A User Friendly Guide to HUD’s Online Systems

Last Updated
December 16, 2003
1. Overview
1.1 What is WASS?

The Web Access Security Subsystem (WASS) is a security gateway for internal HUD Regular USERS and external Regular USERS. HUD Users can gain access to over 20 systems and Regular Users can gain access to over 15 systems. The accessible systems differ between each user based upon the systems and roles assigned by a Coordinator.

1.2 Am I an internal HUD USER or an external Regular USER?

If you are using the Internet, you are an external user who has access to the systems and access privileges that are available to those on the Internet. Except for access as Coordinators, all Coordinators and users have access to the roles and actions assignable to the Regular USERS of about 15 systems. The list of the roles and actions assignable to you by your Coordinator is in Appendix A. While you may only use a few of the roles and actions, the list provides you information on the roles and actions that could be performed by an external Regular USER should your Coordinator assign them to you.

1.3 Am I a Coordinator or a user?

Are you one of two people who are representing a Business Partner? If you are, then you are a Coordinator. All others are Regular USERS.

To have the best experience with WASS, you need to know your role and understand something of the roles of others with whom you may work. For Regular USERS, the Coordinator is the main and sometimes only person you will contact while you use HUD systems. Table 1-1 on the next page provides you a description of users categorized as external users using the Internet. This table will not show HUD Users descriptions since this guide is designed for Internet users. External Regular User IDs all begin with the letter “M” or “I”.

Table 1-0 User Types

<table>
<thead>
<tr>
<th>User Category</th>
<th>Access Type</th>
<th>User ID</th>
<th>User Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet/External Users</td>
<td>User</td>
<td>Mxxxxx</td>
<td>Participant – Regular User</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Mxxxxx</td>
<td></td>
<td>Participant – Coordinator</td>
</tr>
<tr>
<td>User</td>
<td>Mxxxxx</td>
<td></td>
<td>Expected Participant – regular user (APPS)</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Mxxxxx</td>
<td></td>
<td>Expected Participant – Coordinator (APPS)</td>
</tr>
<tr>
<td>User</td>
<td>Mxxxxx</td>
<td></td>
<td>AQA Contractor (SASS)</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Mxxxxx</td>
<td></td>
<td>AQA Contractor Coordinator (SASS)</td>
</tr>
<tr>
<td>User</td>
<td>Ixxxxx</td>
<td></td>
<td>Appraiser (SASS)</td>
</tr>
<tr>
<td>User</td>
<td>Ixxxxx</td>
<td></td>
<td>Independent User</td>
</tr>
</tbody>
</table>

Regular USERS rely on Coordinators for help. Coordinators and Regular USERS also have access to help desks. When a user needs assistance, the Coordinator is the first line of help support. If your Coordinator cannot assist you, call or E-mail the help desk that services the system you are using or want to use (Table 1-1). The help desk is the second line of support.

Table 1-1 Help Desk Contact Information by System

<table>
<thead>
<tr>
<th>Help Desk</th>
<th>Systems</th>
<th>Telephone/E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Assistance Center (TAC)</td>
<td>FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, SASS, (LOCCS), PASS-CLA</td>
<td>(888) 245-4860 E-mail: Select “Contact Us” on the REAC Online Web Page</td>
</tr>
<tr>
<td>Multifamily Help Desk</td>
<td>APPS, M2M, MDDR, REMS, TRACS</td>
<td>(800) 767-7588 E-mail: <a href="mailto:Real_Estate_mgmt@hud.gov">Real_Estate_mgmt@hud.gov</a></td>
</tr>
<tr>
<td>FHA Connections</td>
<td>LASS</td>
<td>Contact FHA Connection</td>
</tr>
</tbody>
</table>

1.4 What is a Coordinator?

Coordinators have an important system administration role in the use of HUD systems by external Regular USERS. They have the responsibility for managing access for thousands of users and ensuring that the users have the privileges necessary to do their work. Coordinators are designated “Original” when they complete a coordinator registration and are one of the two allowed Coordinators for their first Business Partner. When a Coordinator establishes additional relationships with other Business
Partners, they are designated BPR (Business Partner Relationship) Coordinators.
2. Coordinators
2.1 Coordinator Registration

Access to HUD Online Systems begins when you complete one of the Online Registration Forms. Go to the following URL address:

www.hud.gov/offices/reac/online/reasyst.cfm and click on the button.

As you will see from the next screen, there are three different online registration forms. The form used will depend upon whether the registrant is registering for systems under Public Housing Authority, Multifamily Housing Entity, or as an Independent User. Coordinators only register for Public Housing Authority and Multifamily Housing Authority. The Public Housing Authority registration form and the Multi-Family registration form differ only in the request for PHA ID information rather than for a Tax Identification Number.

![Figure 2-1 Need a User ID?](image)

Online Systems Friendly Users Guide Page 2-2
When you have determined the appropriate registration form to register under, follow the instructions on the form itself and complete all information (See Figures 2-2 and 2-3). When completing the registration form, be sure the information is complete and accurate so that your registration is processed in a timely fashion and there are no delays in your notification of successful registration.

Should you have difficulty filling out the registration form, there are some automatic reminders about the information required. See Figure 2-4 for the list of required information. The success of your registration depends on the accuracy of your registration information.
PHÁ

Coordinator and User Registration

To apply for a System Coordinator ID, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of the PHÁ specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular User ID, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the PHÁ specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:
WARNING: Misuse of Federall Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: Coordinator [ ] User [ ]

First Name:  
Middle Initial:  
Last Name:  
Social Security Number:  

Organization Information
- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent
  Organization Name:  
  Organization ID:  

Provide your e-mail address.
- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/ex.]. For example: johnsmith@ao1.com, johndoe@adv.org, hfd0844a@produty.com.

E-mail Address:  

Choose a Password.
- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter it in upper and lower case.
  Password:  
  Re-enter Password for Verification:  

Mother's Maiden Name.
- Please provide this information for future verification when processing password reset requests.
  Mother's Maiden Name:  

Send Application  Close Fields

Figure 2-2 PHÁ Coordinator and User Registration
Chapter 2 - Coordinators

Multifamily

Coordinator and User Registration

To apply for a System Coordinator ID, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the COO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular User ID, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning: Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for interfering with authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: Coordinator [ ] User [ ]

First Name: 
Middle Initial: 
Last Name: 
Social Security Number: 

Organization/Individual Information
- Provide the name of the HUD-registered Organization or Individual you represent.
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual.
  Organization/Individual Name: 
  TIN/SSN: 
  Organization [x] Individual [x]

Provide your e-mail address.
- Include your e-mail user name, the @ sign and [service-name.com|edu org|net etc.]. For example: johnsmith@gsa.gov, 1010000@prodigy.com.

E-mail Address: 

Choose a Password.
- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters.

Password: 
Re-enter Password for Verification: 

Mother's Maiden Name.
- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name: 

Send Application [ ] Clear Fields [ ]

Figure 2-3 Multifamily Coordinator and User Registration Form
Upon a successful registration, notification will be sent to the Trusted Business Partner that you specified in the Organization/Individual Information section of the registration form. This notification is generally sent out the next business day following the day you register.

You will also receive an e-mail notification generally the next business day that you have successfully registered and can receive your User ID from your Trusted Business Partner. You should be able to obtain your User ID generally within one week from registration.
2.2 Logging in for the first time

Enter the following URL address in your web browser:
www.hud.gov/offices/reac/online/reasyst.cfm to access the login screen and click on the **LOGIN** button. This will bring you to a user login screen with a challenge box shown in figure 2-5 below.

At the time of registration, users will have access to a set number of systems, roles, and actions reserved for external users. The systems that are assignable by the Coordinator is dependent upon the information you provided on your registration form.

![Login and Challenge Screen](image)

**Figure 2-5 Login and Challenge Screen**

On this screen, enter your User ID and the password that you registered with and click “OK”.

This will bring you to the next screen where you can set up yourself for administration responsibilities.
2.3 Setting up Coordinator Actions

In order for the Coordinator to assign Actions and Roles to other users, the Coordinator must first assign Actions and Roles to themselves.

After a successful login, the Coordinator will be brought to the Main Menu (Figure 2-6), from which you can perform your tasks.

![Figure 2-6 Main Menu Screen](image)

The first task that you want to perform is to assign yourself all the actions available to you. Click on “User Maintenance” under the system administration menu. This will bring you to the User Maintenance Screen where you can perform a search by User ID or Name (Figure 2-7).
You will then enter your Coordinator ID or the Coordinator’s first and last names and click on the “Search Users” button.

The next screen will show you some basic user information and will contain a drop down list of functions that you can perform. You will want to choose the function “Maintain User Profile – Actions” as shown on the next page and click the “Submit” button.
After clicking on the “Submit” button, you will be brought to the next screen to assign yourself actions for each subsystem.

Figure 2-8 Maintain User (Maintain User Profile – Actions)

Figure 2-9 Assign/Unassign Actions
It is important for each Coordinator to select the (COR) Coordinator action for each subsystem they need. The (COR) Coordinator action automatically gives access to all the actions associated with that subsystem. Place a check mark in the (COR) Coordinator box for each subsystem and click the “Assign/Unassign Actions” button.

After clicking on the button the following transaction confirmation screen is displayed.

![Successful Transaction]

You have successfully assigned/unassigned action(s) to user M00000.

Figure 2-10 Assign/Unassign Action(s) Transaction Confirmation
2.4 Setting up Coordinator Roles

To assign roles to yourself follow the procedures for assigning actions until you get the Maintain User Screen. This time you will want to select Maintain User Roles from the Choose a Function drop down list and click the “Submit” button.

![Maintain User (Maintain User Roles)](image)

Figure 2-11 Maintain User (Maintain User Roles)

The Assignment of roles is a necessary first step before assigning contracts, PHAs, and properties.

You would assign Roles in the same manner as Actions by placing a check mark in each subsystems box. It is very important for the coordinator to assign only those roles that are needed. There are roles for some systems that will lock the user out if they are selected. Therefore, be sure to only select those roles that are needed.
Figure 2-12 Assign/Unassign Roles

After clicking on the “Assign/Unassign” button at the bottom of the screen the following transaction confirmation screen is displayed. This screen will list all changes that you are performing.

Figure 2-13 Assign/Unassign Roles Confirmation
After reviewing the pending assignment of roles, click the “Submit” button to accept the change. The transaction confirmation screen is displayed to confirm the transaction.

Figure 2-14 Assign Roles Transaction Confirmation
2.5 Setting up Multiple Business Partner Relationships

The first Coordinator relationship with a Business Partner is an “Original” relationship. The privilege of working for that Business Partner is assigned at the time of Coordinator registration and when the Business Partner provides the Coordinator with the Coordinator User ID. After the “initial” coordinator registration process, Coordinators may request/establish relationships with multiple Business Partners. The Coordinators request/establish these “Additional” relationships through the Business Partners Maintenance screens. These additional relationships are referred to as BPR relationships.

The Coordinator first selects the Business Partner Maintenance link on the Systems Administration section menu. When the screen in Figure 2-15 is displayed, the Coordinator enters the Coordinator User ID and selects “Request New/Delete Existing Relationship” from the Function drop down list as the first step in adding an additional Business Partner.

![Figure 2-15 Business Partner Maintenance Request](image)
After clicking on the “Submit” button the Add/Delete Relationships screen is displayed.

![Figure 2-16 Request/Add Business Relationships](image)

The Coordinator enters the Business Partner’s TIN, SSN, or PHA ID under *Relationships to add* and selects the Business Partner Type from the drop down list. After clicking on the “Submit” button, the Add/Delete Confirmation screen is displayed.
In the case of adding a business relationship, it is important to recheck the accuracy of the information. Specifically you should verify the Business Partner’s mailing address is correct. Your Activation Code will be mailed to this address. If this address is incorrect, you should coordinate with this business partner to contact the HUD filed office for an address update.

If you are satisfied with the information about the Business Partner, select the “Confirm” button. Secure Systems will display a screen that confirms a successful transaction.

Figure 2-17 Add/Delete Relationships Confirmation

Figure 2-18 Request Business Partner Relationship Transaction Confirmation
The request by the Coordinator for an additional Business Partner Relationship (BPR Coordinator) will trigger a letter to be sent to the Business Partner with an Activation Key for the relationship. Once the Coordinator obtains the Business Partner Relationship Activation Key from the Business Partner, he/she logs into Secure Systems and selects the “Business Partner Maintenance” link from the System Administration menu.

The Coordinator will then enter his/her User ID and selects Activate Relationships from the drop down list.

![Business Partners Maintenance – Activate Relationship](image)

Figure 2-19 Business Partners Maintenance – Activate Relationship

After clicking on the “Submit” button, the Activate Relationships screen is displayed.
The Coordinator enters the Activation Key provided in the letter from his/her requested Business Partner and clicks on the “Submit” button. A message will be displayed confirming the successful completion of the transaction.
2.6 Property Assignment Maintenance

Property Assignment Maintenance is used by the Coordinator to assign properties with applicable roles to a Regular USER. Assignments of properties with roles to a Regular User can only be performed if the Coordinator has first assigned the applicable Actions and Roles for each User.

The Coordinator selects the “Property Assignment Maintenance” link from the System Administration menu and the following screen will be displayed.

![Initial Property Assignment Maintenance Screen](image)

**Figure 2-22 Initial Property Assignment Maintenance Screen**

Enter the Coordinator ID and select “Assign Property” from the “Choose a Function” drop down list and then enter one of the other items of information (Property ID, FHA Number, Contract Number, or Servicing Site) and click on the “Submit” button.
Next you will see the Assign Property screen as shown in Figure 22-23.

**Figure 2-23 Assign Property Screen**

Step 1: Select one or more properties. Step 2: Select an applicable user role. Step 3: Click on the “Submit” button. A transaction confirmation screen will be displayed.

**Figure 2-24 Property Assignment Transaction Confirmation**

Again it is important to assign the Coordinator only the Coordinator role for each Property.
2.7 Participant Assignment Maintenance

If the Coordinator registered using the Public Housing Agency registration form, there is an additional step that needs to be taken to successfully complete your Coordinator setup.

* - We apologize for the omission of Figures in this section as we do not have the access privileges to capture screen shots.

Select the “PHA Assignment Maintenance” under the System Administration menu. Clicking on the link will display the PHA Assignment Maintenance screen.

Enter your Coordinator ID and select “Assign PHA” and click on View Selection. This will take you to the Assign PHA screen. This screen appears in a similar fashion as the Assign Property screen in Figure 2-23.

Step 1: Select one or more Participants. Step 2: Select an applicable role. Step 3: Click the “Submit” button. A transaction confirmation screen will be displayed.

Again, it is important to only assign the Coordinator the Coordinator roles.
2.8 Setting up your Users

Once a User has completed the steps in Chapter 3 to obtain a User ID, you as a Coordinator can now set up the User’s access.

The only steps necessary to proceed are ➔ Maintain User Roles ➔ and Property Assignment.

Public Housing Agency use the PHA Assignment Maintenance. This process is the same as Property Assignment Maintenance.

The Coordinator will need to be selective on rights and systems they give Users access to.
3. Users
3.1 Setting up a User ID

Access to HUD Online Systems begins when you complete one of the Online Registration Forms. Go to the following URL address:

[www.hud.gov/offices/reac/online/reasyst.cfm](http://www.hud.gov/offices/reac/online/reasyst.cfm) and click on the button.

As you will see from the next screen, there are three different online registration forms. The form used will depend upon whether the registrant is registering for systems under **Public Housing Authority**, **Multifamily Housing Entity**, or as an **Independent User**. Users can register for **Public Housing Authority**, **Multifamily Housing Authority**, or as an **Independent User**. The Public Housing Authority registration form and the Multi-Family registration form differ only in the request for PHA ID information rather than a Tax Identification Number.

![Figure 3-1 Need a User ID?](image-url)
When you have determined the appropriate registration form to register under, follow the instructions on the form itself and complete all information (See Figures 3-2, 3-3, and 3-4). When completing the registration form, be sure the information is complete and accurate so that your registration is processed in a timely fashion and there are no delays in your notification of successful registration.

Should you have difficulty filling out the registration form, there are some automatic reminders about the information required. See Figure 3-5 for the list of required information. The success of your registration depends on the accuracy of your registration information.
PHA

Coordinator and User Registration

To apply for a System Coordinator ID, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of the PHA specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular User ID, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the PHA specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning: Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

---

Application Type: Coordinator ☒ | User ☐

First Name: [ ]
Middle Initial: [ ]
Last Name: [ ]
Social Security Number: [ ]-[ ]-[ ]

Organization Information
- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent
  Organization Name: [ ]
  Organization ID: [ ]

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/ex.]. For example: jsmith@aol.com, johndoe@adv.org, hfd084a@produty.com.

E-mail Address: [ ]

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.

Password: [ ]
Re-enter Password for Verification: [ ]

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name: [ ]

Figure 3-2 PHA Coordinator and User Registration
Multifamily Coordinator and User Registration

To apply for a System Coordinator ID, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular User ID, check the "User" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:
Warning: Misuse of Federal Information on this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for accessing, unauthorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: Coordinator  User

First Name: 
Middle Initial: 
Last Name: 
Social Security Number: 

Organization/Individual Information:
- Provide the name of the HUD-registered Organization or Individual you represent.
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual.

Organization/Individual Name: 
TIN/SSN: 
Organization  Individual

Provide your e-mail address:
- Include your e-mail user name, the at sign and the service name (such as johnsmith@adh.org, 12345678@research.com)

E-mail Address: 

Choose a Password:
- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters.
- Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.

Password: 
Re-enter Password for Verification: 

Mother’s Maiden Name:
- Please provide this information for future verification when processing password reset requests.

Mother’s Maiden Name: 

Send Application  Clear Fields

Figure 3-3 Multifamily Coordinator and User Registration Form
Independent User Registration

To apply for an independent user ID, fill out the form below, and click Send Application when you are through. If you have already been assigned a user ID, you will be prompted to convert that ID to an Independent user ID. If you have not been assigned a user ID yet, an ID will be assigned and mailed to you. The password will not be disclosed, so make sure you remember it!!!

And remember:
Warning: Access of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

![Independent User Registration Form](image)

Provide your e-mail address.
- Include your e-mail user name, the @ sign and [servicename.com/edt/rg/net/ce]. For example: jsmith@aol.com, johndoe@adv.org, hfd84go@prodigy.com

E-mail Address: 

Choose a Password.
- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.

Password: 
Re-enter Password for Verification: 

Mother's Maiden Name.
- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name: 

Send Application Clear Fields

Password: 
Re-enter Password for Verification: 

Mother's Maiden Name.
- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name: 

Send Application Clear Fields

Figure 3-4 Independent User Registration Form
Upon a successful registration, notification will be sent to the Trusted Business Partner that you specified in the Organization/Individual Information section of the registration form. This notification is generally sent out the next business day following the day you register.

Your User ID can only be retrieved by the Coordinator 24 hours after the registration is completed. The Coordinator is the only person who can retrieve the User ID from the system by selecting User Maintenance, entering the persons name and selecting Search for User.
3.2 Logging in for the first time

Enter the following URL address in your web browser: www.hud.gov/offices/reac/online/reasyst.cfm to access the login screen and click on the [LOGIN] button. This will bring you to a user login screen with a challenge box shown in figure 3-6 below.

At the time of registration, users will have access to a set number of systems, roles, and actions reserved for external users. The systems that are assignable by the Coordinator is dependent upon the information you provided on your registration form.

![Login and Challenge Screen](image)

Figure 3-6 Login and Challenge Screen

On this screen, enter your User ID and the password that you registered with and click “OK”.

---

Online Systems Friendly Users Guide  Page 3-8
4. Appendices
4.1 Actions and Roles

Actions and roles are developed for each subsystem. The approach to the development of actions and roles depends on each subsystem. All roles represent one or more actions. Some actions are stand-alone and are not connected to a role. You are given this list to provide some additional information about the privileges that can be assigned by a Coordinator. While the list may not always be completely updated, it does provide you with a better understanding of the range of options available.

Table 4-1 Roles and Actions for External Users

<table>
<thead>
<tr>
<th>System</th>
<th>Role Code</th>
<th>Role Description</th>
<th>Action Code</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPS</td>
<td>APPS</td>
<td>APPS Update</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>AM</td>
<td>REAC Assessment Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>FID</td>
<td>REAC Finance Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>RFA</td>
<td>REAC Financial Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>FIA</td>
<td>PHA Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>PID</td>
<td>PHA Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>RFA</td>
<td>REAC Financial Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>SMT</td>
<td>PHA Submitter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>AM</td>
<td>REAC Assessment Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>FID</td>
<td>REAC Finance Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>AM</td>
<td>REAC Assessment Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>FID</td>
<td>REAC Finance Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>RFA</td>
<td>REAC Financial Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>AM</td>
<td>REAC Assessment Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>FID</td>
<td>REAC Finance Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>RFA</td>
<td>REAC Financial Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASPHA</td>
<td>AM</td>
<td>REAC Assessment Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>