# **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

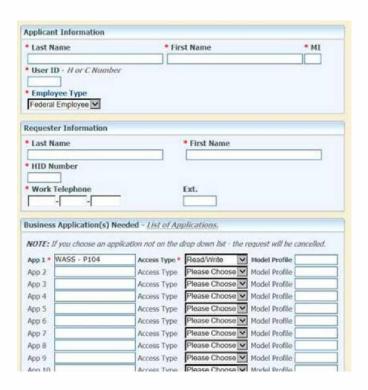
While WASS uses HUD h-numbers, HUD staff is not automatically registered in WASS. If you click on the URL <a href="https://hudapps.hud.gov/ssmaster">https://hudapps.hud.gov/ssmaster</a> and you get the error then you need to have your supervisor submit a CHAMP request to give you access to WASS. Note 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 <a href="http://useraccess.hud.gov/apps.htm">http://useraccess.hud.gov/apps.htm</a> 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



#### 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.

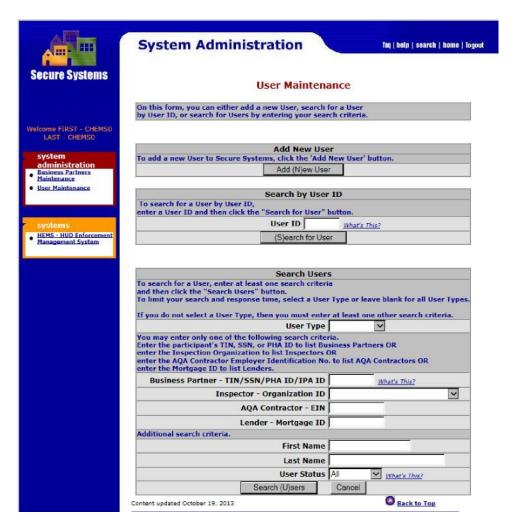


#### 3. Reset WASS Passwords

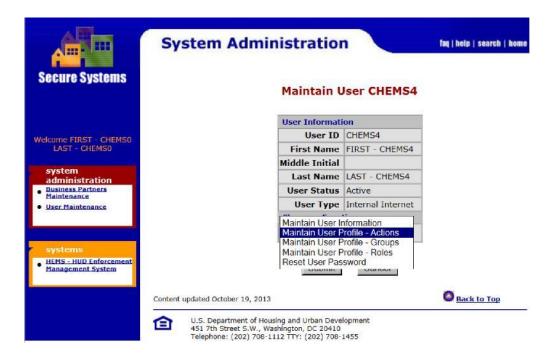
For HUD users, WASS uses your network ID (h-number) and password so if you need a new password you will need to contact the HITS helpdesk at 888-297-8689

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 <a href="https://hudapps.hud.gov/ssmaster">https://hudapps.hud.gov/ssmaster</a> 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.



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



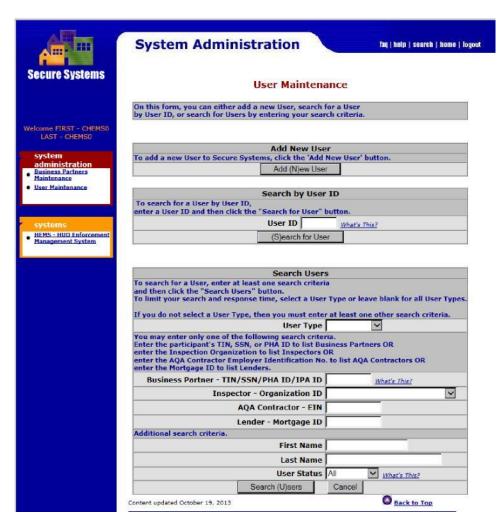
d. Check the ADM – Administration checkbox under AFH - Assessment of Fair Housing and click the Assign/Unassign Actions button.

## 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 <a href="https://hudapps.hud.gov/ssmaster">https://hudapps.hud.gov/ssmaster</a> 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.



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



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