

## HUD AFFH UI User Registration Process

HUD users and External users have different registration processes. This process is only for HUD users.

### 1. HUD Registration in WASS with a CHAMP request

While WASS uses HUD h-numbers, HUD staff is not automatically registered in WASS. If you click on the URL <https://hudapps.hud.gov/ssmaster> and you get the error then you need to have your supervisor submit a CHAMP request to give you access to WASS. Note that if the account exists and only needs to be reactivated a CHAMP request is not required. See the next section: Reactivate a HUD WASS Account.



CHAMP is a system at <http://useraccess.hud.gov/apps.htm> to request HUD system account access which must be submitted by the user's supervisor.

On the CHAMP online form shown below, the supervisor should enter the applicant's information in the top section and the supervisor's information in the second section.

The Employee Type should be Federal Employee

App 1 should be WASS – P104

Access Type should be Read/Write

<b>Applicant Information</b>		
* Last Name	* First Name	* MI
<input type="text"/>	<input type="text"/>	<input type="text"/>
* User ID - H or C Number		
<input type="text"/>		
* Employee Type		
<input checked="" type="checkbox"/> Federal Employee		
<b>Requester Information</b>		
* Last Name	* First Name	
<input type="text"/>	<input type="text"/>	
* HID Number		
<input type="text"/>		
* Work Telephone	Ext.	
<input type="text"/>	<input type="text"/>	
<b>Business Application(s) Needed - List of Applications</b>		
<i>NOTE: If you choose an application not on the drop down list - the request will be cancelled.</i>		
App 1 *	WASS - P104	Access Type * Read/Write
App 2		Access Type Please Choose
App 3		Access Type Please Choose
App 4		Access Type Please Choose
App 5		Access Type Please Choose
App 6		Access Type Please Choose
App 7		Access Type Please Choose
App 8		Access Type Please Choose
App 9		Access Type Please Choose
App 10		Access Type Please Choose

## 2. Reactivate HUD WASS Accounts

WASS accounts are terminated (deactivated) if they are not used in over 90 days and you will see an error like the one below. Contact a FHEO WASS Administrator to have your account reactivated.



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## Security Error

You cannot complete this function due to the following error(s).

Error Message:

User ID has been de-activated

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## 3. Reset WASS Passwords

For HUD users, WASS uses your network ID (h-number) and password so if you need a new password you will need to contact the HITS helpdesk at 888-297-8689

## 4. Give a HUD WASS user the AFH – ADM action to assign roles in AFFH UI.

- a. To give a HUD WASS user the AFH – ADM action, another HUD WASS user with the AFH – ADM action would go into WASS at <https://hudapps.hud.gov/ssmaster> and select the User Maintenance option under System Administration in the center of the home screen or on the left. If this is not available then the user does not have these rights.
- b. Under User Maintenance enter the user's User ID (h-number) in that field, or search for them by name using the criteria fields at the bottom and click the Search Users button at the bottom. This may return a lot of results if the name is common.

**Secure Systems**

Welcome FIRST - CHEMSO  
LAST - CHEMSO

**system administration**

- Business Partners Maintenance
- User Maintenance

**systems**

- HEMS - HUD Enforcement Management System

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**User Maintenance**

On this form, you can either add a new User, search for a User by User ID, or search for Users by entering your search criteria.

**Add New User**  
To add a new User to Secure Systems, click the 'Add New User' button.

**Search by User ID**  
To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID  [What's This?](#)

**Search Users**  
To search for a User, enter at least one search criteria and then click the "Search Users" button.  
To limit your search and response time, select a User Type or leave blank for all User Types.  
If you do not select a User Type, then you must enter at least one other search criteria.

User Type

You may enter only one of the following search criteria.  
Enter the participant's TIN, SSN, or PHA ID to list Business Partners OR  
enter the Inspection Organization to list Inspectors OR  
enter the AQA Contractor Employer Identification No. to list AQA Contractors OR  
enter the Mortgage ID to list Lenders.

Business Partner - TIN/SSN/PHA ID/IPA ID  [What's This?](#)

Inspector - Organization ID

AQA Contractor - EIN

Lender - Mortgage ID

Additional search criteria.

First Name

Last Name

User Status  [What's This?](#)

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- c. On the Maintain User screen click on the dropdown and select Maintain User Profile – Actions and click the Submit button.

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**systems**

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## System Administration

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### Maintain User CHEMS4

User Information	
User ID	CHEMS4
First Name	FIRST - CHEMS4
Middle Initial	
Last Name	LAST - CHEMS4
User Status	Active
User Type	Internal Internet

- Maintain User Information
- Maintain User Profile - Actions**
- Maintain User Profile - Groups
- Maintain User Profile - Roles
- Reset User Password

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- d. Check the ADM – Administration checkbox under AFH - Assessment of Fair Housing and click the Assign/Unassign Actions button.

#### 5. Assigning a WASS user an AFFH UI Role

- a. To assign a AFH role to a user, a HUD user with the AFH – ADM action would go into WASS at <https://hudapps.hud.gov/ssmaster> and select the User Maintenance option

under System Administration in the center of the home screen or on the left. If this is not available then the user does not have the AFH – ADM action rights.

- b. Under User Maintenance enter the user's User ID (h-number) in that field, or search for them by name using the criteria fields at the bottom and click the Search Users button at the bottom. This may return a lot of results if the name is common.

Click on the User ID for the user you want to give a n AFFH UI role.

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## System Administration

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User ID  [What's This?](#)

#### Search Users

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enter the Inspection Organization to list Inspectors OR  
enter the AQA Contractor Employer Identification No. to list AQA Contractors OR  
enter the Mortgage ID to list Lenders.

Business Partner - TIN/SSN/PHA ID/IPA ID  [What's This?](#)

Inspector - Organization ID

AQA Contractor - EIN

Lender - Mortgage ID

Additional search criteria.

First Name

Last Name

User Status  [What's This?](#)

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- c. On the Maintain User screen click on the dropdown and select Maintain User Profile – Roles and click the Submit button.

**Secure Systems**

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LAST - CHEMS0

**System Administration**

**Maintain User CHEMS4**

<b>User Information</b>	
User ID	CHEMS4
First Name	FIRST - CHEMS4
Middle Initial	
Last Name	LAST - CHEMS4
User Status	Active
Maintain User Information	
Maintain User Profile - Actions	
Maintain User Profile - Groups	
Maintain User Profile - Roles	
Reset User Password	

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d. Select the role AF2 – HUD Reviewer for the user.