the User profile page.

![Figure 2. Search for User by ID](image2)
C. From the User Profile page, select <Choose a Function> and choose ‘Maintain User Profile - Roles’ and click <Submit> button. Figure 4.

D. Under the LOCCS system, mark the ‘QRY’ and ‘ADM’ check boxes and click <Assign/Unassign Roles> button to confirm role changes. Figure 5

Inform the user that you have successfully assigned the LOCCS system/roles and to sign into Secure System to access eLOCCS. Refer user to Section 4 Signing Into eLOCCS above.
IF YOU NEED HELP or have questions regarding any registration component, please contact your HUD program office. If you are not familiar with your HUD program officer, please contact OCFO Security at eloecs@hud.gov, for that information.

IF YOU NEED HELP or have questions about your Secure Systems ID, please contact the Secure Systems REAC Technical Assistance at 1-888-245-4860. NOTE: Secure Systems cannot answer any questions about eLOCCS, contact the HUD program officer assigned to your organization. They are responsible for the 'M' id and password only. Please contact your HUD program officer for all information concerning eLOCCS.