



3.0 Getting Started

3. GETTING STARTED

3.1 Registration and Logging On for Users



Registration and Login

1. **Open** web browser (Internet Explorer 6.0). Before you proceed, you should have visited *Who Am I?* in Section 0.1.1 in the User's Manual. Understanding this information is essential for the registration process and using WASS.
2. **Enter** the URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select** *Register Online* to begin the registration process.
4. **Select** *Multifamily Housing Entity, Public Housing Agency, Independent User, or Reverse Auction Program (RAP) User* for the next step in the registration process
5. **Select** *User* for the Application Type and complete the remainder of the information. All information is required.
6. **E-mail** – Ensure you provide a valid e-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password** – This will be the password you use to login to WASS Secure Connection. The password should be a “strong password” containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other “secret” word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online “Reset Password” request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification** – Your User ID for login is established the evening of the day you register as a user. Notify your Coordinator that you have registered. Your Coordinator will retrieve your User ID and assign you privileges (roles and actions) on the systems you will access. There is no written notification of your successful registration.
10. **Obtain** your User ID from your Coordinator.
11. **Login** to WASS using your User ID and the password you created during registration. On the WASS Main Menu, select the link to the system you need to use.

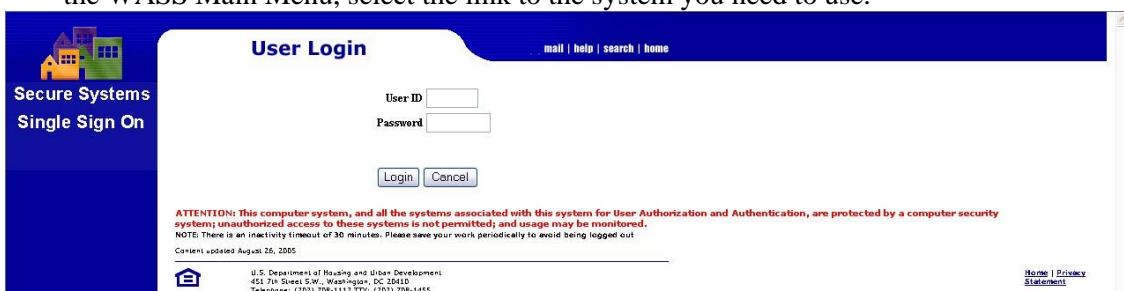


Figure 3-1 User Login Screen

At time of registration, users will have access to a set number of systems, roles, and actions reserved for external HUD users. Your Coordinator will assign access privileges to systems after your successful registration. The systems available to your Coordinator to assign to you are based on the information from your registration form. The systems that are available to external users at registration are shown in Table 3-1.

Table 3-1 Assignable Systems for Users

<i>Property Assignment of Systems (TN Nos.)</i>		<i>Contract Assignment of Systems (TIN Nos.)</i>		<i>Property Assignment of Systems (PHAID)</i>	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	<i>Contract Assignment of</i>		PASS	QASS
VMS	REMS	<i>Systems (PHAID)</i>		VMS	REMS
LOCCS		LOCCS	REMS	LOCCS	FASPHA
TRACS		TRACS	FASPHA	TRACS	NASS
		MASS	NASS	MASS	
		RASS		RASS	

Your Coordinator will assign you roles and actions to enable you to do your work. The full list of roles and actions are given in Appendix B. The first stop for information about access to WASS or the individual systems is the appropriate help desk. Individuals at the help desk will answer your questions or refer you to an applicable System Administrator about issues related to their specific system.


3.2 Main Menu

Upon successful login, the first screen for external users and internal users is the *Main Menu* screen. The range of system administration functions available to all users is shown on the sidebar under System Administration. External users will only see Password Change under System Administration.

The *Main Menu* provides to users the systems and system administration functions available immediately after registration. The system administration functions and system access are part of the privileges available to users.

The *Main Menu* screen below (see Figure 3-2) shows the systems and system administration functions on both the sidebar and on the center of the screen. Once you move to subsequent System Administration screens the sidebar information remains available for speedy access.

The *Main Menu* screen below also shows the maximum number of System Administration functions available to a Super Administrator who is supporting external users. It also shows the maximum number of systems available to a Coordinator or an external user of HUD systems.



Secure Systems

Welcome First - HWASSO

Main Menu

[housing](#) | [mail](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Systems

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASS\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Multifamily Insurance Claims System \(MFCS\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Real Estate Management System \(REMS\)](#)
- [Subsidy and Grants Information Systems \(SAGIS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)
- [Voucher Management System \(VMS\)](#)

System Administration

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [EIV Assignments By User](#)
- [EIV Assignments To User](#)
- [Extra Coordinators Report](#)
- [Monthly Activity Report](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Property Assignment Maintenance](#)
- [RAP Organization Assignment Maintenance](#)
- [TAC Report](#)
- [Terminate Inactive Users](#)
- [Update Message Of The Day](#)
- [User Maintenance](#)

system administration


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systems

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Figure 3-2 Main Menu

Under the *Systems* section, users see the systems that are assigned to them. Under the *System Administration* section, a user has the capability to “[Change Password](#)”. The other system administration functions shown above are functions that a Coordinator would see under the *System Administration* section of the *Main Menu*. Coordinators need the different system administration functions in order to provide users access to Business Partners, assign contracts, assign properties, assign PHAs, and assign groups, roles, and actions. Each of the system administration functions shown on the sidebar is linked to a series of other screens that present the Coordinator with the choices to complete the changes to a user’s access privileges.

Below the *System Administration* functions are links to a list of systems. The list of systems displayed will vary from user to user depending upon roles and actions assigned to the users. Currently, about 20 systems are available for external users. A new system can be added at any time. A few systems exist which are only available to internal users.

3.2.1 Assistance Contract Assignment Maintenance

Assignment of contracts is one of the Coordinator’s responsibilities. The success of this activity requires that the Coordinator know the User ID for the user and at least one of the other pieces of information such as the property ID, contract number, or contract type. This information is available from the business partner. The Coordinator must assign roles to the user before starting this function.

3.2.2 Business Partner Maintenance

The Business Partner Maintenance function is used by a Coordinator to request, activate, deactivate, or delete additional Business Partner Relationships. Success in this activity requires the Business Partner Type, Business Partner’s TIN, PHA ID, or SSN and the User ID for the Coordinator.

3.2.3 PHA Assignment Maintenance

A Coordinator makes assignments to Public Housing Authorities (PHAs) on the Assign PHA screen. The successful use of this screen requires the User’s ID and the accurate name or names of the PHAs to be assigned. Again, the Coordinator must assign roles to the user before starting this function.

3.2.4 Property Assignment Maintenance

The successful use of the Property Assignment Maintenance requires a User’s ID and information about Property ID, FHA Number, Contract Number and Servicing Site. Again, the Coordinator must assign roles to the user before starting this function.

3.2.5 RAP Organization Assignment Maintenance

The successful use of the RAP Organization Assignment Maintenance requires a User’s ID and the Organization Tax ID. Again, the Coordinator must assign roles to the user before starting this function.

3.2.6 IPA Assignment Maintenance

The successful use of the IPA Assignment Maintenance requires a User's ID and the Office UII Number. Again, the Coordinator must assign roles to the user before starting this function.

3.2.7 User Maintenance

User maintenance is one of the most critical functions for Coordinators. The *User Maintenance-Maintain User* screen provides a popup list of functions available to the Coordinator. See Table 3-2 to see the functions. Select the function from the pull-down list. Each function on the list will provide an additional screen to make the necessary change.

Table 3-2 User Maintenance Functions

Name of Maintenance Action	Description
Assistance Contract Assignment Maintenance	Assign a user to a contract
Business Partners Maintenance	1. Assigns a Coordinator to a business partner 2. Adds or deletes a business partner relationship
Maintain User Information	Edit the descriptive information for a user
Maintain User Profile – Actions	Assigns/unassigns actions to/from a user. See Appendix B for a complete list
Maintain User Profile – Groups	Assigns/unassigns a Group to/from a user.
Maintain User Roles	Assign roles or unassigns roles. See Appendix B for a complete list
Property Assignment Maintenance	Assigns/unassigns property to/from a user
User Information	Update User Information

3.3 Changing User ID and Password

Passwords need to be changed every 60 days. WASS will remind you when it is time to change your password. Choose a password that is easy to remember. The password should be a “strong password” containing at least one uppercase character, one lowercase character, and one number or special character. It must be at least six characters long.

Safeguard your password so that others will not be able to access the systems and enter erroneous data or obtain important information from the systems. Prospective users should use the registration form to register for their own initial User ID. Do not let anyone use your User ID and password.

Once you have access to the system, you should use the *Change Password* function to change your password every 60 days or less.

Secure Systems

Password Change mail | help | search | home | logout

Change User Password M00401

Please enter your old and new passwords

User ID M00401

Old Password	<input type="text"/>
New Password	<input type="text"/>
Verify New Password	<input type="text"/>

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Figure 3-3 Changing Password

3.4 Exit System

When you are finished your session, you should logout of the system by selecting “logout.” This option is found in the upper-right hand corner of the web page, as shown in Figure 3-4 below. Once you have selected “logout,” WASS will encourage you to close all of your browser windows. Closing all of your browser windows is your means to ensure that someone else does not use your system access privileges while you are away from your computer.

The screenshot shows the 'Main Menu' of the 'Secure Systems' web application. The page has a blue header with the 'Secure Systems' logo on the left and navigation links ('housing | mail | help | search | home | logout') on the right. Below the header, there is a 'Welcome First - HWASSO' message. The main content area is divided into two columns. The left column contains a 'system administration' section with a list of links such as 'Assistance Contract Assignment Maintenance', 'Business Partners Maintenance', 'EIV Assignments By User', 'EIV Assignments To User', 'Extra Coordinators Report', 'Monthly Activity Report', 'PHA Assignment Maintenance', 'Participant Assignment Maintenance', 'Property Assignment Maintenance', 'RAP Organization Assignment Maintenance', 'TAC Report', 'Terminate Inactive Users', 'Update Message Of The Day', and 'User Maintenance'. Below this is a 'systems' section with links for 'Active Partners Performance System (APPS)' and 'Enterprise Income Verification (EIV)'. The right column features a 'Systems' section with a list of 20 links, including 'Active Partners Performance System (APPS)', 'Enterprise Income Verification (EIV)', 'Financial Assessment Submission - PHA (FASPHA)', 'Financial Assessment Subsystem - Multifamily Housing (FASS)', 'Lender Assessment Subsystem (LASS)', 'Line of Credit Control System (eLOCCS)', 'Mark-to-Market (M2M)', 'Management Assessment Subsystem (MASS)', 'Multifamily Delinquency and Default Reporting System (MDDR)', 'Multifamily Insurance Claims System (MFCS)', 'Public Housing Assessment System: Scores and Status (NASS)', 'Physical Assessment Subsystem (PASS)', 'Quality Assurance Subsystem (QASS)', 'Resident Assessment Subsystem (RASS)', 'Real Estate Management System (REMS)', 'Subsidy and Grants Information Systems (SAGIS)', 'Tenant Rental Assistance Certification System (TRACS)', and 'Voucher Management System (VMS)'. Below the 'Systems' list is a 'System Administration' section with a link for 'Assistance Contract Assignment Maintenance'.

Figure 3-4 Logout