MAPPER SIGN ON

RHPS is an application available on the MAPPER system. All users first sign onto MAPPER and then to RHPS. Using your assigned MAPPER system user-ID and Password, enter the following:

(user ID), (department number), (MAPPER password) and TRANSMIT.

You may want to jot down the printer terminal number that appears on the MAPPER screen after your password is accepted. This number tells the computer where to send the output, if you want a report printed from RHPS.

RHPS SIGN ON

-- Enter the run name (RHPS) in the home position (top left position) and TRANSMIT.

-- If this is the first time you have logged on, or if your user registration has been reset, the RHPS System Password Entry Screen appears. See Figure 1 for an illustration of this screen.

GENERAL AND PROGRAM ACCOUNTING (GPA) SYSTEM PASSWORD ENTRY SCREEN

SINCE YOU ARE A NEW USER, OR YOUR PASSWORD HAS BEEN RESET BY THE SYSTEM ADMINISTRATOR, YOU MUST ENTER THE PASSWORD YOU ARE GOING TO USE TO GAIN ACCESS TO THE RHPS MAPPER FRONT-END SYSTEM.

ON THIS SCREEN, YOU MUST ENTER YOUR NEW PASSWORD TWO (2) TIMES TO VERIFY YOUR ENTRY. YOU WILL NOT SEE YOUR PASSWORD AS YOU TYPE. YOUR PASSWORD MUST BE SIX (6) CHARACTERS LONG. AFTER YOU ENTER YOUR FIRST SIX
CHARACTER PASSWORD, THE CURSOR WILL AUTOMATICALLY MOVE TO THE SECOND PASSWORD FIELD. AFTER TYPING YOUR SIX CHARACTER PASSWORD THE SECOND TIME, THE CURSOR WILL AUTOMATICALLY MOVE TO THE TRANSMIT FIELD, WHERE YOU MUST TRANSMIT. IF YOU RECEIVE ANY ERRORS, YOU MUST ENTER BOTH PASSWORDS AGAIN! TAB THE CURSOR ONE TIME TO MOVE TO THE FIRST PASSWORD FIELD.

ENTER NEW PASSWORD FIRST TIME --> (SIX CHARACTERS)
Enter NEW PASSWORD SECOND TIME -> (SIX CHARACTERS)
TRANSMIT FROM HERE -->

Figure 1. RHPS System Password Entry Screen

CREATING A NEW PASSWORD

1. From the System Password Entry Screen, tab and enter your new password at the prompt:

   ENTER NEW PASSWORD FIRST TIME -->

   Your entered password is automatically checked as follows:

   * It must be six characters.
   * It must have no sequential numbers (i.e., 123, 890) or letters (i.e., abc, xyz).
   * There must be no occurrences of three of the same number or letter.
   * It must be different from the MAPPER user ID.
   * It cannot be PASSWD.
   * It cannot be the same as some one else's password.

2. Enter the same password again and TRANSMIT.

   If there are no errors, the Welcome screen for the Region or Field Office appears (Figures 2 and 3). You are in the RHPS system and processing continues normally.
Welcome to the Rapid Housing Payment System (RHPS) main menu for Regional Office.

Please enter the selection number for the desired program and transmit =>

<table>
<thead>
<tr>
<th>Selection Number</th>
<th>Description of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1    <em>N/A</em>_</td>
<td></td>
</tr>
<tr>
<td>2    <em>N/A</em>_</td>
<td></td>
</tr>
<tr>
<td>3    ______</td>
<td>On-Screen Query</td>
</tr>
<tr>
<td>4    <em>N/A</em>_</td>
<td></td>
</tr>
<tr>
<td>5    ______</td>
<td>Special Reports (Printout)</td>
</tr>
<tr>
<td>6    ______</td>
<td>Modify Database</td>
</tr>
<tr>
<td>7    <em>N/A</em>_</td>
<td></td>
</tr>
<tr>
<td>8    <em>N/A</em>_</td>
<td></td>
</tr>
<tr>
<td>9    ______</td>
<td>Documentation</td>
</tr>
<tr>
<td>10   ______</td>
<td>Exit Program</td>
</tr>
</tbody>
</table>

Figure 2. Region Menu

Welcome to the Rapid Housing Payment System (RHPS) main menu for Field Office.

Please enter the selection number for the desired program and transmit =>

<table>
<thead>
<tr>
<th>Selection Number</th>
<th>Description of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1    ------</td>
<td>Request Modernization/Development Funds</td>
</tr>
<tr>
<td>2    ------</td>
<td>Revise/Delete Previous Request for Funds</td>
</tr>
<tr>
<td>3    ------</td>
<td>On-Screen Query</td>
</tr>
<tr>
<td>4    <em>N/A</em>_</td>
<td></td>
</tr>
<tr>
<td>5    ------</td>
<td>Special Reports (Printout)</td>
</tr>
<tr>
<td>6    ------</td>
<td>Modify Database</td>
</tr>
<tr>
<td>7    <em>N/A</em>_</td>
<td></td>
</tr>
</tbody>
</table>
GENERAL AND PROGRAM ACCOUNTING (GPA)

RHPS SYSTEM PASSWORD SCREEN

ENTER YOUR PASSWORD AND TRANSMIT TO GAIN ENTRY TO THE RHPS SYSTEM. YOU WILL NOT SEE YOUR PASSWORD AS YOU TYPE. YOU HAVE THREE (3) CHANCES TO ENTER YOUR CORRECT PASSWORD

1. ENTER PASSWORD  ->  (SIX CHARACTERS)
   TRANSMIT HERE  ->

Figure 4. RHPS System Password Screen

-- Once your new password has been accepted, future entries to the RHPS system will use the RHPS System Password Screen shown in Figure 4. You will always use this screen to enter your RHPS password unless your password becomes disabled.

CHANGING YOUR PASSWORD

If you change your password, you must wait six days before you can change it again. Your password automatically expires every 21 days. The system informs you when it expires and prompts you to key in a new one.

1. From the Region or Field Office menu, enter option 6 (Modify Database), and TRANSMIT. (Figures 2 and 3)

2. The Menu for "Modifying Database Screen" appears.
3. Enter option 2 (Change User Password) and TRANSMIT.

4. The "Change Application Password Screen" appears. (Figure 6)

5. Enter your CURRENT password at the prompt and TRANSMIT at the appropriate option.

6. The screen prompts you to enter your NEW password and TRANSMIT. (Figure 7)

7. A new prompt, asking you to re-enter the password for confirmation, appears. (Figure 8)

8. Re-enter your NEW password and press TRANSMIT.

9. The appropriate RHPS menu appears.

---

APPENDIX 9

MENU FOR MODIFYING DATABASE

PLEASE ENTER THE SELECTION NUMBER
FOR THE DESIRED PROGRAM => ,
THE PRINTER STATION NUMBER => , AND TRANSMIT =>

<table>
<thead>
<tr>
<th>SELECTION NUMBER</th>
<th>DESCRIPTION OF PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADD/MODIFY HOUSING AUTHORITY ADDRESS</td>
</tr>
<tr>
<td>2</td>
<td>CHANGE USER PASSWORD</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>RETURN TO MAIN MENU</td>
</tr>
</tbody>
</table>

---

Figure 5. Menu for Modifying Database
GPA RAPID HOUSING PAYMENT SYSTEM (RHPS/A09)
CHANGE APPLICATION PASSWORD

PLEASE ENTER YOUR CURRENT PASSWORD AND TRANSMIT TO CONTINUE

ENTER YOUR CURRENT PASSWORD  -->
TRANSMIT HERE TO CONTINUE  ----->
TRANSMIT HERE FOR MAIN MENU  -->

Figure 6. RHPS Change Application Password Screen

GPA RAPID HOUSING PAYMENT SYSTEM (RHPS/A09)
CHANGE APPLICATION PASSWORD

PLEASE ENTER YOUR NEW PASSWORD AND TRANSMIT TO CONTINUE

ENTER YOUR NEW PASSWORD  -->
TRANSMIT TO CONTINUE  ----->
TRANSMIT FOR MAIN MENU  --->

Figure 7. Change Application Password Screen (continued)
CHANGE APPLICATION PASSWORD

PLEASE ENTER YOUR NEW PASSWORD A SECOND TIME
AND TRANSMIT TO CONTINUE

ENTER YOUR NEW PASSWORD AGAIN -->
TRANSMIT HERE TO CONTINUE ------->

TRANSMIT TO ABORT THE PROCESS -->

Figure 8. Change Application Password Screen (continued)