TRACS Re-Certification

Presented by
Program Systems Management Office
HUD/Housing/Multifamily
• 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
TRACS Systems: Click Tenant Rental Assistance Certification System (TRACS) link.
TRACS Subsystems: Click TRACS Recertification link.
TRACS Recertification: Click on User Last Login Report and Unlock Users link.
### User Last Login Report and Unlock Users

#### TRACS Recertification

Show locked users only: **Unlock Users**

<table>
<thead>
<tr>
<th>User Id</th>
<th>Name</th>
<th>Email</th>
<th>Last Login</th>
<th>Unlocked Date</th>
<th>Unlocked By</th>
<th>Account Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>M22D24</td>
<td>TEST, TEST</td>
<td></td>
<td>2017-01-30</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>M22D35</td>
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</tr>
<tr>
<td>M22D28</td>
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</tr>
<tr>
<td>M22D39</td>
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<td></td>
<td>2017-01-30</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Showing 1 to 6 of 6 entries

* TRACS Main Menu  Recertification Menu  User Guide

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2/13/2017 TRACS Re-Certification Module
User Last Login Report and Unlock Users:
Check the ‘Show locked users only’ checkbox.

<table>
<thead>
<tr>
<th>User Id</th>
<th>Name</th>
<th>Email</th>
<th>Last Login</th>
<th>Unlocked Date</th>
<th>Unlocked By</th>
<th>Account Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>M22024</td>
<td>TEST, TEST</td>
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<td></td>
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<tr>
<td>M22035</td>
<td>TEST, TEST</td>
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<td>M22037</td>
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<td></td>
<td>2017-01-30</td>
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<td>Yes</td>
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<tr>
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<td></td>
<td>2017-01-30</td>
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<tr>
<td>M22039</td>
<td>TEST, TEST</td>
<td></td>
<td>2017-01-30</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
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.
User Last Login Report and Unlock Users:
The selected user is unlocked and removed from the list.
TRACS Recertification - Click on Add/View/Delete Assigned Staff link.
Add/View/Delete Assigned Staff: Enter ‘C05509’ Staff ID; then click Assign Staff to Supervisor Button.
Add/View/Delete Assigned Staff: The pop-up message displays: “Please provide an external staff ID”.
Add/View/Delete Assigned Staff:
Enter Staff ID = Supervisor ID.
Add/View/Delete Assigned Staff: The pop-up message displays: “Users cannot be assigned to themselves. Provide different IDs”.
Add/View/Delete Assigned Staff:
Click the Delete Relationship button next to one User Id.
Add/View/Delete Assigned Staff: The pop-up message displays: “Are you sure you want to delete the relationship?” with ‘Yes’ and ‘No’ buttons.
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.
TRACS Recertification - Click on Flag Actions/Roles and Request Recertification link.
Flag Actions/Roles and Request Recertification:
Locate the 1st User Id from the list and click View/Flag Actions/Roles button.
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).
Flag Actions/Roles and Request Recertification:
Check one Active Action and/or one Active Role. Click Flag Actions/Roles button.
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).
Flag Actions/Roles and Request Recertification:

Before click Flag Actions/Roles

After click Flag Actions/Roles
Flag Actions/Roles and Request Recertification:
Locate the 1st User Id from the list and click **Request Certification button**.
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.

2/13/2017 TRACS Recertification Module
Flag Actions/Roles and Request Recertification:
Locate the 1st User Id from the list and click **View Certification History button**.

<table>
<thead>
<tr>
<th>User Id</th>
<th>Name</th>
<th>Reports To</th>
<th>View/Flag Actions/Roles</th>
<th>Request Recertification</th>
<th>View Recertification History</th>
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</tbody>
</table>

Showing 1 to 2 of 2 entries
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.