

TRACS Re-Certification

Presented by
Program Systems Management Office
HUD/Housing/Multifamily



TRACS Re-Certification Process

- User's Credentials Validation Completion
- 1st time user completes:
 - ***System's Rules Of Behavior (ROB)***
- User acceptance of System's Legal Terms
- Enter Main Menu for Systems
 - ***Tenant Rental Assistance Certification System (TRACS)***
- Enter TRACS Sub-systems Menu
 - ***TRACS Re-certification***

Functionalities/Links:

- User Last Login Report and Unlock Users
- Add/View/Delete Assigned Staff
- Flag Actions/Roles and Request Recertification

User Last Login Report and Unlock Users

- Features:
 - Checkbox for Show locked users only
 - Unlock Users button
 - Results List fields header sorting
 - Search by user id field
 - Displays the following fields: User ID, Name, Email, Last Login, Unlocked Date, Unlocked By, and Account Locked
 - List Pagination – Next & Previous buttons
 - Scrolling to view all results
 - Menu – TRACS Main & Recertification; User Guide

Add/View/Delete Assigned Staff

- Features:
 - Input fields: Staff ID & Supervisor ID
 - Assign Staff to Supervisor & Delete Relationship buttons
 - Results List fields header sorting
 - Search by user id field
 - Displays the following fields: User ID, Name, and Reports To
 - List Pagination – Next & Previous buttons
 - Scrolling to view all results
 - Menu – TRACS Main & Recertification; User Guide

Flag Actions/Roles and Request Recertification

- Features:
 - View/Flag Actions/Roles button
 - Request Recertification button
 - View Recertification History button
 - Search by user id field
 - Displays the following fields: User ID, Name, and Reports To
 - List Pagination – Next & Previous buttons
 - Scrolling to view all results
 - Menu – TRACS Main & Recertification; User Guide

Functionality Common Features:

- Results List fields header sorting
- Search by user id field
- User ID, Name display
- List Pagination – Next & Previous buttons
- Scrolling to view all results
- Menu – TRACS Main & Recertification; User Guide
- System Message pop up close or “x” button

- Note: This functionality is outside of WASS. Resetting the WASS password, property and contract assignments still occur via WASS.

System's Legal Terms: User Acceptance by clicking the "Accept" button



Secure Systems

User Login [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

You must login at least once every 90 days to maintain an active ID. If you do not login again before 10 May 2017, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

The Secure Systems security access software supports Internet Explorer 7.0 browser. Other browsers may not be compatible with this software.

Message of the Day

Welcome to Secure Systems

Content updated October 19, 2013 [Back to Top](#)

 U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455 [Home](#) | [Privacy Statement](#)

TRACS Systems: Click Tenant Rental Assistance Certification System (TRACS) link

Secure Systems

Welcome JED GRAEF

system administration

- [Business Partners Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [User Maintenance](#)

systems

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASS\)](#)
- [integrated Multifamily Access eXchange \(iMAX\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)

Main Menu [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Systems

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASS\)](#)
- [integrated Multifamily Access eXchange \(iMAX\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)

System Administration

- [Business Partners Maintenance](#)
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TRACS Subsystems: Click TRACS Recertification link.



TRACS Subsystems

- [TRACS Recertification](#)
- [Voucher/Tenant Queries](#)

TRACS Recertification: Click on User Last Login Report and Unlock Users link.

TRACS

Tenant Rental Assistance
Certification System
HUD web

TRACS Menu

TRACS Recertification

- [User Last Login Report and Unlock Users](#)
- [Add/View/Delete Assigned Staff](#)
- [Flag Actions/Roles and Request Recertification](#)

User Last Login Report and Unlock Users

TRACS Recertification User Id: M99999

User Last Login Report and Unlock Users

Show locked users only [Unlock Users](#)

Filter results based on User Id.
Search:

	User Id ▲	Name	Email	Last Login	Unlocked Date	Unlocked By	Account Locked
<input type="checkbox"/>	M22D24	TEST, TEST		2017-01-30			No
<input type="checkbox"/>	M22D35	TEST, TEST		2017-01-30			No
<input type="checkbox"/>	M22D26	TEST, TEST		2017-01-30			No
<input type="checkbox"/>	M22D37	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D28	TEST, TEST		2017-01-30			No
<input type="checkbox"/>	M22D39	TEST, TEST		2017-01-30			Yes

Showing 1 to 6 of 6 entries Previous **1** Next

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User Last Login Report and Unlock Users: Check the 'Show locked users only' checkbox.

TRACS Recertification User Id: M99999

User Last Login Report and Unlock Users

Show locked users only [Unlock Users](#)

Filter results based on User Id.
Search:

User Id	Name	Email	Last Login	Unlocked Date	Unlocked By	Account Locked
<input type="checkbox"/> M22D24	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D35	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D26	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D37	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D28	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D39	TEST, TEST		2017-01-30			Yes

Showing 1 to 6 of 6 entries Previous **1** Next

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User Last Login Report and Unlock Users:

Select one user to unlock by checking the checkbox preceding each User Id and click Unlock Users button.

TRACS Recertification User Id: M99999

User Last Login Report and Unlock Users

Show locked users only **Unlock Users**

Filter results based on User Id.
Search:

	User Id ▲	Name	Email	Last Login	Unlocked Date	Unlocked By	Account Locked
<input checked="" type="checkbox"/>	M22D24	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D35	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D26	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D37	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D28	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D39	TEST, TEST		2017-01-30			Yes

Showing 1 to 6 of 6 entries Previous Next

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User Last Login Report and Unlock Users:

The selected user is unlocked and removed from the list.

TRACS Recertification User Id: M99999

User Last Login Report and Unlock Users

Show locked users only [Unlock Users](#)

Filter results based on User Id.
Search:

User Id ▲	Name	Email	Last Login	Unlocked Date	Unlocked By	Account Locked
<input type="checkbox"/> M22D35	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D26	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D37	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D28	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/> M22D39	TEST, TEST		2017-01-30			Yes

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TRACS Recertification - Click on Add/View/Delete Assigned Staff link.

 **Tenant Rental Assistance Certification System**
HUD web

 TRACS Menu

TRACS Recertification

- [User Last Login Report and Unlock Users](#)
- [Add/View/Delete Assigned Staff](#)
- [Flag Actions/Roles and Request Recertification](#)

Add/View/Delete Assigned Staff: Enter 'C05509' Staff ID; then click Assign Staff to Supervisor Button.

TRACS Recertification User Id: M99999

Add/View/Delete Assigned Staff

Staff ID: Supervisor ID:

Relationship of assigned staff reporting to Supervisor/GTM created by you.

Filter results based on User Id.
Search:

User Id	Name	Reports To	
M22D24	TEST, TEST	M99999	<input type="button" value="Delete Relationship"/>
M22D35	TEST, TEST	M99999	<input type="button" value="Delete Relationship"/>

Showing 1 to 2 of 2 entries Previous Next

[TRACS Main Menu](#) [Recertification Menu](#) [User Guide](#)

Add/View/Delete Assigned Staff: The pop-up message displays: “Please provide an external staff ID”.

The screenshot shows the TRACS Recertification interface. A pop-up message box is centered on the screen, containing the text "Please provide an external staff ID." and an "OK" button. The background interface is dimmed. At the top left, it says "TRACS Recertification" and at the top right, "User Id: M9". Below the pop-up, there is a "Staff ID" input field with the value "C05509" and a "Staff to Supervisor" button. Below that, a text label reads "Relationship of assigned staff reporting to Supervisor/GTM created by you." To the right, there is a search filter section with the text "Filter results based on Use" and a "Search:" input field. Below this is a table with the following data:

User Id	Name	Reports To	
M22D24	TEST, TEST	M99999	Delete Relationship
M22D35	TEST, TEST	M99999	Delete Relationship

At the bottom left, it says "Showing 1 to 2 of 2 entries". At the bottom right, there are navigation buttons: "Previous", "1", and "Next".

Add/View/Delete Assigned Staff:

Enter Staff ID = Supervisor ID.

TRACS Recertification User Id: M99999

Add/View/Delete Assigned Staff

Staff ID: Supervisor ID:

Relationship of assigned staff reporting to Supervisor/GTM created by you.

Filter results based on User Id.
Search:

User Id	Name	Reports To	
M22D24	TEST, TEST	M99999	<input type="button" value="Delete Relationship"/>
M22D35	TEST, TEST	M99999	<input type="button" value="Delete Relationship"/>

Showing 1 to 2 of 2 entries Previous Next

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Add/View/Delete Assigned Staff: The pop-up message displays: “Users cannot be assigned to themselves. Provide different IDs”.

The screenshot shows the TRACS Recertification interface. A central pop-up message box contains the text: "Users cannot be assigned to themselves. Provide different IDs." Below the message is a blue "OK" button. In the background, the "Staff to Supervisor" form is visible, with the "Staff ID" field set to "M99999". Below the form is a table titled "Relationship of assigned staff reporting to Supervisor/GTM created by you." The table has columns for "User Id", "Name", and "Reports To". Two entries are shown:

User Id	Name	Reports To
M22D24	TEST, TEST	M99999
M22D35	TEST, TEST	M99999

Each row in the table has a "Delete Relationship" button to its right. The interface also includes a search bar and a "Filter results based on Use" dropdown menu.

Add/View/Delete Assigned Staff:

Click the Delete Relationship button next to one User Id.

TRACS Recertification User Id: M99999

Add/View/Delete Assigned Staff

Staff ID: Supervisor ID:

Relationship of assigned staff reporting to Supervisor/GTM created by you.

Filter results based on User Id.
Search:

User Id	Name	Reports To	
M22D24	TEST, TEST	M99999	<input type="button" value="Delete Relationship"/>
M22D35	TEST, TEST	M99999	<input type="button" value="Delete Relationship"/>

Showing 1 to 2 of 2 entries Previous Next

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Add/View/Delete Assigned Staff: The pop-up message displays: "Are you sure you want to delete the relationship?" with 'Yes' and 'No' buttons.

The screenshot shows the TRACS Recertification interface. A white dialog box with a black border is centered on the screen, containing the text "Are you sure you want to delete the relationship?" and two blue buttons labeled "Yes" and "No". The background interface is dimmed and includes the following elements:

- Top left: "TRACS Recertification" header.
- Top right: "User Id: M9" header.
- Below header: "Staff ID:" label followed by an input field.
- Below input field: "Staff to Supervisor" button.
- Below button: "Relationship of assigned staff reporting to Supervisor/GTM created by you." text.
- Below text: "Filter results based on Use" text and a "Search:" input field.
- Table with columns: "User Id", "Name", "Reports To".
- Table row: "M22D24", "TEST, TEST", "M99999".
- Bottom right: "Delete Relationship" button.

Add/View/Delete Assigned Staff: Select to delete a staff ID which its recertification exists. The pop-up message below displays if the user is trying to delete the same staff again.

The screenshot shows the TRACS Recertification interface. A pop-up message is displayed in the center, stating: "TRACS recertification for user M22D24 exists. Deletion is not permitted." Below the message is an "OK" button. The background interface is dimmed and includes a "Staff ID:" input field, a "Staff to Supervisor" button, and a table of assigned staff. The table has columns for "User Id", "Name", and "Reports To". One row is visible with "M22D24", "TEST, TEST", and "M99999". A "Delete Relationship" button is located to the right of the table row.

TRACS Recertification

User Id: M9

Staff ID:

Staff to Supervisor

Relationship of assigned staff reporting to Supervisor/GTM created by you.

Filter results based on Use

Search:

User Id	Name	Reports To
M22D24	TEST, TEST	M99999

Delete Relationship

TRACS Recertification - Click on Flag Actions/Roles and Request Recertification link.

TRACS

Tenant Rental Assistance
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TRACS Menu

TRACS Recertification

- [User Last Login Report and Unlock Users](#)
- [Add/View/Delete Assigned Staff](#)
- [Flag Actions/Roles and Request Recertification](#)

Flag Actions/Roles and Request Recertification:

Locate the 1st User Id from the list and click View/Flag Actions/Roles button.

TRACS Recertification User Id: M99999

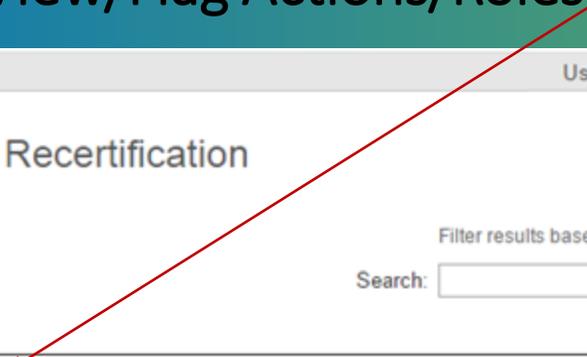
Flag Actions/Roles and Request Recertification

Filter results based on User Id.
Search:

User Id ▲	Name	Reports To			
M22D24	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History
M22D35	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History

Showing 1 to 2 of 2 entries Previous Next

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Flag Actions/Roles and Request Recertification:

The system displays the Flag Actions and Roles for Removal screen and/or already removed action(s) and/or role(s).

The screenshot shows the TRACS Recertification interface. A modal window titled "Flag Actions and Roles for Removal" is open, displaying details for the user "TEST, TEST (M22D35)". The dialog includes the following information:

- Active Action(s): COR QRY
- Active Role(s): IME TCR TTQ TVQ
- Actions Flagged for Removal: ADM
- Roles Flagged for Removal: BD2

A blue button labeled "Flag Actions/Roles" is located at the bottom of the dialog. The background interface shows a table of users with columns for "User Id", "Actions/Roles", and "Recertification". The table lists users M22D24 and M22D35. A "View Recertification History" button is visible for each user entry. The bottom of the interface shows "Showing 1 to 2 of 2 entries" and a pagination control with "Previous", "1", and "Next" buttons.

Flag Actions/Roles and Request Recertification:

Check one Active **Action** and/or one Active **Role**. Click Flag Actions/Roles button.

The screenshot displays the TRACS Recertification interface. A modal dialog box titled "Flag Actions and Roles for Removal" is open, showing the configuration for user "TEST, TEST (M22D35)".

Active Action(s): .COR QRY

Active Role(s): IME TCR TTQ TVQ

Actions Flagged for Removal: ADM

Roles Flagged for Removal: BD2

A blue button labeled "Flag Actions/Roles" is visible at the bottom of the dialog box, with a red arrow pointing to it from the text above.

The background interface shows a table of users with columns for "User Id", "Actions/Roles", and "Recertification". The table lists two entries: "M22D24" and "M22D35".

Flag Actions/Roles and Request Recertification:

The system displays the Flag Actions and Roles for Removal screen and/or already removed action(s) and/or role(s).

The screenshot shows a web application interface for TRACS Recertification. A modal dialog titled "Flag Actions and Roles for Removal" is open, displaying details for user "TEST, TEST (M22D35)".

- Active Action(s):** QRY
- Active Role(s):** TCR TTQ TVQ
- Actions Flagged for Removal:** COR_ADM
- Roles Flagged for Removal:** TME, BD2

A blue button labeled "Flag Actions/Roles" is located at the bottom of the dialog. The background interface shows a table with columns for "User Id", "Actions/Roles", and "Recertification". The table contains two entries for user "M22D35".

Flag Actions/Roles and Request Recertification:

Before click Flag Actions/Roles

TEST, TEST (M22D35)

Active Action(s): COR QRY

Active Role(s): IME TCR TTQ TVQ

Actions Flagged for Removal: ADM

Roles Flagged for Removal: BD2

[Flag Actions/Roles](#)

The screenshot shows a dialog box titled "Flag Actions and Roles for Removal" for the user "TEST, TEST (M22D35)". It contains two sections for selecting active actions and roles. The "Actions Flagged for Removal" section shows "ADM" is selected. The "Roles Flagged for Removal" section shows "BD2" is selected. A blue button labeled "Flag Actions/Roles" is visible at the bottom of the dialog.

After click Flag Actions/Roles

TEST, TEST (M22D35)

Active Action(s) QRY

Active Role(s): TCR TTQ TVQ

Actions Flagged for Removal: COR, ADM

Roles Flagged for Removal: IME, BD2

[Flag Actions/Roles](#)

The screenshot shows the same dialog box after the "Flag Actions/Roles" button has been clicked. The "Active Action(s)" section now only has "QRY" selected. The "Active Role(s)" section has "TCR", "TTQ", and "TVQ" selected. The "Actions Flagged for Removal" section now lists "COR, ADM". The "Roles Flagged for Removal" section now lists "IME, BD2". The "Flag Actions/Roles" button is still present at the bottom.

Flag Actions/Roles and Request Recertification:

Locate the 1st User Id from the list and click **Request Certification button**.

TRACS Recertification User Id: M99999

Flag Actions/Roles and Request Recertification

Filter results based on User Id.
Search:

User Id ▲	Name	Reports To			
M22D24	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History
M22D35	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History

Showing 1 to 2 of 2 entries Previous Next

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Flag Actions/Roles and Request Recertification:

Locate the 1st User Id from the list and click **Request Certification button**. The pop-up message below is displayed.

The screenshot displays the TRACS Recertification interface. A white pop-up message box is centered on the screen, containing the text "Recertification request submitted successfully." and a blue "OK" button. The background interface is dimmed and shows a table of users with columns for User Id, Name, and Reports To. The first user listed is M22D24 with Name TEST, TEST and Reports To M99999. The second user is M22D35 with Name TEST, TEST and Reports To M99999. Each user row has three buttons: "View/Flag Actions/Roles", "Request Recertification", and "View Recertification History". The "Request Recertification" button for the first user is highlighted. The interface also includes a search bar, a filter option, and pagination controls showing "Showing 1 to 2 of 2 entries" and "Previous 1 Next".

User Id	Name	Reports To	View/Flag Actions/Roles	Request Recertification	View Recertification History
M22D24	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History
M22D35	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History

Flag Actions/Roles and Request Recertification:

Locate the 1st User Id from the list and click **View Certification History** button.

TRACS Recertification User Id: M99999

Flag Actions/Roles and Request Recertification

Filter results based on User Id.
Search:

User Id ▲	Name ◆	Reports To ◆			
M22D24	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History
M22D35	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History

Showing 1 to 2 of 2 entries Previous Next

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Flag Actions/Roles and Request Recertification:

Locate the 1st User Id from the list and click **View Certification History** button. The pop-up message below is displayed.

The screenshot shows a 'Recertification History' pop-up window overlaid on a user list. The pop-up window title is 'Recertification History' and it contains the text 'Recertification history of: TEST, TEST (M22D24)'. Below this text is a table with the following data:

Action	Requested By	Requested Date	Recertified By	Recertified Date
Q	Test, Test R. (M99999)	2017-02-09		

The background shows a table with the following columns: User Id, Name, Reports To, and three buttons: View/Flag Actions/Roles, Request Recertification, and View Recertification History. The first two rows of data are visible:

User Id	Name	Reports To	View/Flag Actions/Roles	Request Recertification	View Recertification History
M22D24	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History
M22D35	TEST, TEST	M99999	View/Flag Actions/Roles	Request Recertification	View Recertification History

At the bottom of the user list, it says 'Showing 1 to 2 of 2 entries' and there are navigation buttons for 'Previous' and '1'.