Office of Public and Indian Housing
Real Estate Assessment Center

USER'S MANUAL

**Web Access Security Subsystem (WASS)
Release 7.1.0.0**

**U.S. Department of Housing and Urban
Development
September, 2007**

Revision Sheet

Release No.	Date	Revision Description
Rev. 1.0	6/14/02	User's Manual and Checklist for WASS 3.0.0.0 Release
Rev. 2.0	7/22/02	User's Manual and Checklist for WASS 3.0.0.0 Release
Rev. 3.0	7/31/02	User's Manual and Checklist for WASS 3.0.0.0 Release
Rev. 4.0	2/9/04	User's Manual and Checklist for WASS 4.1.0.0 Release
Rev. 5.0	12/14/06	User's Manual and Checklist for WASS 6.0.0.0 Release
Rev. 6.0	09/13/07	User's Manual and Checklist for WASS 7.1.0.0 Release

Web Access Security Subsystem (WASS) User's Manual

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0.0 Quick Reference

0   QUICK REFERENCE INFORMATION

WASS 7.1.0.0 is the security gateway for over 25 systems for external Users and over 20 systems for internal HUD Users. Many individual users have a limited need for information on how to access the system and perform the roles assigned to them by a Coordinator. And some Coordinators may only need a reminder about registration and the login to WASS. For these users, Quick Reference provides basic information needed to successfully navigate the Secure Connection in order to access the systems.

0.1   Quick Reference Overview

Quick Reference provides Coordinators and Users associated with Business Partners a pullout guide. A "Who Am I?" section describes the different types of users. It lets Users and Coordinators understand the many types of users and how they fit into the larger picture of HUD and its systems.

0.1.1 Who Am I?

You are one of over 80,000 individual users who access HUD systems annually. Responsibilities and access privileges vary widely for the many users. Careful registration is central to ensuring that you are identified and are given the privileges necessary to make your use of HUD systems successful.

Are you an external user? Most people who use WASS are external users. An external user is a user who is not employed by HUD. These users access WASS through the external URL (https://www11.hud.gov/HUD_Systems); they typically have User IDs that begin with the letter 'M', although they might have a User ID that begins with the letter 'I.' If you are an external user, then you have access to the systems and access privileges that are available to those accessing WASS externally. All Coordinators and Users have access to the roles and actions assignable to the users of about 25 systems. The list of the roles and actions assignable to you by your Coordinator is in Appendix B. While you may only use a few of the roles and actions, the list provides you with information on the roles and actions that could be performed by an external User should your Coordinator assign them to you.

Are you one of two people who is representing a Business Partner? If you are, then you are a Coordinator. All others are 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 Users, the Coordinator is the main and sometimes only person you will contact while you use HUD systems. But should the occasion arise, there are System Administrators for each of the systems, and Super Administrators who are access gurus for all systems. Table 0-1 provides you a description of users categorized as either <u>internal</u> users or <u>external</u> users.

The Secure Systems component of WASS makes decisions about your access to systems by your access type. External User IDs begin with the letter "M" or "I". As you can see from Table 0-1, there are also Internal HUD employees with "H" IDs and contractors

with "C" IDs who provide support as Super Administrators, System Administrators and TAC Users (i.e. Help Desk).

Table 0- 1 User Types

User Category	Access Type	Physical ID	User Type Description
Intranet/Internal Users	Super Administrator, System Administrator, User, TAC User	Hxxxxx, Cxxxxx	Internal user
Internet/External Users	User	Mxxxxx	Participant - regular user
	Coordinator	Mxxxxx	Participant - Coordinator
	User	Mxxxxx	Expected participant - regular user (APPS)
	Coordinator	Mxxxxx	Expected Participant - Coordinator (APPS)
	User	Ixxxxxx	Independent User
Inspectors	User	Mxxxxx	Inspector – PASS
	Coordinator	Mxxxxx	Inspector Coordinator (PASS)
Lenders	User	Mxxxxx	Lender

Users rely on Coordinators for help. Coordinators and Users also have access to help desks. When the Coordinator or TAC/help desk cannot resolve the issues/questions, then the issue/question can be referred to a System Administrator for the applicable system or one of the few Super Administrators. This WASS User's Manual will provide you with most of the essential information for using WASS. However, when you need assistance, contact your Coordinator. If your Coordinator cannot assist you, call or E-mail the help desk that services the system you are using or want to use. Your Coordinator is your first line of help support. The help desk is the second line of help support. The System Administrators and Super Administrators are there to help if the problem is particularly difficult.

Table 0- 2 Help Desk Contact Information by System

Help Desk	Systems	Telephone/E-mail Address
Technical Assistance Center (TAC)	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, (LOCCS)	(888) 245-4860. E-mail: Select "Contact Us" on the REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real_Estate_MGMT@HUD.GOV.
FHA Connections	LASS	Contact FHA Connection

The WASS User's Manual targets the Users and Coordinators who have external access. Internal users, System Administrators, and Super Administrators may require additional information. For internal Users, additional information is available from the System Administrator of the specific system or from the Help Desk. For System Administrators and Super Administrators, the WASS Operations Manual and WASS Maintenance Manual are companion documents to the User's Manual. The Operations Manual describes routine procedures for WASS. The Maintenance Manual provides information on ad hoc queries to databases to include updating of system access privileges.

A Business Partner Coordinator represents one or more Business Partners. Business Partners are owners of multifamily properties, managing agents, and developers. Coordinators manage the users that work for the Business Partner. Coordinators are on the "front-line" for system security. A Coordinator's role is to ensure that users are properly assigned system privileges. A privilege is a general word that covers:

1. Assignment to a Business Partner.
2. Assignment of actions such as Read-Only, Reports, and Approvals. There are many assignable actions for each of the systems. A particular user may be assigned one or more actions. The managers of the systems specify many of the action assignments; however, as a Coordinator you will need to make many of the action assignments to provide specific privileges for those Users you coordinate. Assignable actions are documented in Section 4 and listed in Section 6.0, Appendix B: Roles and Actions, of the User's Manual.

0.1.2 Acceptable Browsers

Attention users of PIH-REAC online systems:
Users needing to access any of PIH-REAC's On-line Systems should use Internet Explorer 6.0 as the browser. If you don't have access to this browser, it can be downloaded for free from the following URL:
http://www.microsoft.com/windows/ie/ie6/downloads/critical/ie6sp1/default.mspx

If you need additional information or assistance, please contact our Technical Assistance Center (TAC) at (888) 245-4860.

0.2   Quick References

Quick references are pullouts from the User Manual that can be used to address frequently asked issues. An abbreviated User's Manual accompanies it for external Users who are Coordinators or Users.

0.2.1 Coordinators

Coordinators have an important system administration role in the use of HUD systems by external 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 as BPR Coordinators.

0.2.1.1   Coordinator's Quick Reference

The Coordinator's Quick Reference provides the essential procedures for Coordinators to begin work. The Quick Reference is intended to be removed from the User's Manual for use so that you will have the Quick Reference even when it is not convenient to have access to the full User's Manual.

As a Coordinator, you have an important role in managing the access and privileges for Users for one or more Business Partners. Indiscriminate assigning of roles and actions could compromise the relationship of the Business Partner with HUD. This makes it particularly important not to lend your Coordinator User ID to anyone else, nor leave your computer logged into WASS when you leave the room. Lending a Coordinator's User ID is dangerous to the security of the system. It allows someone else to make decisions about access that you may not notice until something detrimental happens.

0.2.1.2 Abbreviated Coordinator's User's Manual

The abbreviated Coordinator's User's Manual is a short list of essential procedures that are directly targeted at Coordinators. The short list of procedures provides a description of the information to initiate a Secure Connection and access Secure Systems. For more detailed information about the systems, contact the help desks about each applicable system.

Access to HUD Online Systems begins when you complete one of the Online Registration Forms. Go to following URL address: www.hud.gov/offices/reac/online/reasyst.cfm and click on the "Register Online" link.

As you will see from the next screen, there are four different online registration forms. The form used will depend upon whether the registrant is registering for systems under *Public Housing Authority*, *Multifamily Housing Entity, Independent User,* or as a *Reverse Auction Program (RAP) 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 0-1 Need a User ID?

The Public Housing Authority (PHA) registration form is shown in Figure 0-2. 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 0-3 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/etc.]. For example: **jsmith@aol.com, johndoe@adv.org, hfdb84a@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

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Figure 0-2 Public Housing Authority Registration

Figure 0-3 List of Required Information

Coordinator's Quick Reference Manual
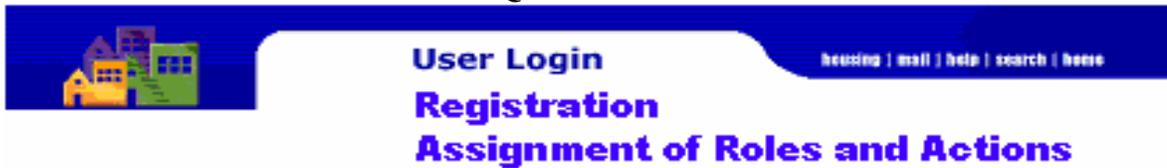
User Login
Registration
Assignment of Roles and Actions

housing | mail | help | search | home

Registration and Login

1. **Open** a web browser (Internet Explorer 6.0). Before you proceed, you should have read the *Who Am I?* Section 0.1.1 in the User's Manual. Understanding this information will be essential for the registration process and using WASS.
2. **Enter** the following URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select** "Register Online" to begin the registration process.
4. **Select** *Multifamily Housing Entity* or *Public Housing Agency* for the next step in the registration process.
5. **Select Coordinator** for the Application Type and complete the remainder of the information. All information is required.
6. **E-mail –** Ensure you provide a valid E-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password –** This will be the password you use to login to WASS Secure Connection. The password should be a "strong password" containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other "secret" word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online "Reset Password" request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification** of a successful registration will be sent by mail to the Trusted Business Partner that you specified in the Organization/Individual Information section on the registration form. This notification is generally sent out the next business day following the day you register.
10. **Contact** your Business Partner approximately one week after online registration. Your User ID for login is provided to your Business Partner in the notification letter.
11. **Obtain** your User ID from your Business Partner. Your User ID will be recognized by WASS as a User ID for a Coordinator.
12. **Login** to WASS using your User ID and the password you created during registration. Assign yourself user roles and actions. Note that you can only assign roles and actions to Users if you have assigned yourself those roles and/or actions. Except for the action of Coordinator, all other roles and actions provide you privileges as a User.

At the time of registration, users will have access to a set number of systems, roles, and actions reserved for external HUD users. The systems that are assignable by the Coordinator at registration depend on the information on your registration form. They are shown below and reflect whether your Business Partner is a Public Housing Authority or other Business Partner.

Table 0-3 Assignable Systems Based on Registration Information

Property Assignment of Systems (TIN Nos.)		*Contract Assignment of Systems (TIN Nos.)*		*Property* Assignment of Systems (PHAID)	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	*Contract Assignment of Systems (PHAID)*		PASS	QASS
VMS	REMS			VMS	REMS
LOCCS		LOCCS	REMS	LOCCS	FASPHA
TRACS		TRACS	FASPHA	TRACS	NASS
		MASS	NASS	MASS	
		RASS		RASS	

Assign roles and actions to other users as they are registered. A list of assignable roles and actions are in Appendix B. HUD has provided experienced support for you in the use of HUD systems. Use Table 0-4 to determine the help desk appropriate for you.

Table 0-4 Help Desk Contact Information by System

Help Desk	Systems	Telephone/E-mail Address
Technical Assistance Center	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, VMS, (LOCCS)	(888) 245-4860. E-mail: Select "Contact Us" on the PIH-REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real_Estate_MGMT@HUD.GOV.
FHA Connections	LASS	Contact FHA Connection

0.2.2 Users

Most of you who are users of HUD systems are Users. As a User, you primarily use WASS to access other PIH-REAC and HUD systems. You have a limited System Administration responsibility to change your password. Your Coordinator will use System Administration functions to assign you groups, roles, and actions that will give you the necessary privileges to access the systems and functions to perform your specific job within HUD online systems.

0.2.2.1 Quick Reference for Users

The User Quick Reference pullout provides most, if not all, the information you need to navigate the WASS security and access HUD online systems.

0.2.2.2   Abbreviated User's Manual for Users

The customized Quick Reference allows Users to focus on just the information essential to their success. The size of this limited form of the User's Manual will encourage you to download it even if you have low-speed access to the Internet.

User access to HUD Online Systems begins when you complete one of the Online Registration Forms. Go to following URL address: www.hud.gov/offices/reac/online/reasyst.cfm and click on the 'Register Online" link. On the subsequent screen, select the link to the appropriate secure connection registration form (*MultifamilyHousing Entity, Public Housing Agency, Independent User,* or *Reverse Auction Program (RAP) User)*. Figure 0-4 shows the registration form for a Multifamily Housing Entity. As you may notice, it is only slightly different than the Public Housing Authority registration form shown in Figure 0-2.

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 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 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 @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com, johndoe@adv.org, hfdb84a@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]

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Figure 0-4 Online Registration Form

In order to complete the registration form, follow the instructions outlined in the User's Quick Reference Manual that follows.

The registration for an Independent User is quite similar. However, the Independent User registrant enters a Social Security Number instead of entering a Tax ID or PHA ID. The Independent User is notified by E-mail within 24 hours of registration. See the Independent User Registration form in Figure 0-5.

Figure 0-5 Independent User Registration Form

User's Quick Reference Manual

Registration and Login

1. **Open** a web browser (Internet Explorer 6.0). Before you proceed, you should have read the *Who Am I?* Section 0.1.1 in the User's Manual. Understanding this information will be essential for the registration process and using WASS.
2. **Enter** the following URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select** 'Register Online' to begin the registration process.
4. **Select** *Multifamily Housing Entity, Public Housing Agency, Independent User,* or *Reverse Auction Program (RAP) User* for the next step in the registration process.
5. **Select User** for the Application Type and complete the remainder of the form. All information is required.
6. **E-mail –** Ensure you provide a valid E-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password –** This will be the password you use to login to WASS Secure Connection. The password should be a "strong password" containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other "secret" word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online "Reset Password" request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification –** Your User ID for Login is established the evening of the day you register as a User. Notify your Coordinator that you have registered. Your Coordinator will retrieve your User ID and assign you privileges (roles and actions) on the systems you will access. There is no written notification of your successful registration.
10. **Contact** your coordinator for your User ID.
11. **Login** to WASS using your User ID and the password you created during registration. On the WASS Main Menu, select the link to the system you need to use.

At the time of registration, Users will have access to a set number of systems, roles, and actions reserved for external HUD users. Your Coordinator will assign access privileges to systems after your successful registration. The systems available for your Coordinator to assign to you are based on the information from your registration form. The systems that are available to external Users at registration are shown in Table 0-3. For example, if

your Coordinator entered a Tax Identification Number (TIN) for your Business Partner, then the systems available for assignment of a property are APPS, LASS, PASS, VMS, LOCCS, TRACS, FASSUB, M2M, QASS, TASS, and REMS.

Table 0-5 Systems Available to Users

Property Assignment of Systems (TIN Nos.)		Contract Assignment of Systems (TIN Nos.)		Property Assignment of Systems (PHAID)	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	*Contract Assignment of Systems (PHAID)*		PASS	QASS
VMS	REMS			VMS	REMS
LOCCS		LOCCS	REMS	LOCCS	FASPHA
TRACS		TRACS	FASPHA	TRACS	NASS
		MASS	NASS	MASS	
		RASS		RASS	

Your Coordinator will assign you roles and actions to enable you to do your work. The current list of roles and actions is documented in Appendix B. The first stop for information about access to WASS is your Coordinator. If your Coordinator cannot assist you, telephone or E-mail the Help Desk that services the system you are using or want to use. The appropriate contact information is given in the table below. Individuals at the help desk will answer your questions or refer you to a System Administrator about issues related to the applicable system.

Table 0-6 Help Desk Contact Information by System

Help Desk	Systems	Telephone/E-mail Address
Technical Assistance Center	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, VMS, (LOCCS)	(888) 245-4860. E-mail: Select "Contact Us" on the REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real_Estate_MGMT@HUD.GOV
FHA Connections	LASS	Contact FHA Connection

1.0 General Information

1 GENERAL INFORMATION

The Web Access Security Subsystem (WASS) Release 7.1.0.0 User's Manual provides the information and procedures that are needed by external users to understand WASS. The Quick Reference sheets in Section 0 facilitate a Coordinator or user's access by providing the minimum steps required to access the systems. More extensive information about all system administration is available in the Maintenance Manual provided to each Super Administrator.

WASS users are individuals who work with trusted partners, are HUD employees, or are contractors who work with HUD. Those who work with trusted partners are called Coordinators and external users. HUD employees and contractors are individuals who help administer and provide support to the Coordinators and external users. These individuals may be System Administrators, Technical Assistance Center (TAC) Users, or one of a few Super Administrators. Others are internal users who access the system through the HUD Intranet.

1.1 System Overview

The User's Manual provides information on how best to use the Web Access Security Subsystem (WASS) Release 7.1.0.0, a major release of the security interface for access to over 25 of the Department of Housing and Urban Development's systems. It seeks to demystify WASS so that the many thousands of individuals who access the systems can do so more effectively.

Table 1-1 Objectives for Web Access Security Subsystem

Objectives for Web Access Security Subsystem
Provide HUD's trusted Business Partners and internal HUD users a means for requesting access to HUD's subsystems.
Provide secure access to HUD's secure systems environment from the Internet.
Provide secure use of the applications available via HUD's secure systems environment.

1.1.1 Secure Connection and Secure Systems Components

WASS consists of a Secure Connection component and a Secure Systems component. These components provide an overall security umbrella for thousands of users of HUD systems.

The Secure Connection component of WASS includes online registration forms that are accessible via the World Wide Web and are used by HUD's trusted Business Partners to submit requests for the authority to access secure systems that reside behind HUD's firewall. The data captured by the Secure Connection registration pages is used to authenticate users, so that WASS can make sure that users are who they say they are before granting them access to the system. Users are authenticated by capturing their User IDs and passwords via the login page that is displayed upon connection to WASS. Once a user has provided the correct information, control is passed from Secure Connection to Secure Systems, which enforces application security as described below.

The Secure Systems component of WASS is comprised of the Login page, the Main Menu page, and the System Administration application that collectively provide application-level security to the Internet and Intranet applications integrated under WASS. The Secure Systems Login page captures User IDs and passwords that are used to validate user authorities in terms of application access and use. The Secure Systems Main Menu provides Internet and Intranet users with hyperlinks to the one or more secure systems to which they have authority. The System Administration application provides authorized Internet and Intranet users the capability to define and maintain user rights to data and functionality within one or more secure systems.

1.1.2 External Users and Coordinators Register Online

Coordinators and external users register online. The registration form (see Figure 1) for Coordinators and Users is the same, except that each selects the appropriate Application Type – Coordinator or User. Registrations are processed overnight. Coordinator User IDs are sent to the Business Partner the next day by mail; User IDs can be obtained from the Coordinator the next day.

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/etc.]. For example: **jsmith@aol.com, johndoe@adv.org, hfdb84a@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]

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Figure 1 – Online Registration

The registration process is the key first step in the assignment of system access and privileges. Table 1-2 provides a summary about how privileges are assigned in the registration process.

Table 1-2 Assignment of Privileges for External Users

User Type	Registration Process	Assignment of User ID	Privileges
User (Participant, Expected Participant, AQA contractor, Appraiser, Includes User for Trusted Partner, Independent User)	Apply Online	WASS is responsible for generating the User ID. The Coordinator retrieves User ID and provides User ID to user	Assigned by Coordinator
User (Inspector)	Registration done during Training	By Training Organization	Assigned by Inspector Coordinator
Coordinator for Inspectors	Coordinator status establisher by Business Partner	By Training Organization	Assigned by self
Coordinator (Includes Participant (Trusted Partner), Expected Participant (Organization applying for Trusted Partner Status, AQA Contractor)	Apply Online	WASS is responsible for generating the User ID. Letter with the Coordinator's ID and the activation number mailed to Business Partner	Assigned by self
BPR Coordinator	Indicates online need for assignment to one or more additional Business Partners	Initiates request to system. A unique activation code is sent to the Business Partner and through the Business Partner to the BPR Coordinator	Assigned by self
Lenders	Apply to FHA Connection	FHA Connection	Assigned by FHA Connection

1.1.3 Internal/Intranet Access to WASS

Over 2000 WASS users are classified as internal users. Table 1-3 summarizes the assignment of internal user privileges during the registration process.

Table 1-3 Assignment of Privileges to Internal Users

User Type	Registration Process	Assignment of User ID	Privileges
Technical Assistance Center	Apply to ADP Security	Assigned by ADP Security	Set by WASS Super Administrator
System Administrator	Apply to ADP Security	Assigned by ADP Security	Assigned by self and/or WASS Super Administrator
Super Administrator	Apply to ADP Security	Assigned by ADP Security	Assigned by WASS Super Administrator
User	Apply to ADP Security	Assigned by ADP Security	Set by System Administrator of specific systems or by a Super Administrator

Intranet/Internal Users are HUD Employees and HUD Contractors who access HUD/PIH-REAC systems through HUD's Internal URL. These users must obtain their system ID from the ADP Security Office rather than from the Online Registration available on the Internet. The success of the registration process depends on a complete registration process and meeting the registration requirements as described in Table 1-4.

Table 1-4 Registration Requirements

Requirement Description
REGISTRATION
The CEO or Executive Director of every trusted Business Partner must designate a Coordinator to serve as his/her representative in controlling access to the system and performing other system administration functions.
There will be a limit of two Coordinators for a particular trusted Business Partner.
A registration application must indicate whether application type is User or Coordinator.
Every application must provide the applicant's first and last name. Middle initial is optional
Every application must provide the applicant's social security number.
A PHA application must provide the name of the PHA organization the applicant represents.
A PHA application must provide a valid PHA organization number of the organization the applicant represents.
Every application must provide a six-character password.
Every application must provide the maiden name of the applicant's mother.
Only one user ID may be generated for the same user. A user ID is uniquely identified by a user's SSN.
The Coordinator is responsible for informing users of their user ID.
A multifamily application must provide the name of the HUD-registered Organization or Individual the applicant represents.
A multifamily application must provide the Tax Identification (TIN) or Social Security Number of the HUD-registered Organization or Individual the applicant represents.
A multifamily application must specify whether the HUD-registered entity they represent is an organization or an individual.
The TIN submitted on a multifamily application must be a HUD-approved Business Partner.
The PHA organization number submitted on PHA application on must be a HUD-approved Business Partner.
An appraiser must be a HUD-approved Single Family Appraiser in order for his/her registration application to be valid.
An AQA contractor must be a contractor of record with HUD in order for his/her registration application to be valid.

1.1.4 Registration Process

WASS provides the front door security for over 25 HUD systems. The various systems have a large number of rules that govern how thousands of users and Coordinators can gain access to one or more of the systems and exercise one or more roles and actions as part of that portion of their business process.

Fortunately, users only need to know those roles and actions that affect them directly. This User's Manual uses a number of different perspectives on the information about WASS to allow each Coordinator and each user to access that information necessary to manage access for themselves and those users for which Coordinators are responsible. Coordinators have the responsibility to manage the type of access that users need. The next series of tables seeks to summarize the process after registration and the impact registration has on the options and the range of access to systems, roles and actions. These are decisions that a particular Coordinator can make for those functions depending on whether s/he is working for a Business Partner with a Tax Identification Number or a PHA ID.

Table 1-5 Access to Systems Based on Registration Information

Factors Influencing Assignment of Systems at Assignment of User ID	Systems Available to Coordinators to Assign to USERS	Who Can Assign or Modify Assignment to Systems
Property Assignment with TIN	APPS FASSUB LASS M2M PASS QASS VMS REMS LOCCS TRACS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Contract Assignment with TIN	LOCCS REMS TRACS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Property Assignment and Contract Assignment with TIN	APPS FASSUB LASS M2M PASS QASS LOCCS REMS TRACS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Property Assignment with PHA ID	APPS FASSUB LASS M2M PASS QASS VMS REMS LOCCS FASPHA TRACS NASS MASS RASS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Contract Assignment with PHA ID	LOCCS REMS TRACS FASPHA MASS NASS RASS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Property Assignment and Contract Assignment with PHA ID	APPS FASSUB LASS M2M PASS QASS LOCCS RASS TRACS REMS MASS FASPHA NASS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system

1.1.5 Determine Access Rights

It is the responsibility of Coordinators/System Administrators to perform system administration functions that establish system access for their users. Before they can set access rights for any of their users, a Coordinator must first establish himself or herself as the Coordinator/System Administrator. This is accomplished through *User ID Maintenance - Maintain User Profile*, in which the Coordinator/System Administrator selects the desired system(s) to be accessed (see Sections 4.2.4 through 4.2.6 for explanation of this function). The systems selected under a Coordinator/System Administrator's user profile determine what system links are displayed on the ***Secure Systems*** screen for the Coordinator/System Administrator. The system links displayed for users depend upon the roles/actions assigned to the User by his/her Coordinator/System Administrator through *Maintain User Information* (see the *Maintain User Data* section for an explanation of this function).

The ***Secure Systems*** screen is divided into two sections - ***Systems*** and ***System Administration***. *Determine Access Rights* is the process that decides what system links and what system administrative links are displayed on the ***Secure Systems*** screen. Links to the systems for which a user has access rights are displayed under ***Systems***. System administrative links for which a user has access rights are displayed under ***System Administration***.

1.2 WASS Integrates Data Flows from Other Systems

WASS is a strategic system and manages access to security information. It ensures that the registration process results in the creation of a User ID, assignment of privileges and notification to Business Partners. WASS is the secure connection for HUD systems managed by the Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC) and Multifamily. The ownership of the systems is displayed in Table 1-6.

Table 1-6 Systems Accessed through WASS

System Code	System Name	External	Internal	System Owner
ADM	Administration of Secure Systems			PIH-REAC
APPS	Active Partners Performance System	✓	✓	Office of MFH
DAP	Development Application Processing			Office of MFH
EIV	Enterprise Income Verification	✓	✓	PIH-REAC
FASS	Financial Assessment System	✓	✓	PIH-REAC
FASPHA	Financial Assessment System – PHA	✓	✓	PIH-REAC
FASSUB	Financial Assessment Subsystem Submission	✓	✓	PIH-REAC
LASS	Lender Assessment Subsystem	✓	✓	PIH-REAC
LOCCS	Line of Credit Control System	✓	✓	Office of MFH
M2M	Market-to-Market	✓	✓	Office of MFH
MAPS	Monitoring and Planning System		✓	PIH-REAC
MASS	Management Assessment Subsystem	✓	✓	PIH-REAC
MDDR	Multifamily Delinquency and Default Reporting	✓	✓	Office of MFH
MFCS	Multifamily Insurance Claims System	✓	✓	Office of MFH
NASS	Integrated Assessment Subsystem	✓	✓	PIH-REAC
NASSMF	Multifamily Integrated Analysis	✓	✓	Office of MFH
PASS	Physical Assessment Subsystem	✓	✓	PIH-REAC
PHYS	Physical Inspections	✓	✓	PIH-REAC
PIC	PIC System	✓	✓	PIH-REAC
QASS	Quality Assurance Subsystem	✓	✓	PIH-REAC
RASS	Resident Satisfaction Assessment Subsystem	✓	✓	PIH-REAC
REMS	Real Estate Management System	✓	✓	Office of MFH
REMSEC	Enforcement Center Contractor REMS			Office of MFH
SAGIS	Subsidy and Grants Information Systems	✓	✓	PIH-REAC
TRACS	Tenant Rental Assistance Certification	✓	✓	Office of MFH
VMS	Voucher Management System	✓	✓	PIH-REAC
WASS	Web Access Subsystem	✓	✓	PIH-REAC

1.3   Project References

Table 1-7 Project References

References	Location
Web Access Security Subsystem (WASS) Release 6.0.0.0 System/Subsystem Specification (SSS) November 2006.	Gary Faeth, WASS Project Manager
WASS Release 7.1.0.0 Updated Functional Requirements Document (FRD), August 2007.	Gary Faeth, WASS Project Manager
WASS Software Project Management Plan, November 2006	Gary Faeth, WASS Project Manager
WASS Video Training 2000	Bill Thomas

1.4   Authorized Use Permission

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.

System Administrators and Super Administrators have access to an audit trail database that records the details of access and access changes made by Coordinators. The information from the audit trail log is available to support reviews of activities. Details about quality assurance procedures are not included in this User's Manual. Table 1-8 and Table 1-9 provide a description of the information that is collected and stored for at least 30 days.

Table 1-8 Audit Trail Information Available to System Administrators

Description
Database of all transactions by User ID – maintained for at least 30 days
User attempts a login (i.e., internet, intranet)
User login fails
User login successful
User account locked because the number of failed attempts exceed the allowable number
User changed his/her password
Someone reset a user's password
Someone unlocked/reactivated a user account
Someone locked/terminated a user account
WASS locked a user account because of inactivity
WASS/FHA Connection created a user account
WASS/FHA Connection changed the content of a WASS table in the HEREMS database
Someone deleted a user account

Table 1-9 Description Requirements for Audit Trail

Description
Date/time of activity/change
Type of action (database, login, password, account, registration)
Requested action (insert, update, delete, select, attempted, failed, successful, etc.)
User ID performing the action
Table name
Column name
Row (combination key)
Value
Program performing the action

1.5   Points of Contact

1.5.1 Information

Coordination of access information is the responsibility of Coordinators, the respective help desks, System Administrators, and Super Administrators. Information is shared among them about the success of WASS. This information can impact procedures in future releases of WASS and User's Manuals.

1.5.2 Coordination

Web Access Security Subsystem depends on its online nature to administer the security aspects of accessing HUD systems for the over 80,000 users. The people connection for WASS is through the respective help desks.

1.5.3 Help Desk

Table 1-10 Help Desk Contact Information

Help Desk	Systems	Telephone/Email Address
Technical Assistance Center	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, VMS, (LOCCS), PASS-CLA	(888) 245-4860. Email: Select "Contact Us" on the PIH-REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 Email: Real_Estate_MGMT@HUD.GOV
FHA Connections	LASS	Contact FHA Connection

1.6   Organization of the Manual

The WASS User's Manual serves a diverse audience. Most users have limited responsibility for system administration. For these users, the objective is to provide them with the necessary information to function as users and to have conversations with Coordinators about changes in the assignment of properties, roles, and actions.

Coordinators have extensive system administration responsibility and have a much larger responsibility for the operation of the Secure Connection and the Secure Systems. Coordinators do not all have the same privileges, but the similarity of their function makes it possible to address them as a group.

Systems Administrators are another key group because these are primarily the individuals who provide system administration for the systems. They tend to have more system administration responsibility than Coordinators.

A handful of individuals are Super Administrators. These individuals exercise the full range of system administration roles that were described in the system overview.   They also assume new responsibilities under WASS 7.1.0.0 for submitting SQL scripts for assignment of systems, system privileges, and reports from the security transaction log. These are described in the WASS Maintenance Manual.

1.7 Terms and Abbreviations

Table 1-11 Terms and Abbreviations

Terms	Definitions
Coordinator	External user that does system administration for trusted Business Partner
Coordinator for BPR (Business Partner Relationship)	A Coordinator that has an added role for coordination for another Business Partner. This individual is not the original Coordinator
System Administrator	Internal user who does system administration for one or more HUD systems
Super Administrator	Internal user who performs all system maintenance functions
Technical Assistance Center (TAC) User	Internal user who works for the help desk
User	External user who works for one or more Coordinators for one or more trusted partners
Section 508	June 2001 law that requires that individuals with disabilities be able to access web information with Assistive technologies
Lightweight Director Access Protocol (LDAP)	Maintains the directory and Access Control Lists (ACL) for Internet USERS
Access Control Lists (ACL)	Controls what directories on the web server a user reads

Table 1-12 Abbreviations and Acronyms

Acronym/Abbreviation	Definition
ADM	Administration of Secure Systems
APPS	Active Partners Performance System
BPR	Business Partner Relationship
CLASS	Comprehensive Lead Assessment Subsystem
CMM	Capability Maturity Model
CSC	Computer Software Component
DQIS	Multifamily Data Quality Information System
DR	Deficiency Report
FASPHA	Financial Assessment Subsystem – PHA
FASS	Financial Assessment Subsystem
FASS-PHA	Financial Assessment Subsystem – PHA
FASSUB	Financial Assessment Subsystem Submission
FRD	Functional Requirements Document
FTS	Functional Test Scripts
HEREMS	Housing Enterprise Real Estate Management System
HUD	U.S Department of Housing and Urban Development
HUDweb	Department of Housing and Urban Development's (HUD's) Intranet
ID	Identification
LASS	Lender Assessment Subsystem
LDAP	Lightweight Directory Access Protocol
LOCCS	Line of Credit Control System
M2M	Market-to-Market
MASS	Management Assessment Subsystem
MDDR	MF Delinquency and Default Reporting
MFCS	Multifamily Insurance Claims System
MFH	Office of Multifamily Housing
NASS	Integrated Assessment Subsystem
PASS	Physical Assessment Subsystem
PIH	Public and Indian Housing
REAC	Real Estate Assessment Center
RASS	Resident Assessment Subsystem
REMS	Real Estate Management System
SAGIS	Subsidy and Grants Information Systems
TAC	Technical Assistance Center
TRACS	Tenant Renewal Assistance Certification System
VMS	Voucher Management System
WASS	Web Access Security Subsystem

2.0 System Summary

2 SYSTEM SUMMARY

The Web Access Security Subsystem was developed to centralize the secure connection and secure access to HUD systems. Users initiate contact with the system through their desktop web browsers using the Internet or the HUD Intranet. The network connection (Internet or Intranet) connects the user with the PIH-REAC web site. For external users, the first step is online registration to obtain a User ID. Once a User ID is issued, the user can login and access systems with the set of privileges assigned at registration.

2.1 System Configuration

WASS processes registrations with the assistance of FHA Connection, while CENCOR mails registration forms to Business Partners. WASS is the first stop when you Login. It manages your Secure Connection and Secure Systems access. These relationships are portrayed in Figure 2-1.

WASS 7.1.0.0 Relationships
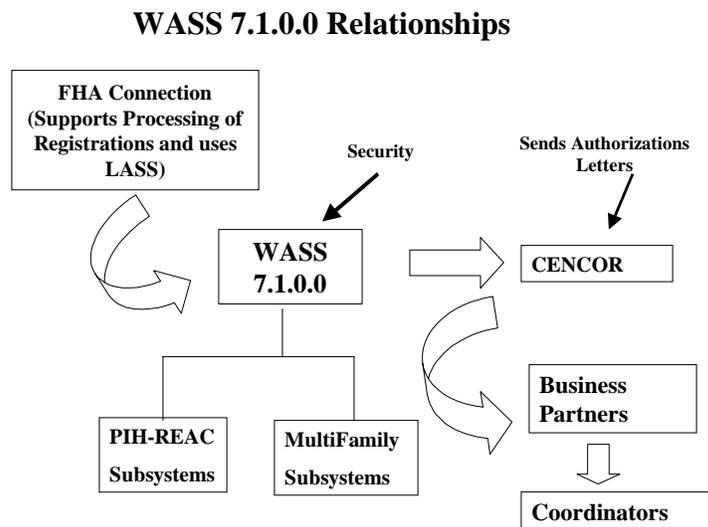
Figure 2-1 WASS Relationships and Functions

2.2   Data Flows

WASS 7.1.0.0 serves as a complex filter that sets a framework for different users to access the systems and carry out their functions on behalf of HUD Business Partners and HUD.

Most of the privileges available to external users are associated with the transmittal of information to HUD about HUD-related business activities in the field. Data flows from the external users to HUD and is stored in and processed by one or more systems. Most

of the functionality in WASS consists of looking up information stored in various tables to tell the security subsystem who you are, where you can go, and what you can do when you get there. It also keeps track of all the changes that Coordinators make to property assignment, business partner assignment, PHA assignments, roles, and actions. For Coordinators, these filters are presented to the user in a series of windows. Users will only see the windows and the information selected for them by their Coordinator.

Table 2-1 High-Level Database Table Descriptions

Table	Description
HUD systems addressed by WASS	A reference table of HUD's secure internet and intranet systems.
System Actions that define user rights	A reference table of system actions that are used to define user rights to Secure Systems data and functionality.
The names of people who can access systems through WASS	A HUD trusted business partner, employee, or contractor that has been granted the authority to access Secure System.
User Rights	The definition of a user's system rights in terms of one or more system actions.
User Roles	A functional position that is used to categorize system users.
Assignment of Roles to Users	The assignment of a specific role to a given user.
System Groups that are used to assign system rights	A reference table of system groups that are used to categorize users for purposes of assigning system rights.
Actions for system groups	The definition of a system group in terms of one or more system actions.
Users and Business Partners	A Secure Systems user's association to the trusted business partner under which s/he registered for a User ID. A secure System Coordinator may be associated with multiple trusted Business Partners.
Property Assignments	The assignment of a user to a property in a specific role.
Assistance Contract Assignments	The assignments of a user to an assistance contract in a specific role.
PHA Assignments	The assignment of a user to a Public Housing Authority (PHA) in a specific role.
Participant Assignment	The assignment of a user to a participant in a specific role.
Password and Registration Activities	A transaction request for LDAP server, which may be a password change, user reinstatement, or user termination. A transaction request may also be used for resending a Secure Connection registration letter.
User Group Assignments	The assignment of a user to a specific system group.
Definitions of Roles Linkage to Actions	The definition of a role in terms of one or more system actions.

2.3 User Access Levels

The *Secure Systems* screen is divided into two sections - *Systems* and *System Administration*. The *Determine Access Rights* process determines which system links and which system administrative links are displayed on the *Secure Systems* screen. Links to the systems for which a user has access rights are displayed under *Systems*. System administrative links for which a user has access rights are displayed under *System Administration.*

It is the responsibility of Coordinators/System Administrators to perform system administration functions that establish system access for their users.   Before a Coordinator can set access rights for any users, a Coordinator must first establish himself

or herself as the Coordinator/System Administrator. This is accomplished through *User Maintenance - Maintain User Profile*, in which the Coordinator/System Administrator selects the desired system(s) to be accessed (see *Maintain User Data* section for explanation of this function). The systems selected under a Coordinator/System Administrator's user profile determine which system links are displayed on the ***Secure Systems*** screen for the Coordinator/System Administrator. The system links displayed for users depend upon the roles assigned to the user by his/her Coordinator/System Administrator through *User Maintenance-Maintain User Profile* (see sections 4.2.4 and 4.2.6 for explanation of this function).

2.4   Contingencies and Alternate Modes of Operation

WASS has extensive redundancy. This means that, as long as the systems are available, you can rely on WASS to be operational.   There are no alternative means to access the various systems should WASS be unavailable.

3.0 Getting Started

3. GETTING STARTED

3.1 Registration and Logging On for Users

Registration and Login

1. **Open** web browser (Internet Explorer 6.0). Before you proceed, you should have visited *Who Am I?* in Section 0.1.1 in the User's Manual. Understanding this information is essential for the registration process and using WASS.
2. **Enter** the URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select** *Register Online* to begin the registration process.
4. **Select** *Multifamily Housing Entity, Public Housing Agency, Independent User,* or *Reverse Auction Program (RAP) User* for the next step in the registration process
5. **Select** *User* for the Application Type and complete the remainder of the information. All information is required.
6. **E-mail –** Ensure you provide a valid e-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password –** This will be the password you use to login to WASS Secure Connection. The password should be a "strong password" containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other "secret" word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online "Reset Password" request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification –** Your User ID for login is established the evening of the day you register as a user. Notify your Coordinator that you have registered. Your Coordinator will retrieve your User ID and assign you privileges (roles and actions) on the systems you will access. There is no written notification of your successful registration.
10. **Obtain** your User ID from your Coordinator.
11. **Login** to WASS using your User ID and the password you created during registration. On the WASS Main Menu, select the link to the system you need to use.
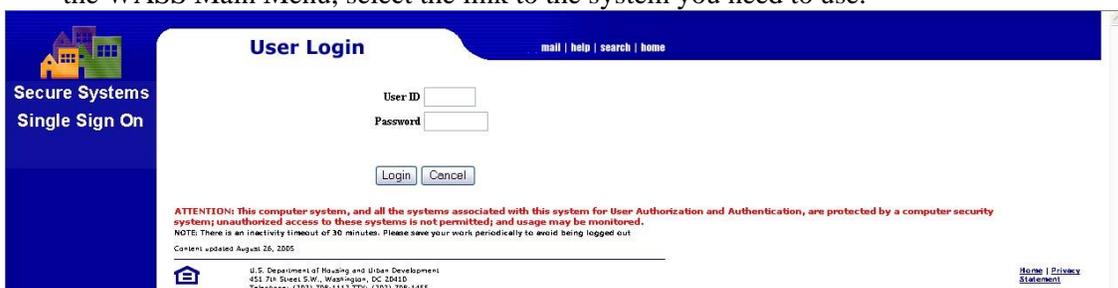
Figure 3-1 User Login Screen

At time of registration, users will have access to a set number of systems, roles, and actions reserved for external HUD users. Your Coordinator will assign access privileges to systems after your successful registration. The systems available to your Coordinator to assign to you are based on the information from your registration form. The systems that are available to external users at registration are shown in Table 3-1.

Table 3-1 Assignable Systems for Users

Property Assignment of *Systems (TN Nos.)*		*Contract Assignment of* *Systems (TIN Nos.)*		*Property* Assignment of Systems (PHAID)	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	*Contract Assignment of* *Systems (PHAID)*		PASS	QASS
VMS	REMS			VMS	REMS
LOCCS		LOCCS	REMS	LOCCS	FASPHA
TRACS		TRACS	FASPHA	TRACS	NASS
		MASS	NASS	MASS	
		RASS		RASS	

Your Coordinator will assign you roles and actions to enable you to do your work. The full list of roles and actions are given in Appendix B. The first stop for information about access to WASS or the individual systems is the appropriate help desk. Individuals at the help desk will answer your questions or refer you to an applicable System Administrator about issues related to their specific system.

3.2   Main Menu

Upon successful login, the first screen for external users and internal users is the ***Main Menu*** screen. The range of system administration functions available to all users is shown on the sidebar under System Administration. External users will only see Password Change under System Administration.

The *Main Menu* provides to users the systems and system administration functions available immediately after registration. The system administration functions and system access are part of the privileges available to users.

The *Main Menu* screen below (see Figure 3-2) shows the systems and system administration functions on both the sidebar and on the center of the screen. Once you move to subsequent System Administration screens the sidebar information remains available for speedy access.

The *Main Menu* screen below also shows the maximum number of System Administration functions available to a Super Administrator who is supporting external users. It also shows the maximum number of systems available to a Coordinator or an external user of HUD systems.

Main Menu

housing | mail | help | search | home | logout

Secure Systems

Welcome First - HWASS0

system administration

- **Assistance Contract Assignment Maintenance**
- **Business Partners Maintenance**
- **EIV Assignments By User**
- **EIV Assignments To User**
- **Extra Coordinators Report**
- **Monthly Activity Report**
- **PHA Assignment Maintenance**
- **Participant Assignment Maintenance**
- **Property Assignment Maintenance**
- **RAP Organization Assignment Maintenance**
- **TAC Report**
- **Terminate Inactive Users**
- **Update Message Of The Day**
- **User Maintenance**

systems

- **Active Partners Performance System (APPS)**
- **Enterprise Income Verification (EIV)**
- **Financial Assessment Submission - PHA (FASPHA)**
- **Financial Assessment Subsystem - Multifamily Housing (FASS)**
- **Lender Assessment Subsystem (LASS)**
- **Line of Credit Control System (eLOCCS)**
- **Mark-to-Market (M2M)**
- **Management Assessment Subsystem (MASS)**
- **Multifamily Delinquency and Default Reporting System (MDDR)**
- **Multifamily Insurance Claims System (MFCS)**
- **Public Housing Assessment System: Scores and Status (NASS)**
- **Physical Assessment Subsystem (PASS)**
- **Quality Assurance Subsystem (QASS)**
- **Resident Assessment Subsystem (RASS)**
- **Real Estate Management System (REMS)**
- **Subsidy and Grants Information Systems (SAGIS)**
- **Tenant Rental Assistance Certification System (TRACS)**
- **Voucher Management System (VMS)**

Systems

- Active Partners Performance System (APPS)
- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPHA)
- Financial Assessment Subsystem - Multifamily Housing (FASS)
- Lender Assessment Subsystem (LASS)
- Line of Credit Control System (eLOCCS)
- Mark-to-Market (M2M)
- Management Assessment Subsystem (MASS)
- Multifamily Delinquency and Default Reporting System (MDDR)
- Multifamily Insurance Claims System (MFCS)
- Public Housing Assessment System: Scores and Status (NASS)
- Physical Assessment Subsystem (PASS)
- Quality Assurance Subsystem (QASS)
- Resident Assessment Subsystem (RASS)
- Real Estate Management System (REMS)
- Subsidy and Grants Information Systems (SAGIS)
- Tenant Rental Assistance Certification System (TRACS)
- Voucher Management System (VMS)

System Administration

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- EIV Assignments By User
- EIV Assignments To User
- Extra Coordinators Report
- Monthly Activity Report
- PHA Assignment Maintenance
- Participant Assignment Maintenance
- Property Assignment Maintenance
- RAP Organization Assignment Maintenance
- TAC Report
- Terminate Inactive Users
- Update Message Of The Day
- User Maintenance

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

Figure 3-2 Main Menu

Under the *Systems* section, users see the systems that are assigned to them. Under the *System Administration* section, a user has the capability to "Change Password". The other system administration functions shown above are functions that a Coordinator would see under the *System Administration* section of the *Main Menu*. Coordinators need the different system administration functions in order to provide users access to Business Partners, assign contracts, assign properties, assign PHAs, and assign groups, roles, and actions. Each of the system administration functions shown on the sidebar is linked to a series of other screens that present the Coordinator with the choices to complete the changes to a user's access privileges.

Below the *System Administration* functions are links to a list of systems. The list of systems displayed will vary from user to user depending upon roles and actions assigned to the users. Currently, about 20 systems are available for external users. A new system can be added at any time. A few systems exist which are only available to internal users.

3.2.1 Assistance Contract Assignment Maintenance

Assignment of contracts is one of the Coordinator's responsibilities. The success of this activity requires that the Coordinator know the User ID for the user and at least one of the other pieces of information such as the property ID, contract number, or contract type. This information is available from the business partner. The Coordinator must assign roles to the user before starting this function.

3.2.2 Business Partner Maintenance

The Business Partner Maintenance function is used by a Coordinator to request, activate, deactivate, or delete additional Business Partner Relationships. Success in this activity requires the Business Partner Type, Business Partner's TIN, PHA ID, or SSN and the User ID for the Coordinator.

3.2.3 PHA Assignment Maintenance

A Coordinator makes assignments to Public Housing Authorities (PHAs) on the Assign PHA screen. The successful use of this screen requires the User's ID and the accurate name or names of the PHAs to be assigned. Again, the Coordinator must assign roles to the user before starting this function.

3.2.4 Property Assignment Maintenance

The successful use of the Property Assignment Maintenance requires a User's ID and information about Property ID, FHA Number, Contract Number and Servicing Site. Again, the Coordinator must assign roles to the user before starting this function.

3.2.5 RAP Organization Assignment Maintenance

The successful use of the RAP Organization Assignment Maintenance requires a User's ID and the Organization Tax ID. Again, the Coordinator must assign roles to the user before starting this function.

3.2.6 IPA Assignment Maintenance
The successful use of the IPA Assignment Maintenance requires a User's ID and the Office UII Number. Again, the Coordinator must assign roles to the user before starting this function.

3.2.7 User Maintenance

User maintenance is one of the most critical functions for Coordinators. The *User Maintenance-Maintain Use*r screen provides a popup list of functions available to the Coordinator. See Table 3-2 to see the functions. Select the function from the pull-down list. Each function on the list will provide an additional screen to make the necessary change.

Table 3-2 User Maintenance Functions

Name of Maintenance Action	Description
Assistance Contract Assignment Maintenance	Assign a user to a contract
Business Partners Maintenance	1. Assigns a Coordinator to a business partner 2. Adds or deletes a business partner relationship
Maintain User Information	Edit the descriptive information for a user
Maintain User Profile – Actions	Assigns/unassigns actions to/from a user. See Appendix B for a complete list
Maintain User Profile – Groups	Assigns/unassigns a Group to/from a user.
Maintain User Roles	Assign roles or unassigns roles. See Appendix B for a complete list
Property Assignment Maintenance	Assigns/unassigns property to/from a user
User Information	Update User Information

3.3   Changing User ID and Password

Passwords need to be changed every 60 days. WASS will remind you when it is time to change your password. Choose a password that is easy to remember. The password should be a "strong password" containing at least one uppercase character, one lowercase character, and one number or special character. It must be at least six characters long.

Safeguard your password so that others will not be able to access the systems and enter erroneous data or obtain important information from the systems. Prospective users should use the registration form to register for their own initial User ID. Do not let anyone use your User ID and password.

Once you have access to the system, you should use the *Change Password* function to change your password every 60 days or less.

Figure 3-3 Changing Password

3.4   Exit System

When you are finished your session, you should logout of the system by selecting "logout." This option is found in the upper-right hand corner of the web page, as shown in Figure 3-4 below. Once you have selected "logout," WASS will encourage you to close all of your browser windows. Closing all of your browser windows is your means to ensure that someone else does not use your system access privileges while you are away from your computer.

Figure 3-4 Logout

4.0 Using the System Online

4   Using the System (Online)

The Web Access Security Subsystem (WASS) consists of a Secure Connection and a Secure Systems component. The Secure Connection includes the registration process and the login. Once you have successfully logged in, you are managed by the Secure Systems component of WASS.

4.1   Registration

Registration is completed online. As an external first time user, you will register online by opening an Internet Explorer browser and going to the URL: www.hud.gov/offices/reac/online/reasyst.cfm. The Online System Login Screen provides information about online systems, login, online registration, and password reset. There are also some tools to facilitate your use of HUD subsystems. The web registration process is only for external users.

On this screen you will click on the 'Register Online' link as shown in Figure 4.1.

Figure 4-1 Online System Login Screen for WASS

The "Need A User ID" screen (Figure 4-2) is displayed and is the place where you need to select one of the four applicable secure connection registration forms: *Multifamily*

Housing Entity, Public Housing Agency, Independent User, or Reverse Auction Program (RAP) User. Select the applicable link to display the registration form.

Figure 4-2 Need a User ID?

It is critical that all of the information is entered accurately. It takes approximately one week for Coordinators to receive their IDs through their Business Partners. External users can contact their coordinator the day after registration to have their User IDs activated and to have access privileges assigned to them. Errors in the registration process could delay access to systems for several weeks.

The registration form in Figures 4-3 is for Public Housing Authority registrants. This registration form is for organizations that have a Public House Agency (PHA) ID. The PHA ID is entered as the Organization ID. If you use the Multifamily registration form (Figures 0-5 and 0-6), you will enter a Tax Identification Number (TIN) or Social Security Number (SSN) for the Organization ID. For the Independent User, the Identification Number is the user's Social Security Number.

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/etc.]. For example: **jsmith@aol.com, johndoe@adv.org, hfdb84a@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]

Content updated April 7, 2006

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

Figure 4-3 Online Registration

As you are filling out the online registration form, make sure you fulfill the registration requirements described in Table 4-1. After verifying your information, click on the

Send Application button and a confirmation screen like Figure 4-4 will appear.

System Coordinator Registration

SYSTEM COORDINATOR REGISTRATION CONFIRMATION:

First Name:	**RICHARD**
Middle Initial:	**L**
Last Name:	**SMITHSON**
Social Security Number:	**111-21-3333**
Organization Name:	**HOUSING AND COMMUNITY DEV**
Organization ID:	**990300000**
E-mail Address:	**smith@work.com**
Mothers Maiden Name:	**WERR**

You are registering as a **Participant Coordinator** for the Participant **HHA Wilson APARTMENTS PROJECT, INC. - 990300000**.

Please confirm the following address for **HHA WILIKINA APARTMENTS PROJECT, INC.**:

**677 KING ST
HONOLULU HI 96813**

Your requested Coordinator ID or activation code number will be mailed to the above address associated with the property owner, PHA or other HUD program participant you seek to represent as a coordinator. You will need to obtain your ID/code number from the program participant's CEO or Executive Director at this address. If you do not recognize this as a current, complete or correct address associated with the HUD program participant you seek to represent, please cancel this application and have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concern to the REAC Customer Service Center, via the below e-mail click box at **REAC_CSC**. Please provide your name and daytime phone number.

Confirm / Submit   Cancel Application

Figure 4-4 Registration Confirmation

If you are registering as a Coordinator, it is important to confirm the name and mailing address of the Organization with which you are registering. Your requested Coordinator ID or activation code number will be mailed to the address associated with the property owner, PHA or other HUD program participant you seek to represent as a Coordinator. If you do not recognize the information as a current, complete or correct address associated with the HUD program participant you seek to represent, please cancel this application by clicking on the Cancel Application button; then, have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concern to the REAC Customer Service Center via E-mail at REAC_CSC@hud.gov. Please provide your name and daytime phone number in the E-mail.

Table 4-1 Registration Requirements

Registration Requirement Description
The CEO or Executive Director of every trusted business partner must designate a Coordinator to serve as his/her representative in controlling access to the system and performing other system administration functions.
There will be a limit of two Coordinators for a particular trusted business partner.
A registration application must indicate whether application type is User or Coordinator.
Every application must provide the applicant's first and last name. Middle initial is optional.
Every application must provide the applicant's social security number.
A PHA application must provide the name of the PHA organization the applicant represents.
A PHA application must provide a valid PHA organization number of the organization the applicant represents.
Every application must provide a six-character password.
Every application must provide the maiden name of the applicant's mother.
Only one user ID may be generated for the same user. A user ID is uniquely identified by a user's SSN.
The Coordinator is responsible for informing Users of their user ID.
A multifamily application must provide the name of the HUD-registered Organization or Individual the applicant represents.
A multifamily application must provide the Tax Identification (TIN) or Social Security Number of the HUD-registered Organization or Individual the applicant represents.
A multifamily application must specify whether the HUD-registered entity the applicant represents is an organization or an individual.
The TIN submitted on a multifamily application must be a HUD-approved business partner.
The PHA organization number submitted on PHA application on must be a HUD-approved business partner.
An appraiser must be a HUD-approved Single Family Appraiser in order for his/her registration application to be valid.
An AQA contractor must be a contractor of record with HUD in order for his/her registration application to be valid.

After carefully completing the registration form and checking it for accuracy, click on the confirm/submit button to submit it for processing by WASS.

Coordinators should contact their Business Partner in about a week to confirm a successful registration. The Business Partner will provide the Coordinator the User ID necessary to access WASS and allow the Coordinator to assign user privileges for the subsystems. While the Coordinator has extended privileges to perform system administration functions, the Coordinators use subsystems the same way as any other user.

Users should contact their Coordinators to inform them that their registration is complete. The Coordinator can find and provide the User his or her User ID and make access assignments of roles and actions the next day after the registration. After your Coordinator assigns you your access privileges, you can login and begin work. Select Login and the login page will appear. You are now accessing the Secure Connection portion of WASS. Enter your User ID and password and click on the OK button.

Depending upon its configuration, your browser may ask if you would like for it to remember your password. You should answer "no" to this question, as this feature undermines the security of the application. In addition, some users have experienced difficulties logging into the system when using this feature. If your computer is secure and you decide to use this feature, please remember to update the password stored in your browser after changing your password in the system.

The Secure System *Main Menu* displays links to the HUD/PIH-REAC Systems based upon the privileges (roles and actions) assigned to you by your coordinator.

Figure 4-5 User Login

A regular user does not have access to System Administration functionality except for the Change Password function. Coordinators, individuals who work for the Help Desks, System Administrators, and Super Administrators are the only users who see the other system administration functions. The number of System Administration functions that appear for users who have expanded system administration functions varies depending on their responsibilities.

4.2   System Administration Functions

User Maintenance is the first System Administration step for a Coordinator setting up the privileges for a user. Groups, actions, and roles must be assigned for the different systems before assigning contracts, property, or PHAs to a user. The *User Maintenance* function is found under *System Administration*. See Figure 4-6.

Figure 4-6 System Administration and User Maintenance Function

4.2.1 User Maintenance

Users depend on a Coordinator to change access privileges, as a regular user's only System Administration function is *Change Password*. Coordinators use a series of screens to find users and assign access privileges for Business Partners, properties, contracts, PHAs, groups, roles, and actions.

Table 4-2 User Maintenance Functions for Coordinators

Name of System Maintenance Action	Description
Assistance Contract Assignment Maintenance	Assign/unassigns a contract to/from a User
Business Partners Maintenance	1. Assigns a User to a Business Partner 2. Adds or deletes a Business Partner relationship
PHA Assignment Maintenance	Assign/Unassign PHA to/from a User
Maintain User Information	Edit the descriptive information for a User
Maintain User Profile – Actions	Assigns/unassigns actions to/from a User
Maintain User Profile – Groups	Assigns/unassigns a Group to/from a User
Property Assignment Maintenance	Assigns/unassigns property to/from a User

4.2.2 User Maintenance - User Search/Selection

Figure 4-8 shows the initial screen after selecting the *User Maintenance* link. This screen allows the Coordinator to search for a User ID. When the User completes the registration form, the Coordinator can use information about the User to find the Regular User's User ID.

The Search Function only displays Regular Users to the Coordinator for those Users who share a common Business Partner with the Coordinator. Also, all Independent Users are displayed if the Coordinator marks the check box to search for Independent Users.
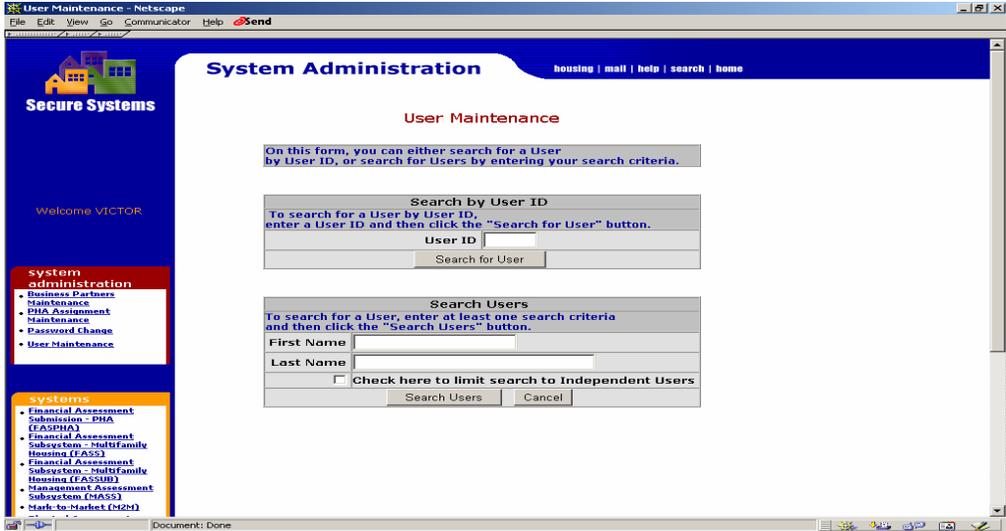
Figure 4-7 Initial User Maintenance Screen

Coordinators represent the business partner and monitor/assign/unassign the roles and actions of Users associated with this Business Partner. The business practice associated with a business partner and one or more subsystems is the concern of the business partner and the Systems Administrators for the subsystem(s).

The list of roles and actions available for assignment to external Users is shown in Appendix B.

Secure Systems provides the Coordinator with the online capability to update User Information and to add/delete/modify User access privileges. WASS manages access based on the registration process, the preferences of the business partner, and the decisions of the Coordinator. Secure Systems is not involved in the management of the data flows between the User and any of the other PIH-REAC or HUD subsystems/systems.

Table 4-3 lists the *Maintain User Information* screens. These screens are essential for making assignments for contracts, Business Partners, and properties.

Table 4-3 User Maintenance Screens

User Maintenance Screens	Descriptions
Figure 4-10	Edit User Information
Figure 4-13	Assign/Unassign Actions
Figure 4-16	Assign/Unassign Groups
Figure 4-19	Assign/Unassign Roles

4.2.3 Maintain User Information

To maintain a User's information, select the Maintain User Information link under the System Administration menu. Search/select the desired User as described in Section 4.2.2 above. The Maintain User screen is displayed with the selected User's information. To edit the User's information, select the Maintain User Information from the Choose a Function pull-down list.
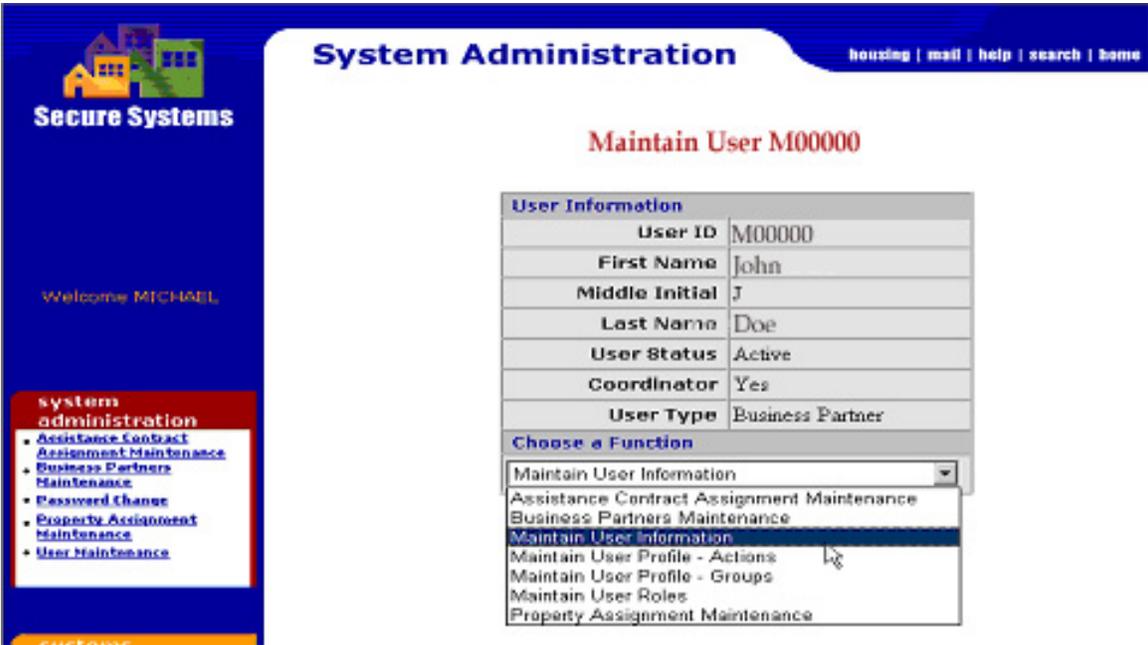
Figure 4-8 Maintain User Information

After clicking the Submit button, the Edit User Information screen is displayed for your edits. Edits can be made to the Regular User's email address. If the User's SSN is incorrect, contact the TAC to provide the updated SSN; the TAC will validate your request and contact one of the Super Administrators to make the update.

If the User is no longer associated with your Business Partner (for example, employment is terminated), you can terminate a User's access to Secure Systems by selecting *Terminated* from the User Status pull-down box. This can only be done if the Regular User is not working for any other Business Partner.
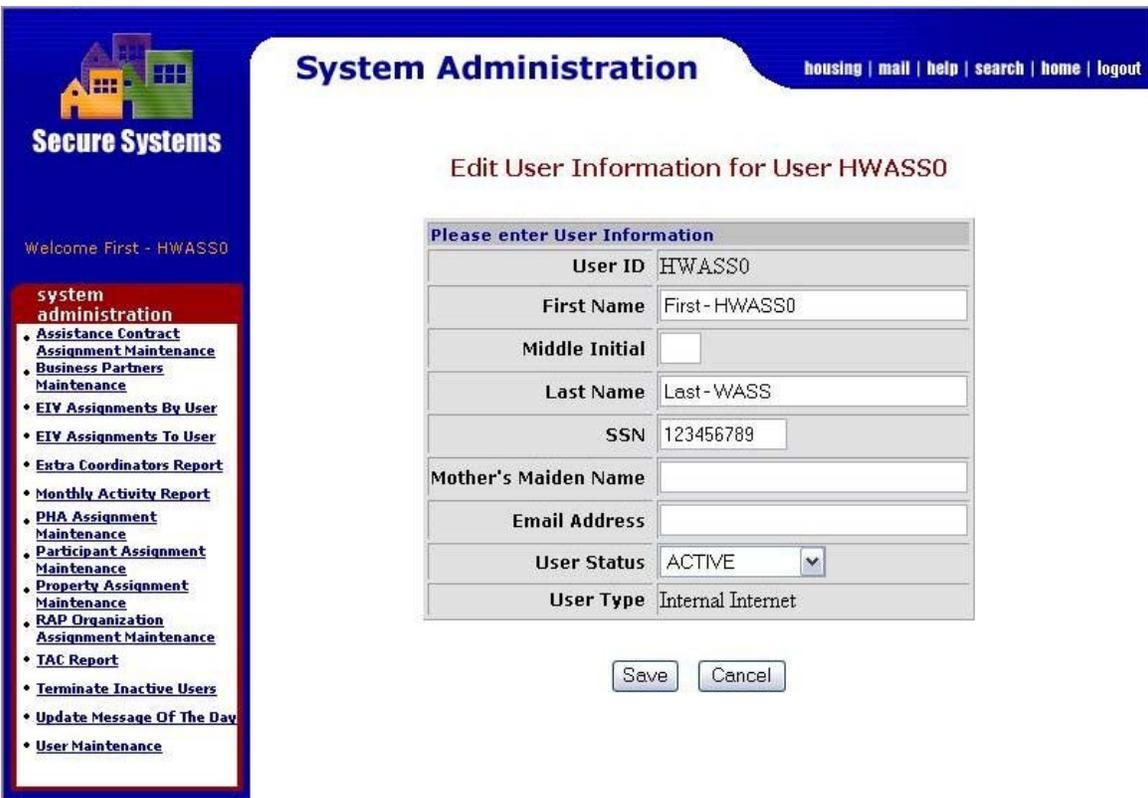
Figure 4-9 Edit User Information

After making the desired changes, click on the Save button. A transaction confirmation screen will be displayed confirming the updates.

Figure 4-10 User Edit Transaction Confirmation

4.2.4 Maintain User Actions

4.2.4.1 Assignment of Actions

Assignment of User Actions provides the User with the privileges necessary to accomplish his/her work with a PIH-REAC or HUD system. Actions include such privileges as *create draft*, *access all screens*, *validate drafts*, *make submissions*, and *approve adjustments* (see Appendix B for a listing of assignable actions.)

To assign/update actions for a User, first search/select the User as described in Section 4.2.2 above. On the Maintain User Information Screen, select Maintain User Profile – Actions from the Choose a Function pull-down list.
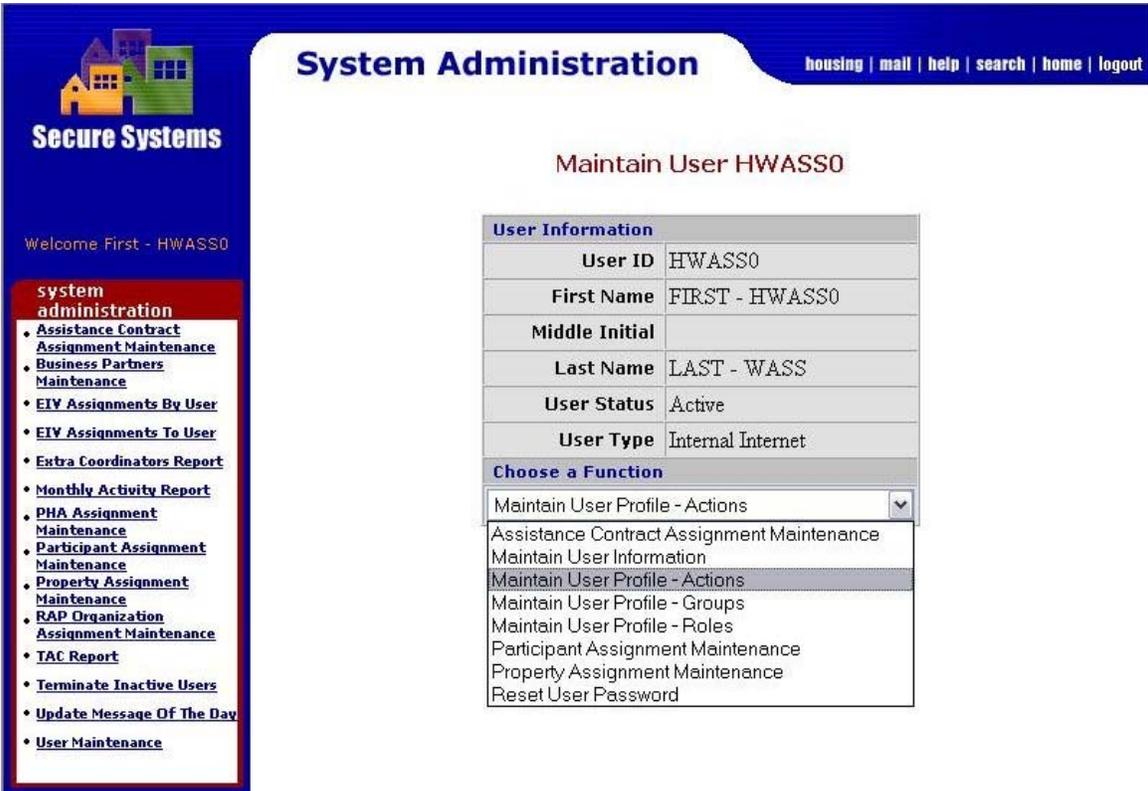
Figure 4-11 Maintain User Actions

After clicking on the [Submit] button, the Assign/Unassign Actions screen is displayed for your edits to the User's profile.

Figure 4-12 Assign/Unassign Actions for User

Assign to the User actions for the desired subsystem by clicking on the check box next to the desired action(s) under the appropriate subsystem(s). After clicking on the [Assign/Unassign Actions] button at the bottom of the screen, the following transaction confirmation screen is displayed

Figure 4-13 Assign/Unassign Action(s) Transaction Confirmation

4.2.4.2   Unassignment of Actions

To remove actions from a User, you follow the same steps as for the assignment of actions, except for the last step. For the last step, you click on the checked box next to the desired action(s), removing the existing check next to those actions. After clicking the ⟦Assign/Unassign Actions⟧ button, the User will no longer have the Actions you just unassigned.

4.2.5 Maintain User Groups

Some systems (for example, M2M and MDDR) have set up Groups to which Users may be assigned. Assignment of a User to a Group(s) is another way to provide a Regular User a set of privileges already assigned to any member of the Group.

4.2.5.1   Assignment of Groups

To assign/unassign a User to a Group(s), first search/select the User as described above in Section 4.2.2, User Maintenance – User Search/Selection. On the Maintain User Information Screen, select Maintain User Profile – Groups from the Choose a Function pull-down list.
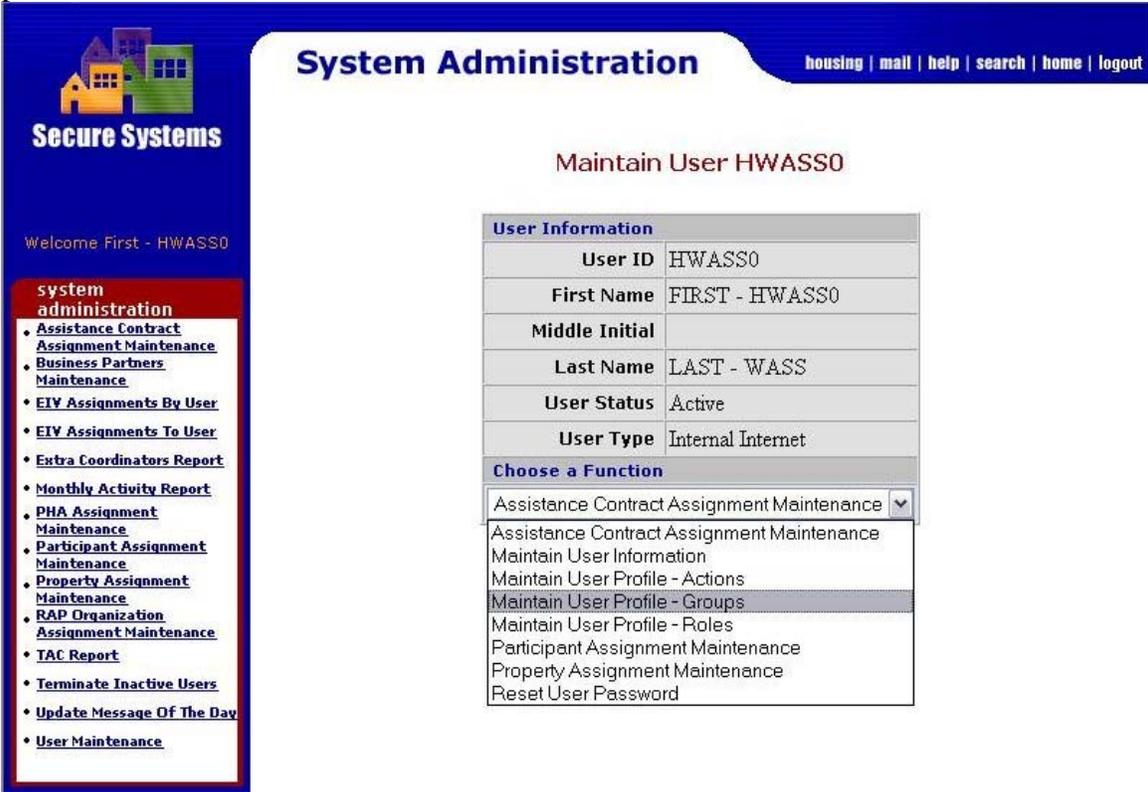
Figure 4-14 Maintain User Groups

After clicking on the Submit button, the Assign/Unassign Groups screen is displayed for your edits to the User's profile.

Figure 4-15 Assign/Unassign Groups

Assign the User Groups for the desired subsystem by clicking on the check box next to the desired Group(s) under the appropriate subsystem(s). After clicking on the Assign/Unassign Groups button at the bottom of the screen the following transaction confirmation screen is displayed.

Figure 4-16 Assign/Unassign Groups Transaction Confirmation

4.2.5.2   Unassignment of Groups

To remove a User from a Group, you follow the same steps as for the assignment of Groups, except for the last step. For the last step, you click on the checked box next to the desired Group(s), removing the existing check next to those Groups. After clicking the Assign/Unassign Groups button, the User will no longer be a member of the Groups you just unassigned.

4.2.6 Maintain User Roles

Another approach to granting access privileges is to assign roles. Roles have associated Actions, such as *create draft* and *query system,* as we observed in Assign Actions. The assignment of roles and actions depends on the culture of a specific system. The assignment of roles is a necessary first step before assigning contracts, PHAs, and properties.

4.2.6.1 Assignment of Roles

To assign/update Roles for a User, first search/select the User as described in Section 4.2.2 above. On the Maintain User Information Screen, select Maintain User Profile – Roles from the Choose a Function pull-down list.

Figure 4-17 Maintain User Roles

After clicking on the Submit button, the Assign/Unassign Roles screen is displayed for your edits to the User's profile.

Figure 4-18 Assign/Unassign Roles

Assign the User Roles for the desired system by clicking on the check box next to the desired role(s) under the appropriate system(s). After clicking on the Assign/Unassign Roles button at the bottom of the screen, the following transaction confirmation screen is displayed.

Figure 4-19 Assign/Unassign Roles Confirmation

After reviewing the pending assignment of roles for the User, click on the [Confirm] button to accept the change. The transaction confirmation screen is displayed to confirm the transaction.

Figure 4-20 Assign Roles Transaction Confirmation

4.2.6.2   Unassignment of Roles

To remove Roles from a User, you follow the same steps as for the assignment of Roles, except for the last step. For the last step, you click on the checked box next to the desired Role(s), removing the existing check next to those Roles. After clicking the [Assign/Unassign Roles] button, the User will no longer have the Roles you just unassigned.

4.2.7 Assistance Contract Assignment Maintenance

The Assistance Contract Assignment Maintenance function provides the capability for a Coordinator to assign a contract and an associated role or roles to a User.

4.2.7.1   Assign Contract Function

The Coordinator performs a three-step process.

Step 1: Enter the User's ID.
Step 2: Select the Assign Contract function.
Step 3: Enter either the Property ID, Contract #, or CAID.
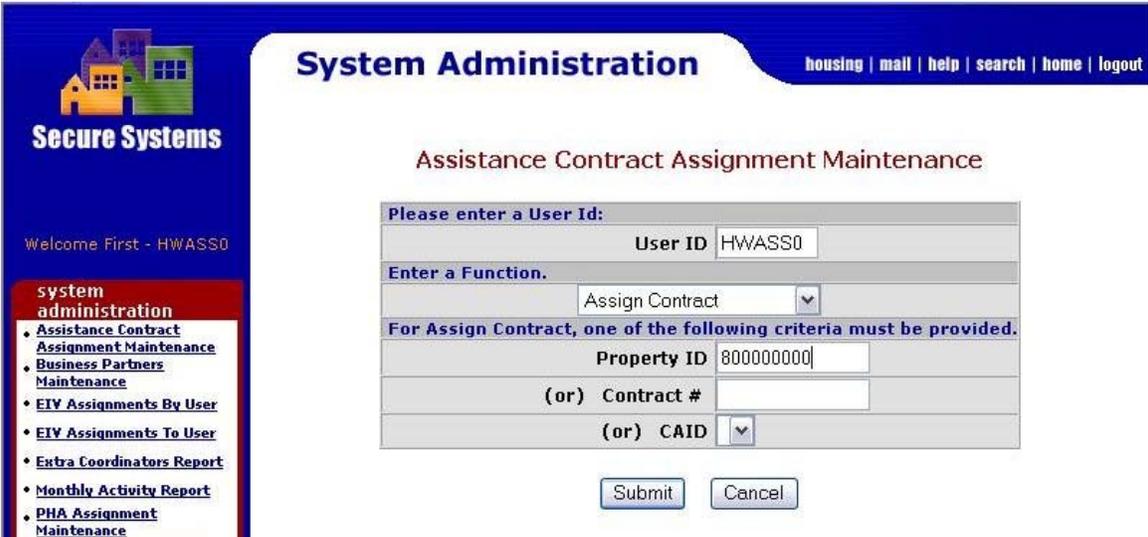
Figure 4-21 Assistance Contract Maintenance

After clicking on the Submit button, the Coordinator makes decisions on the Assign Contract screen about the roles and contracts to assign to the User. This function cannot be performed successfully unless appropriate roles have first been assigned to the User in User Maintenance.
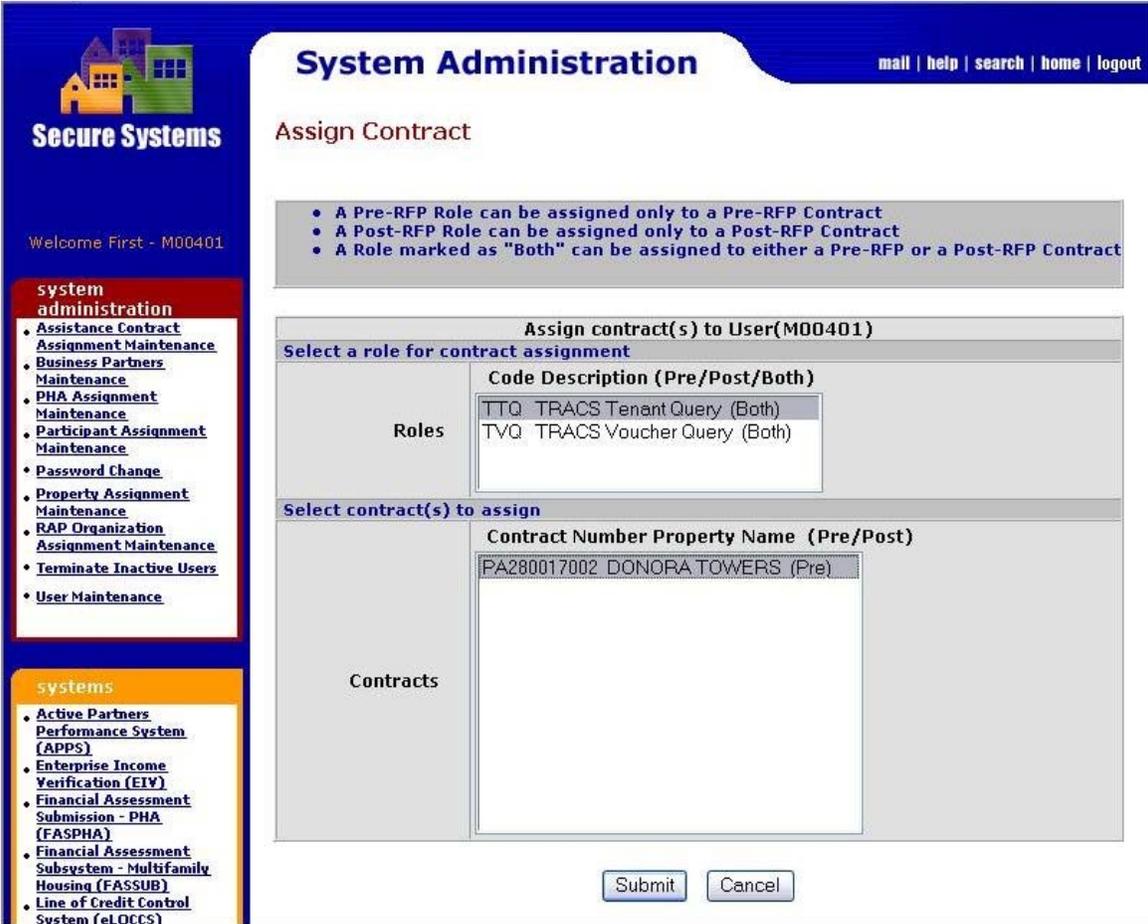
Figure 4-22 Assign Contract

The Coordinator selects the role(s) and the Contract(s) to assign the User, and then clicks on the Submit button. A message is displayed confirming the assignment.

Figure 4-23 Confirmation Assignment of Contract

4.2.8 Unassign Contract Function

The Coordinator can view or unassign contracts for a user by selecting Assistance Contract Maintenance, entering the User's ID, and then selecting View/Unassign Contract from the pull-down menu.
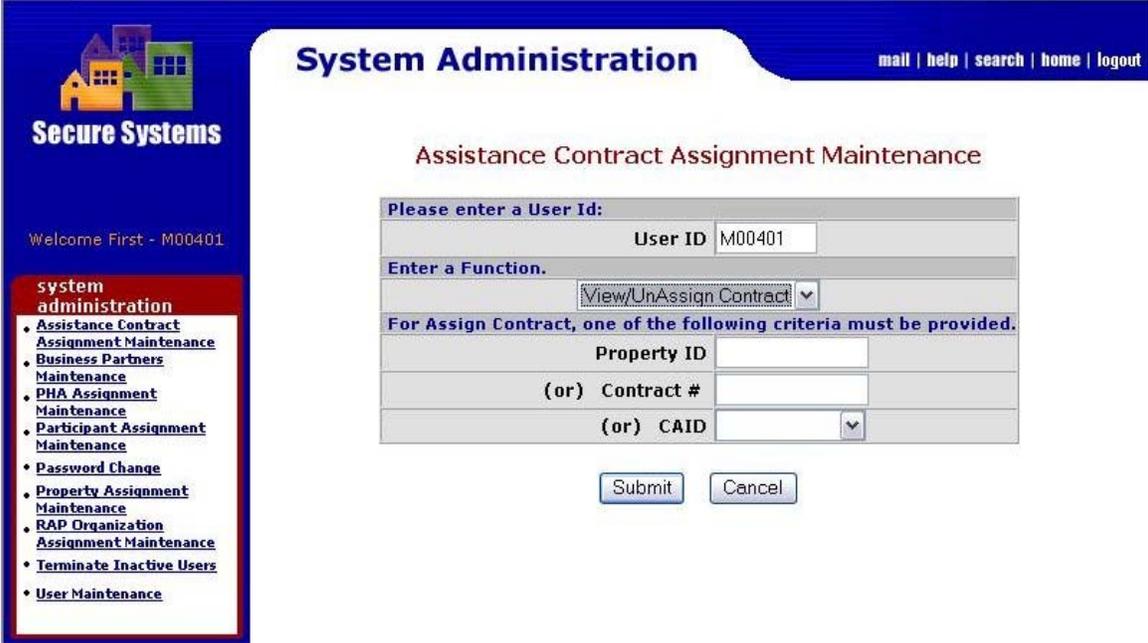
Figure 4-24 Assistance Contract Assignment Maintenance

After clicking on the Submit button, a listing of contracts already assigned to the User is displayed. If there are no contracts with roles assigned to the User, a message will be displayed indicating this fact. The Coordinator can Unassign a contract(s) and role(s) by clicking in the desired check box(es) and clicking the Submit button.

Figure 4-25 Unassign Contract Assignments

After clicking on the [Submit] button, a message is displayed confirming that the contract is Unassigned.

Figure 4-26 Confirmation of Unassignment of Contract

4.3   Business Partners Maintenance

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, when the Business Partner provides the Coordinator with the Coordinator User ID. After the "initial" coordinator registration process, Coordinators may request/establish relationships with additional Business Partners. The Coordinators request and establish these "Additional" relationships through the Business Partners Maintenance screens. These additional relationships are referred to as "BPR relationships."

4.3.1 Business Partner Maintenance

The Coordinator first selects the Business Partner Maintenance link on the Systems Administration section menu. When the screen in Figure 4-27 is displayed, the Coordinator enters his/her Coordinator User ID. The Coordinator then chooses Select Request New/Delete Existing Relationships. (This is the same screen that will be seen later for adding or deleting Business Partners for Users.)

Figure 4-27 Business Partner Maintenance Request

After clicking on the Submit button, the Add/Delete Relationships screen is displayed.

Figure 4-28 Request/Add Business Relationships

4.3.1.1 Requesting A Business Partner Relationship

The Coordinator enters the Business Partner's TIN, SSN, or PHA ID under *Relationships to add* and selects the Business Partner Type from the pull-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 that the Business Partner's mailing address is correct. Your Activation Code will be mailed to the specified address. If this address is incorrect, you should coordinate with this business partner to contact the HUD field office for an address update.

Figure 4-29 Add/Delete Relationships Confirmation

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 4-30 Request Business Partner Relationship Transaction Confirmation

4.3.2 Activation of a Requested Business Partner Relationship

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 Business Partner Maintenance. The coordinator enters the User ID and selects Activate Relationships from the pull-down box.

Figure 4-31 Business Partners Maintenance – Activate Relationship

After clicking on the Submit button, the Activate Relationships screen is displayed
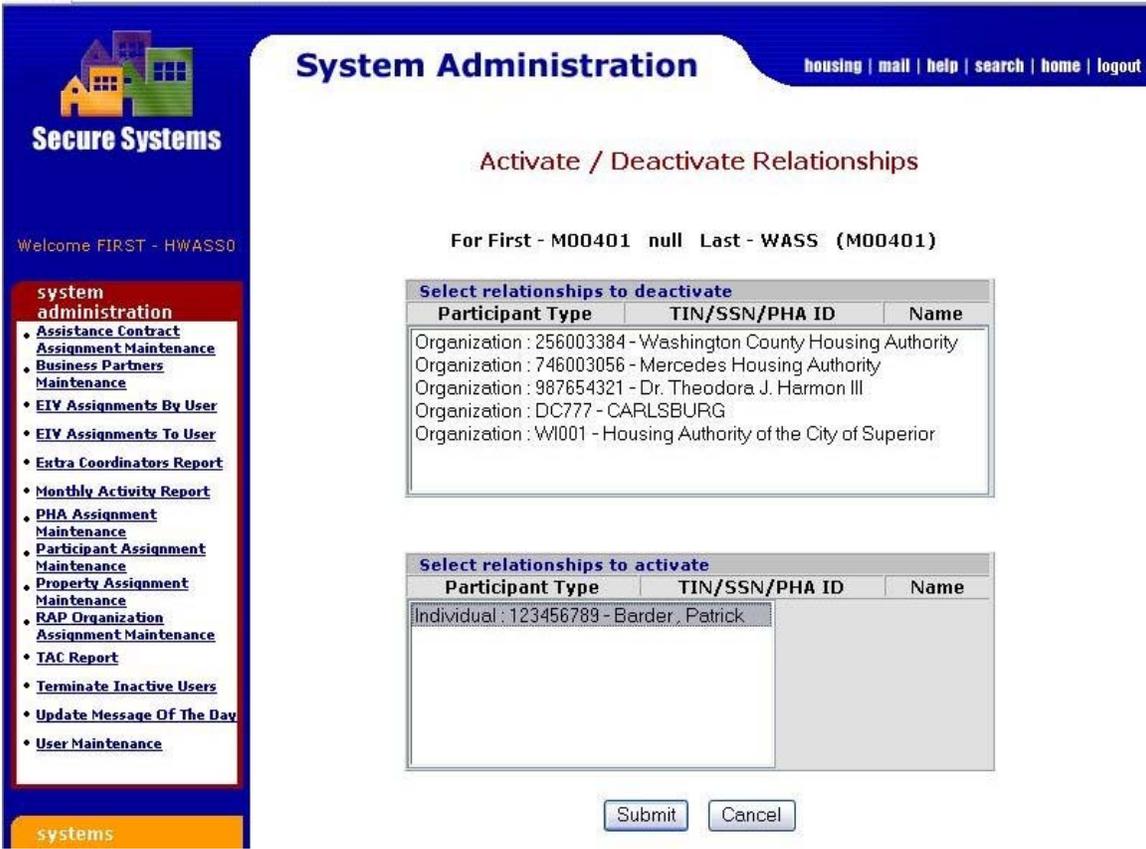
Figure 4-32 Activate Relationships

The Coordinator enters the Activation Key provided in the letter from his requested Business Partner and clicks on the Submit button. A message will be displayed confirming the successful completion of the transaction.

Figure 4-33 Business Partner Relationship Activation Transaction Confirmation

Once the Coordinator has obtained privileges for a business partner, the assignment of privileges for the Users can be done.

4.3.3 Deactivate a Business Partner Relationship

A Coordinator may Deactivate his/her Coordinator relationship with any of his/her Business Partners, with the exception of the relationship with the Original Business Partner for which he/she registered. To Deactivate a Coordinator relationship with a Business Partner, the Coordinator selects Business Partner Maintenance from the Systems Administration menu, enters his/her User ID, and selects Activate/Deactivate Relationship from the pull-down box.

Figure 4-34 Business Partner Maintenance – Deactivation Request

After clicking on the Submit button, the Deactivate Relationships screen is displayed.

Figure 4-35 Business Partner Relationship – Deactivate Relationships

The Coordinator selects the Business Partner relationship to deactivate and clicks on the
Submit button. A message is displayed confirming the successful transaction.

Figure 4-36 Business Partner Deactivation Transaction Confirmation

4.3.4 Deleting A Business Partner Relationship

In order to delete a business partner relationship, the Coordinator first selects the desired
Business Partner Relationship to delete. Then, the Coordinator scrolls to the bottom of
the screen and clicks on the Submit button.
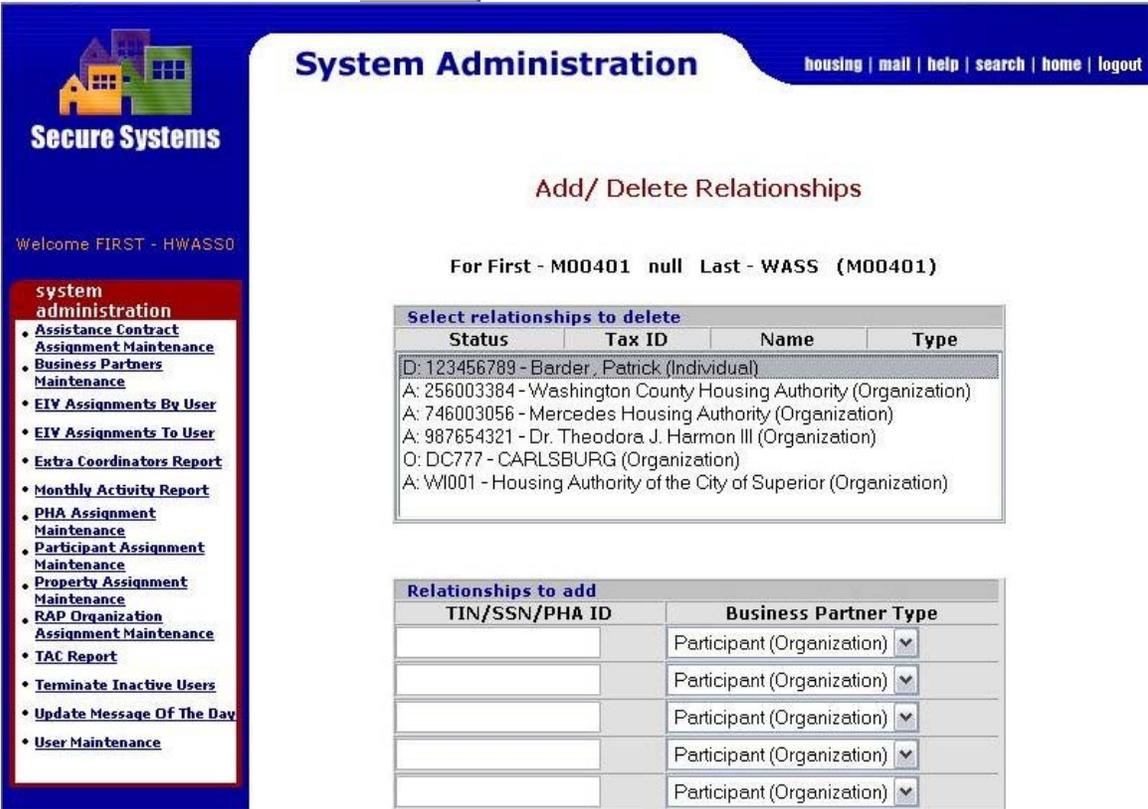
Figure 4-37 Delete Business Partner Relationships

The Add/Delete Relationships Confirmation Screen is displayed.
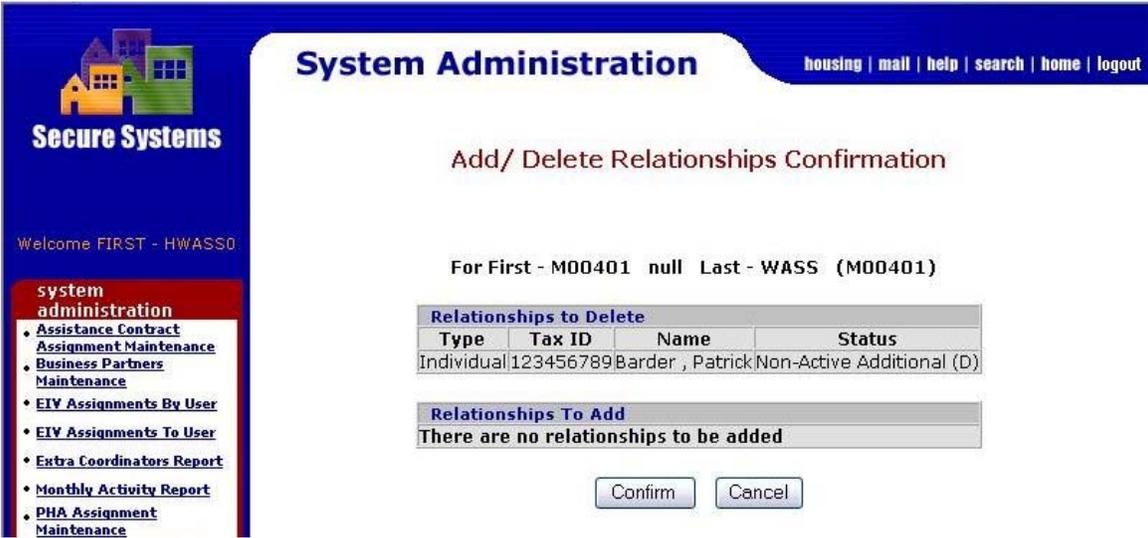
Figure 4-38 Delete Business Partner Relationship Confirmation

The Coordinators reviews the Business Partner Relationship that is to be deleted, and completes the deletion by clicking on the Confirm button. Each successful transaction is rewarded with a confirmation message shown in Figure 4-39.

Figure 4-39 Confirmation of Business Relationship Maintenance

4.4   PHA Assignment Maintenance

4.4.1   Assign PHA

The Coordinator assigns PHAs and applicable roles to the User by selecting the PHA Assignment Maintenance link under Systems Administration and filling in the information on the PHA Assignment Maintenance screen. Follow these steps:

Step 1: Enter the User ID of the User.
Step 2: Indicate whether the action is to assign or unassign a PHA.
Step 3: Enter the PHA ID. If you do not know the PHA ID, you can select the name of the state to display a listing of all the state's PHAs, and then sort the PHAs in that state by PHA ID number or by name.

A Coordinator can assign PHAs and applicable roles only if applicable privileges have already been assigned to the User in *User Maintenance.*
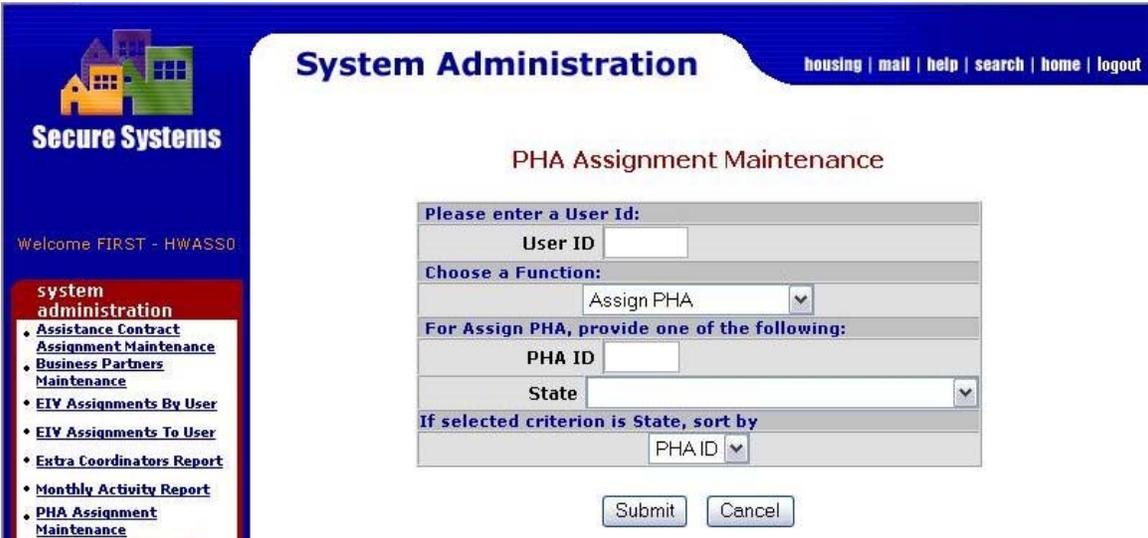

Figure 4-40 PHA Assignment Maintenance

After clicking on the ⬚Submit button, the Assign PHA screen is displayed. Select the role(s) and applicable PHA(s).
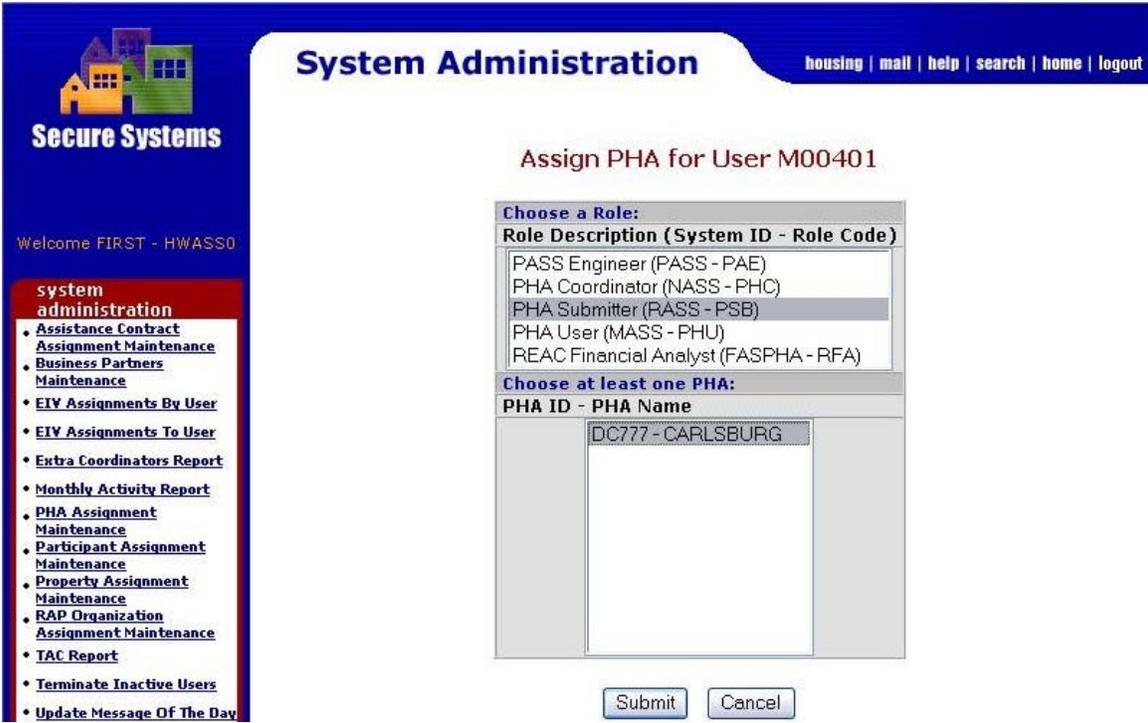
Figure 4-41 Assignment of PHA and PHA Roles

After clicking on the [Submit] button, the Assign PHA Confirmation Screen is displayed.
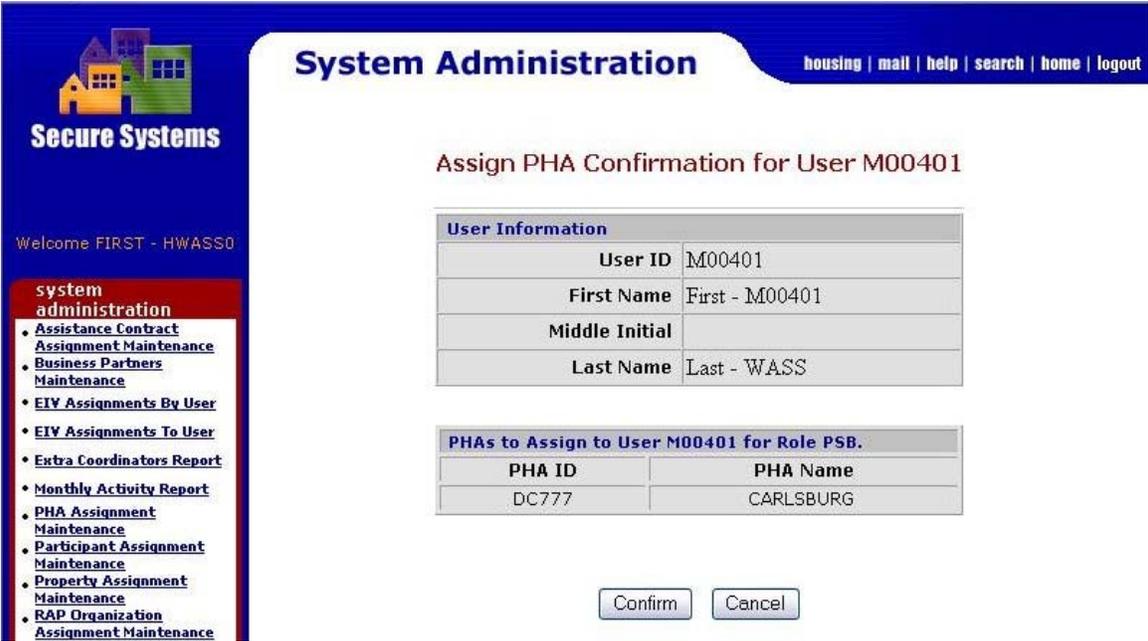
Figure 4-42 Confirmation of PHA Assignment

4.4.2 View or Unassign PHA

The Coordinator may view or unassign PHAs with associated roles for a User by using the PHA Assignment Maintenance screen (Figure 4-43). Enter the User ID, select View or Unassign PHA, and click on the [Submit] button. The Unassign PHA screen is displayed, showing the current PHAs assigned to the user.
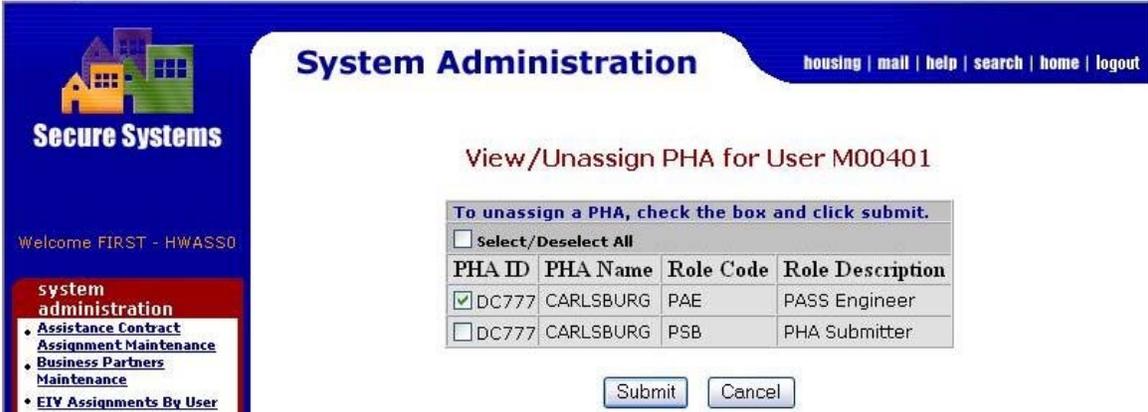
Figure 4-43 View or Unassign PHA for a User

To unassign PHAs, select the check-marked box(es) next to the applicable PHA(s) and click on the [Submit] button. A confirmation screen will be displayed, confirming the unassignment of PHA(s).
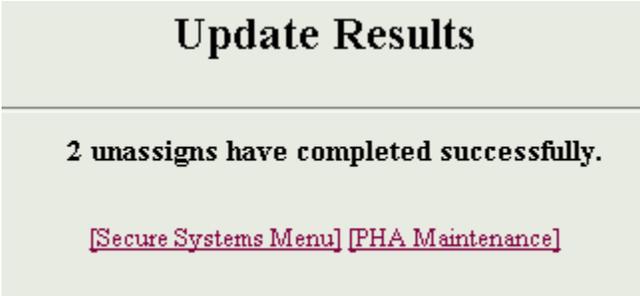
Figure 4-44 Unassignment Confirmation Screen

4.5 Participant Assignment Maintenance

4.5.1 Assign Participant

The Coordinator assigns Participants and applicable roles to the User by selecting the Participant Assignment Maintenance link under Systems Administration and filling in the information on the Participant Assignment Maintenance screen. Follow these steps:

Step 1: Enter the User's ID.
Step 2: Indicate whether the action is to assign or unassign a Participant.

A Coordinator can assign Participants and applicable roles only if applicable privileges have already been assigned to the User in *User Maintenance.*

Figure 4-45 Participant Assignment Maintenance

After clicking on the [Submit] button, the Assign Participant screen is displayed. Select the role(s) and applicable Participant(s).
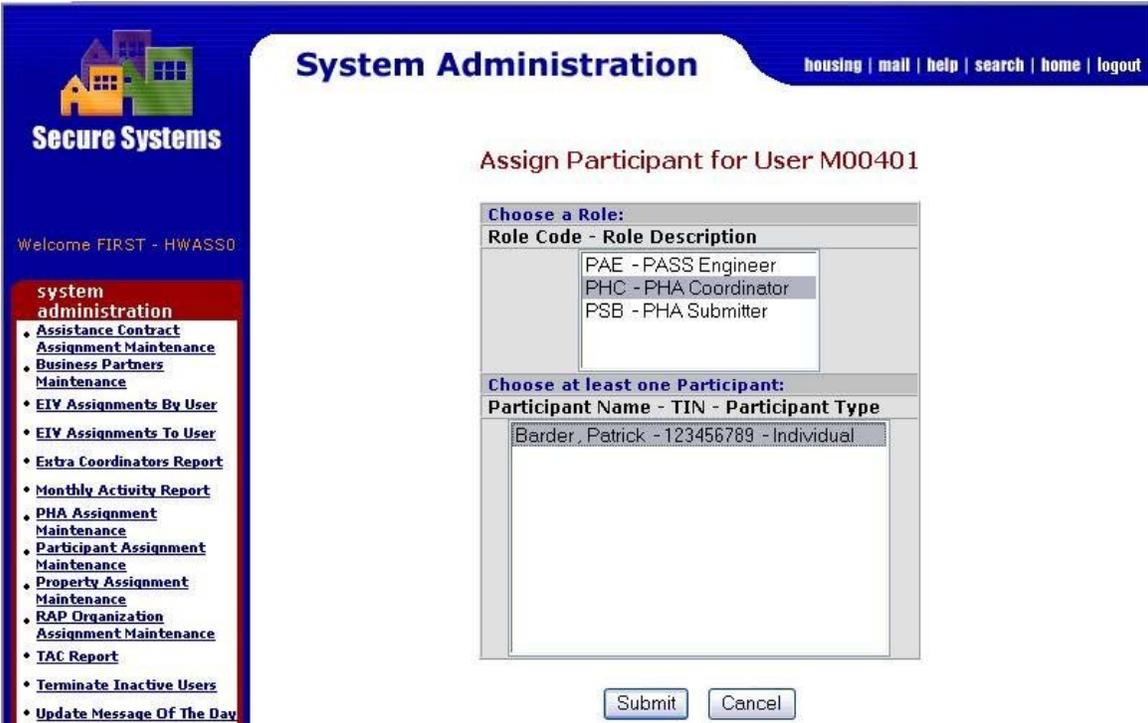
Figure 4-46 Assignment of Participant and Participant Roles

After clicking on the [Submit] button, an Update Results screen will appear confirming that all updates have been completed successfully.

Figure 4-47 Assignment Confirmation Screen

4.5.2 View or Unassign Participant

The Coordinator may view or unassign Participants with associated roles for a User by using the Participant Assignment Maintenance screen (Figure 4-48). Enter the User ID, select View or Unassign Participant, and click on the [Submit] button. The Unassign Participant screen is displayed, showing the current Participants assigned to the user.
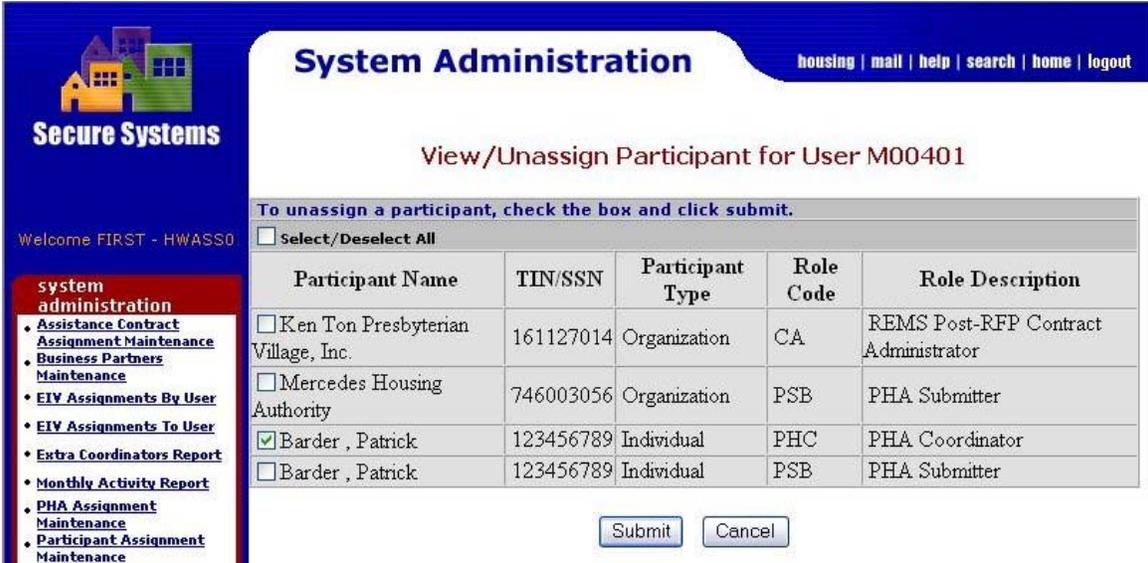
Figure 4-48 View or Unassign Participant for a User

To unassign Participants, select the check-marked box(es) next to the applicable Participant(s) and click on the [Submit] button. A confirmation screen will be displayed, confirming the unassignment of Participant(s).

Figure 4-49 Unassignment Confirmation Screen

4.6 Password Change

4.6.1 Changing Password

For the user, changing your password is the only system administration function applicable. The frequent changing of passwords is an important step in increasing security. You can change your password at anytime; however, if you have not changed your password for over 21 days you will be prompted after login to change your password. To change your password, select the Change Password link under System Administration. Enter your old password. Then enter a new password, reenter it to verify it, and click on the [Save] button.

Figure 4-50 Change Password

4.6.2 Forgotten Password

Have you forgotten your password? Go to the URL address: www.hud.gov/offices/reac/online/reasyst.cfm on the REAC-PIH Online web page and select PASSWORD RESET to display the Reset Password page, Figure 4-51.

Figure 4-51 Reset Password

The information that you provide is compared to the data in Secure Systems that was obtained during your registration process. If you have provided information that corresponds to the information in Secure Systems, your password will be reset to a randomly generated 6 character alphanumeric password. This new password will be E-mailed to the E-mail address Secure Systems has as part of your User Information. Make sure to keep your Coordinator informed of all changes in your User Information. Otherwise, Secure Systems will rely on the information provided at registration.

If you encounter any problems during the Forgotten Password process and receive an error message from the system, please contact the Technical Assistance Center (TAC) at **(888) 245-4860**. A TAC User has the capability to reset passwords. Before the TAC User will issue your password, he or she needs to verify your identity. The TAC User will ask for your User ID, first name, last name, last four digits of your SSN, and your mother's maiden name. If you have correctly answered these security questions, then the TAC User will reset your password to "password".

4.7   Property Assignment Maintenance

4.7.1   Property Assignment

Property Assignment Maintenance is used by the Coordinator to assign properties with applicable roles to a User. Assignments of properties with roles to a User can only be performed if the Coordinator has first assigned the applicable roles and actions to Users using *User Maintenance* under System Administration.

The Coordinator selects the Property Assignment Maintenance link from the sidebar and sees the screen shown in Figure 4-52. In order to assign a property to a User, enter the User ID for the user who is to have access, 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.

Figure 4-52 Initial Property Assignment Maintenance Screen

Next you will see the Assign Property screen as shown in Figure 4-53.
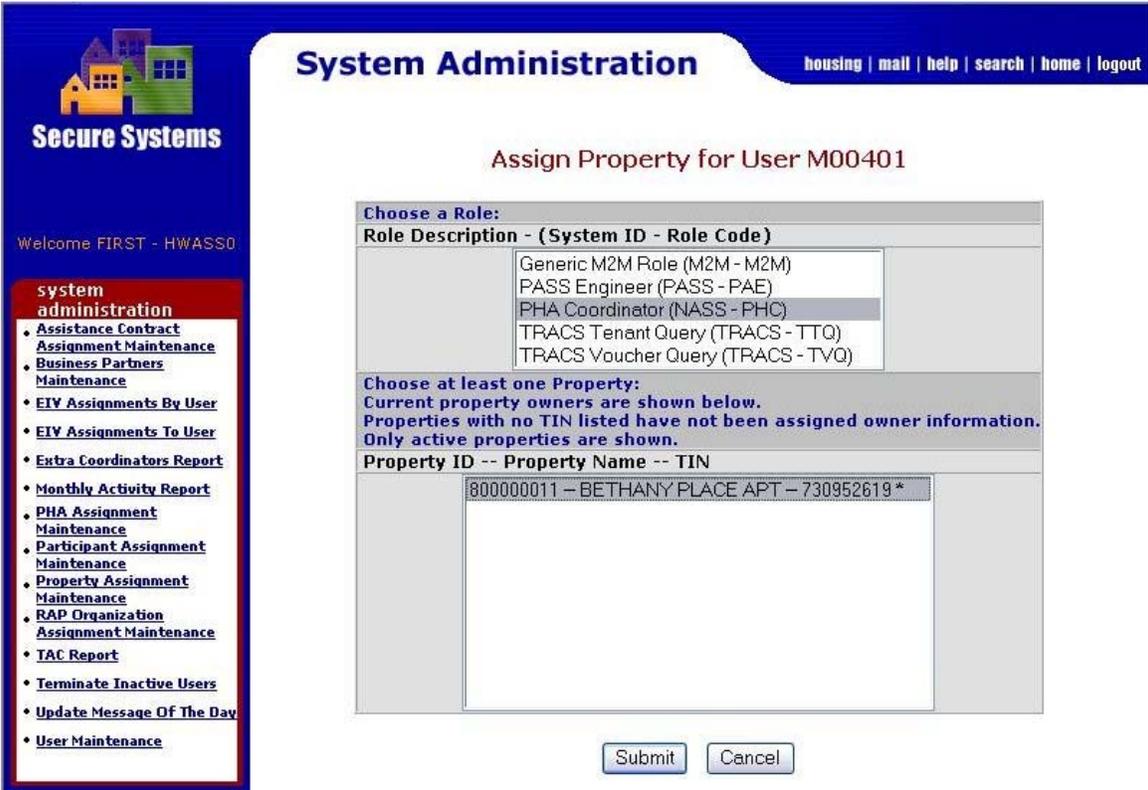
Figure 4-53 Assign Property Screen

First, select one or more properties. Then, select the applicable user role(s). Finally, click on the Submit button. A transaction confirmation screen will be displayed.

Figure 4-54 Property Assignment Transaction Confirmation

If you want to assign properties from a list of Servicing Site's properties, select the *Property Assignment Maintenance* link from the System Administration menu. Enter the User ID and select the Servicing Site from the Servicing Site pull-down box.

Figure 4-55 Property Assignment within a Servicing Site

After clicking on the [Submit] button, the Assign Property for User screen is displayed with the listing of properties associated with the selected Servicing Site.

Figure 4-56 Assign Property for User from a Listing of Servicing Site Properties

Proceed as described above to assign properties with associated roles to the User.

4.7.2 View or Unassign Properties

A Coordinator can view or unassign properties for a User by selecting the Property Assignment Maintenance link under System Administration.

First, enter the User ID. Then, select the View or Unassign Property option. Finally, click on the Submit button.

Figure 4-57 View or Unassign Property

The View/Unassign Property screen is displayed with a listing of properties with associated roles currently assigned to the User. To unassign a property, click on the check box next to the property to unassign (as shown in Figure 4-58 below).

Figure 4-58 View/Unassign Property for User

After clicking on the Submit button at the bottom of the screen, a transaction confirmation screen is displayed.

Figure 4-59 Property Unassignment Transaction Confirmation

4.8 Reverse Auction Program (RAP) Bidder Assignment Maintenance

4.8.1 RAP Assignment

RAP Assignment Maintenance is used by the Coordinator to assign RAP Organizations with applicable roles to a User. Assignments of RAP Organizations with roles to a User can only be performed if the Coordinator has first assigned the applicable roles and actions to Users using *User Maintenance* under System Administration.

The Coordinator selects the RAP Organization Assignment Maintenance link from the sidebar and sees the screen shown in Figure 4-60. In order to assign a RAP Organization to a User, enter the User ID for the user who is to have access, then enter the Organization Tax ID and click on the Submit button.
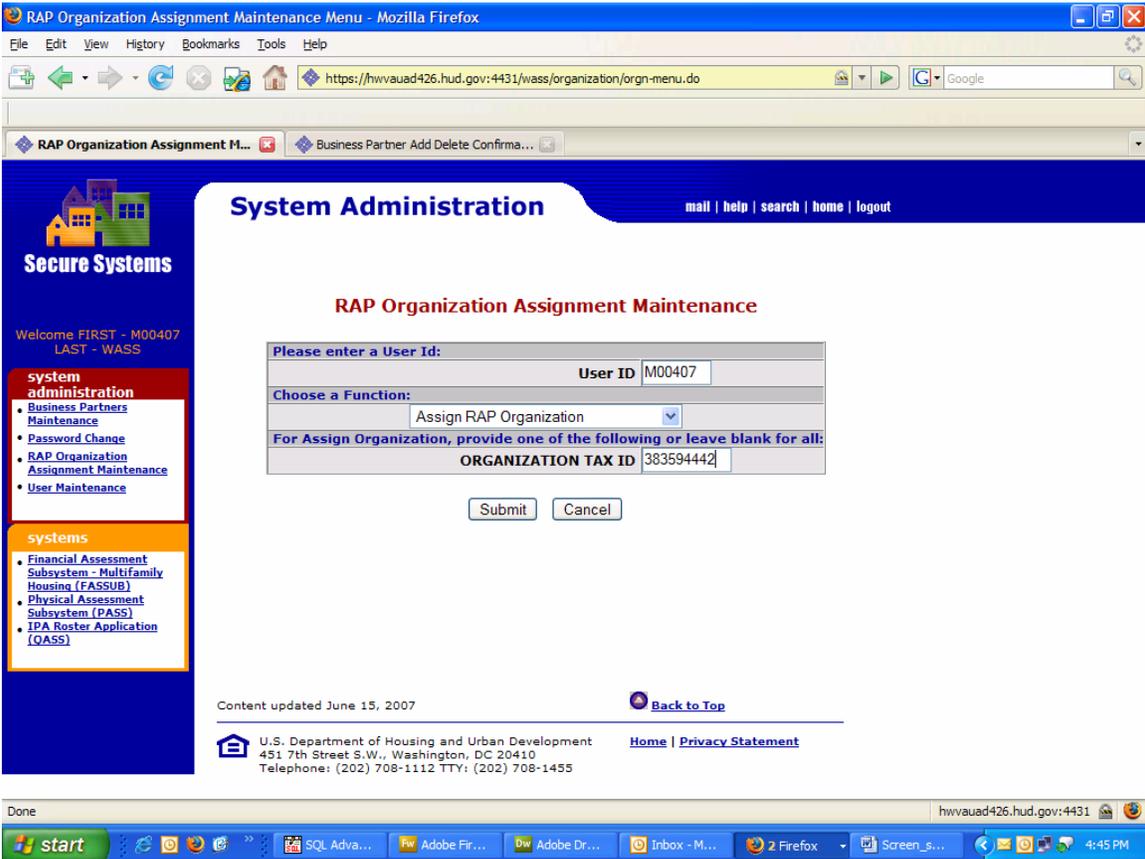
Figure 4-60 Initial RAP Organization Assignment Maintenance Screen

Next you will see the Assign RAP Organization screen as shown in Figure 4-61. First, select one or more Organizations. Then, select the applicable user role(s).
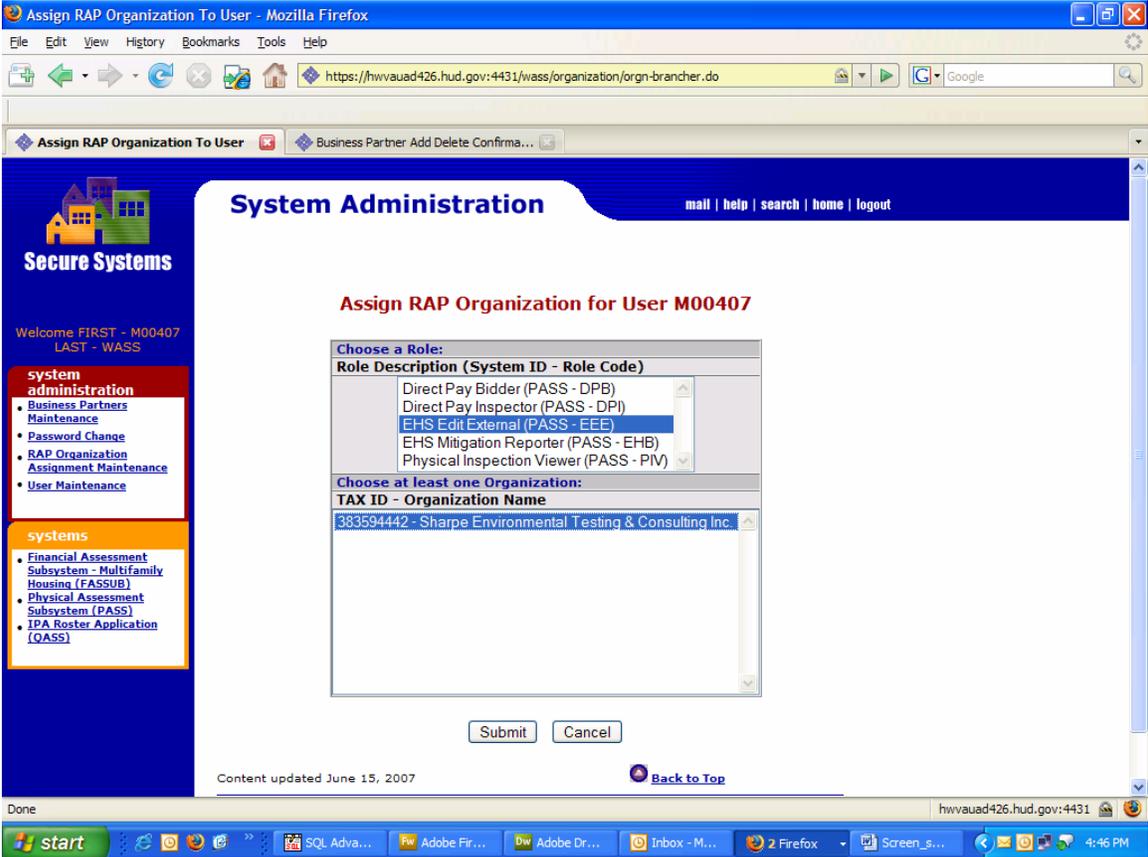
Figure 4-61 Assign RAP Organization Screen

After clicking on the Submit button, the Assign RAP Organization Confirmation Screen is displayed.

Figure 4-62 Assign RAP Organization Confirmation Screen

After clicking the 'Confirm' button, a transaction confirmation screen will be displayed.
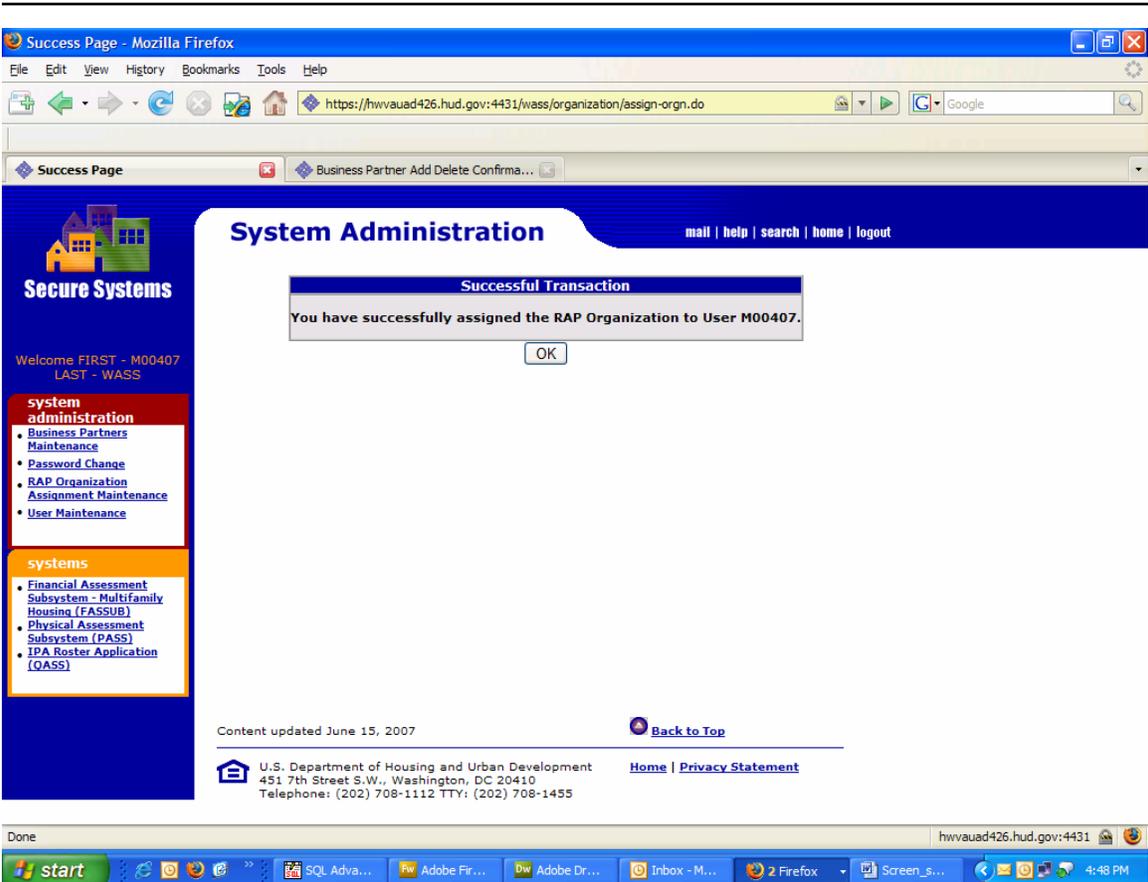
Figure 4-63 RAP Organization Assignment Transaction Confirmation

4.8.2 View or Unassign Reverse Auction Program (RAP) Organizations

A Coordinator can view or unassign RAP Organizations for a User by selecting the RAP Organization Assignment Maintenance link under System Administration.

First, enter the User ID. Then, select the View or Unassign RAP Organization option. Finally, click on the Submit button.
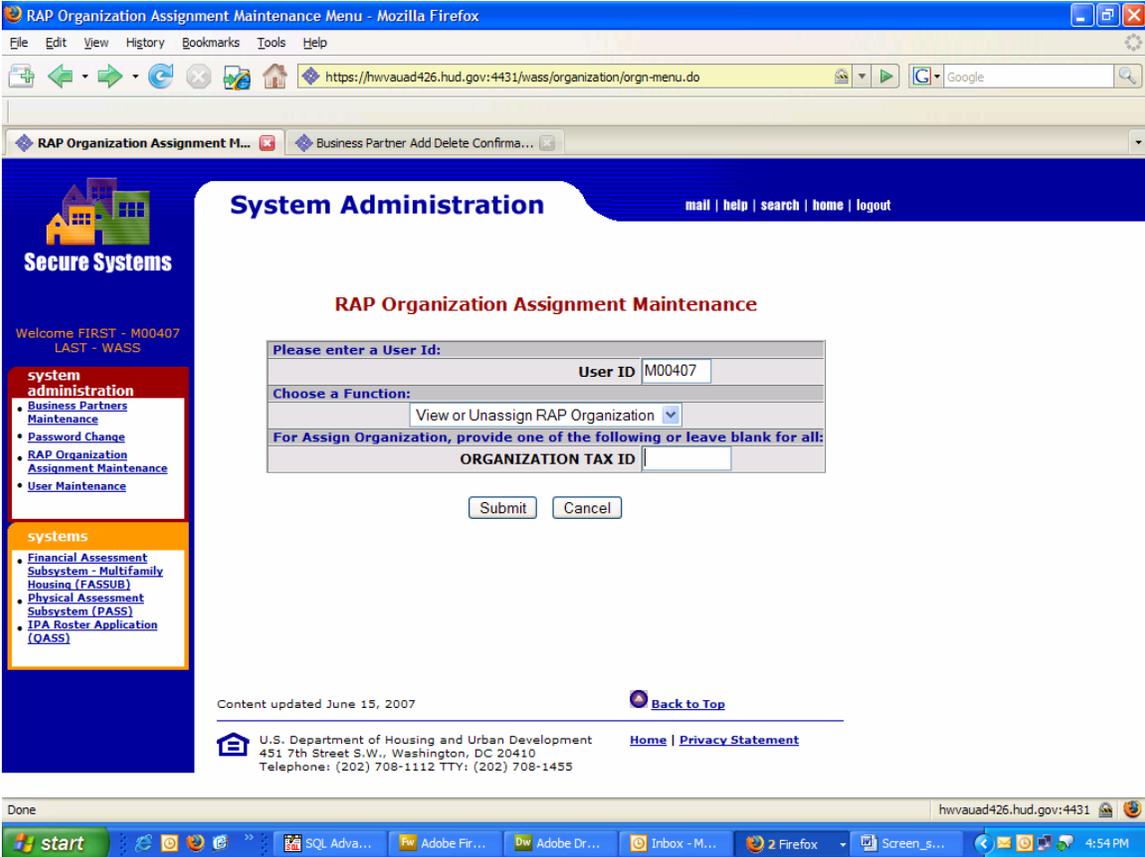
Figure 4-64 View or Unassign RAP Organization

The View/Unassign RAP Organization screen is displayed with a listing of RAP Organizations with associated roles currently assigned to the User. To unassign a RAP Organization, click on the check box next to the RAP Organization to unassign (as shown unchecked in Figure 4-65 below).
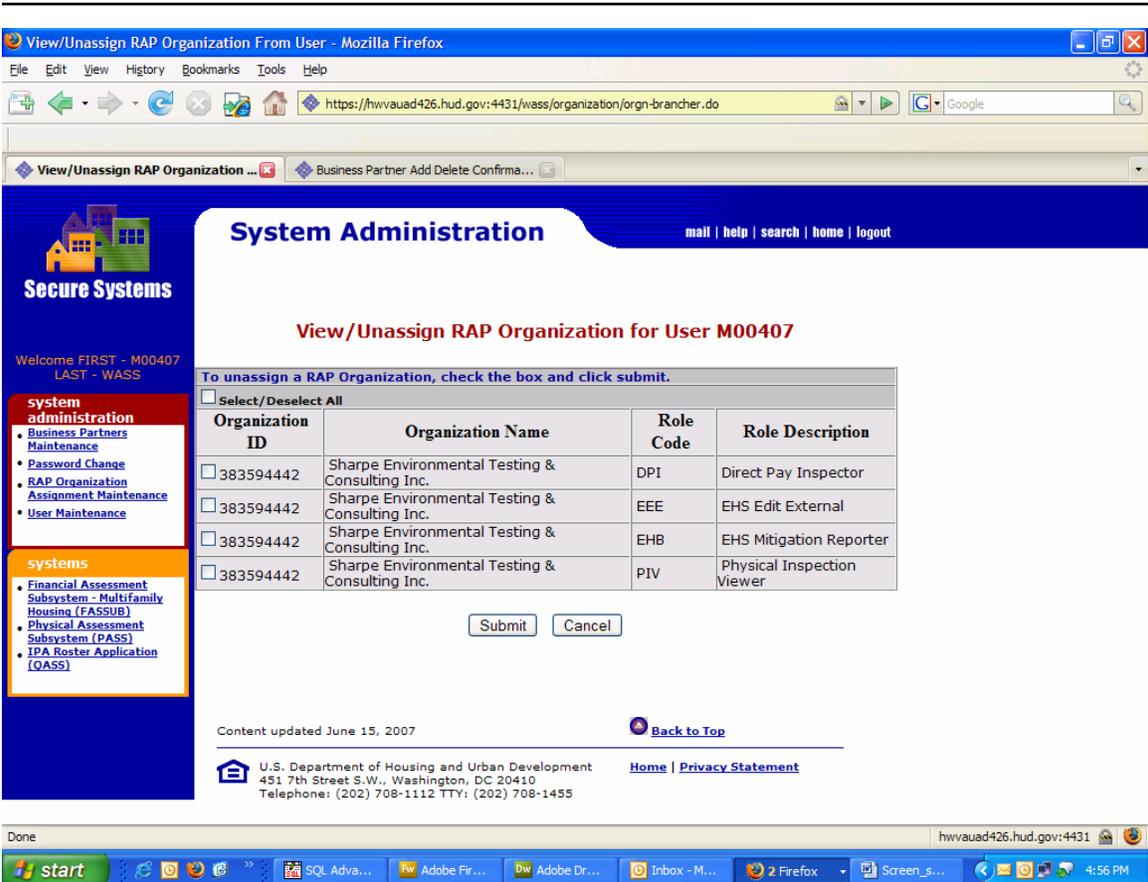
Figure 4-65 View/Unassign RAP Organization for User

After clicking on the [Submit] button at the bottom of the screen, a transaction confirmation screen is displayed.
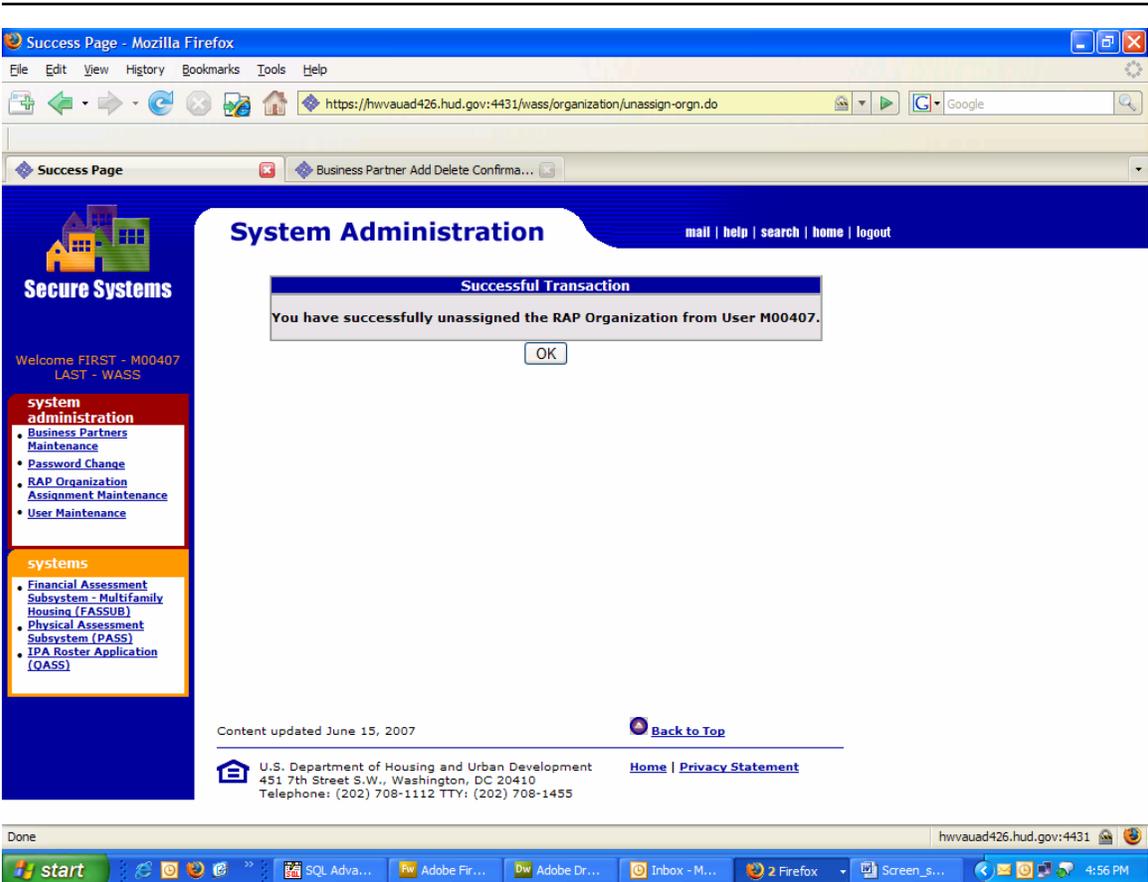
Figure 4-66 RAP Organization Unassignment Transaction Confirmation

4.9 IPA Assignment Maintenance

4.9.1 IPA Assignment

IPA Assignment Maintenance is used by the Coordinator to assign IPAs with applicable roles to a User. Assignments of IPAs with roles to a User can only be performed if the Coordinator has first assigned the applicable roles and actions to Users using *User Maintenance* under System Administration.

The Coordinator selects the IPA Assignment Maintenance link from the sidebar and sees the screen shown in Figure 4-67. In order to assign an IPA to a User, enter the User ID for the user who is to have access, then enter the Office UII Number and click on the
Submit button.
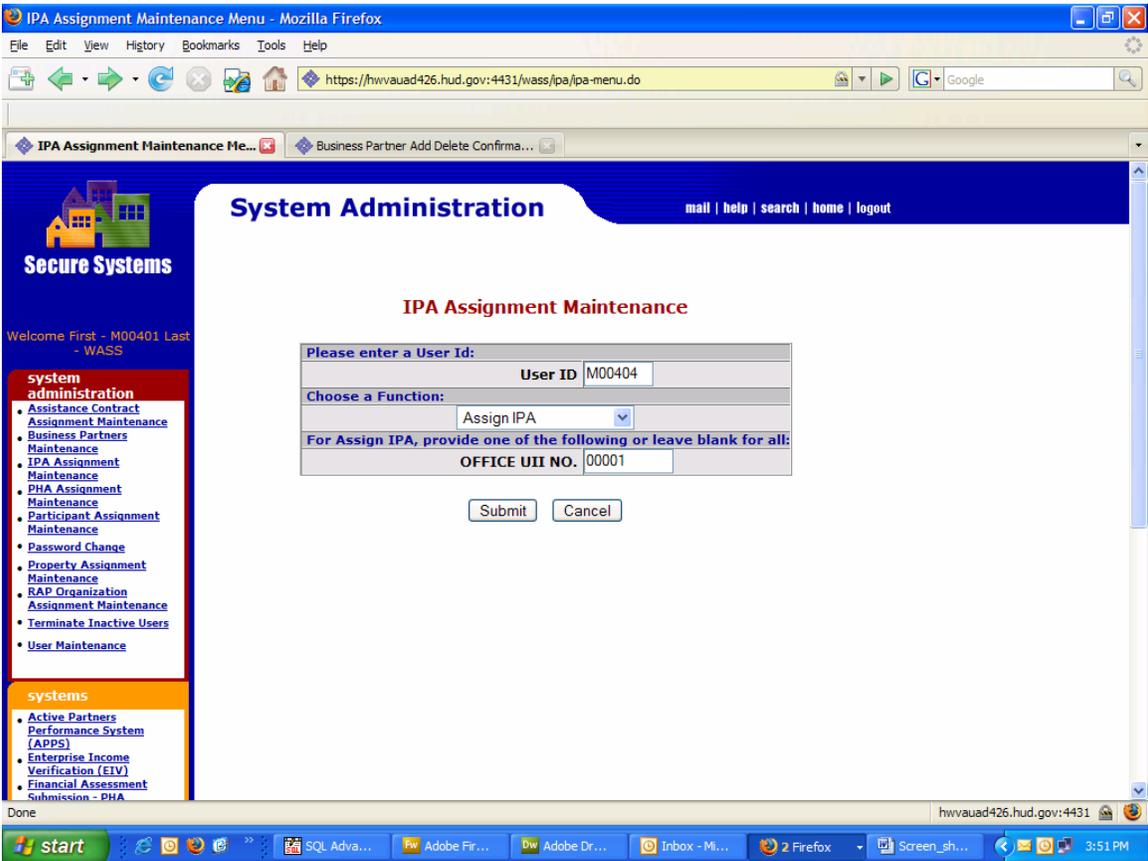
Figure 4-67 Initial IPA Assignment Maintenance Screen

Next you will see the Assign IPA screen as shown in Figure 4-68.
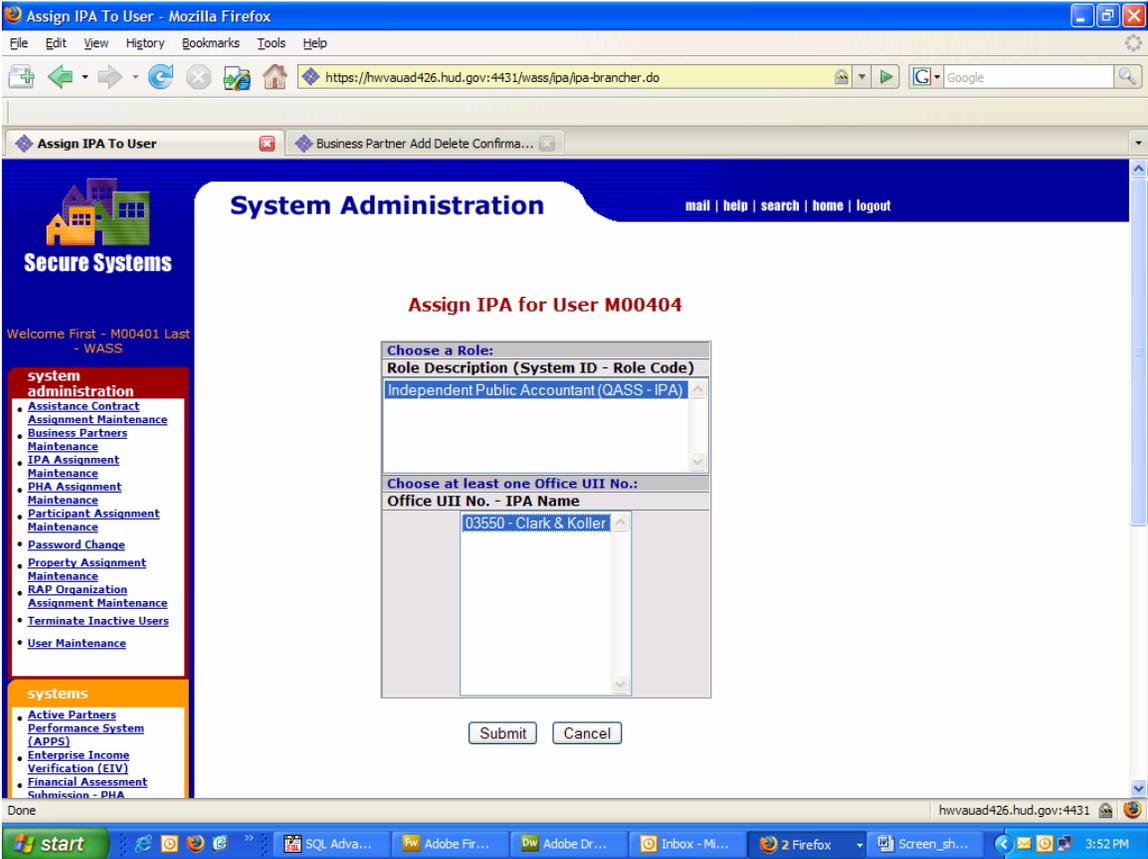
Figure 4-68 Assign IPA Screen

First, select one or more IPAs. Then, select the applicable user role(s). After clicking on the [Submit] button**,** the Assign IPA Confirmation Screen is displayed.

Figure 4-69 Assign IPA Confirmation Screen

After clicking the 'Confirm' button, a transaction confirmation screen will be displayed.
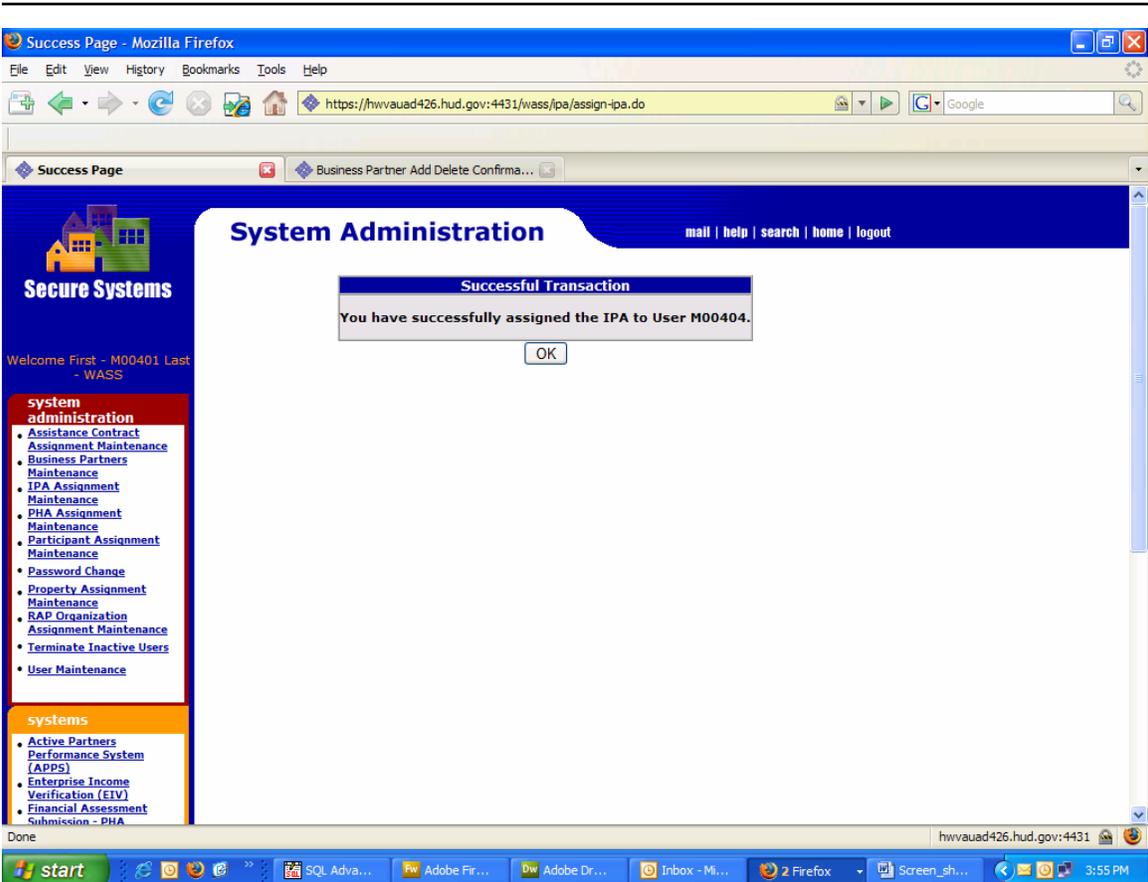
Figure 4-70 IPA Assignment Transaction Confirmation

4.9.2 View or Unassign IPA

A Coordinator can view or unassign IPAs for a User by selecting the IPA Assignment Maintenance link under System Administration.

First, enter the User ID. Then, select the View or Unassign IPA option. Finally, click on the Submit button.
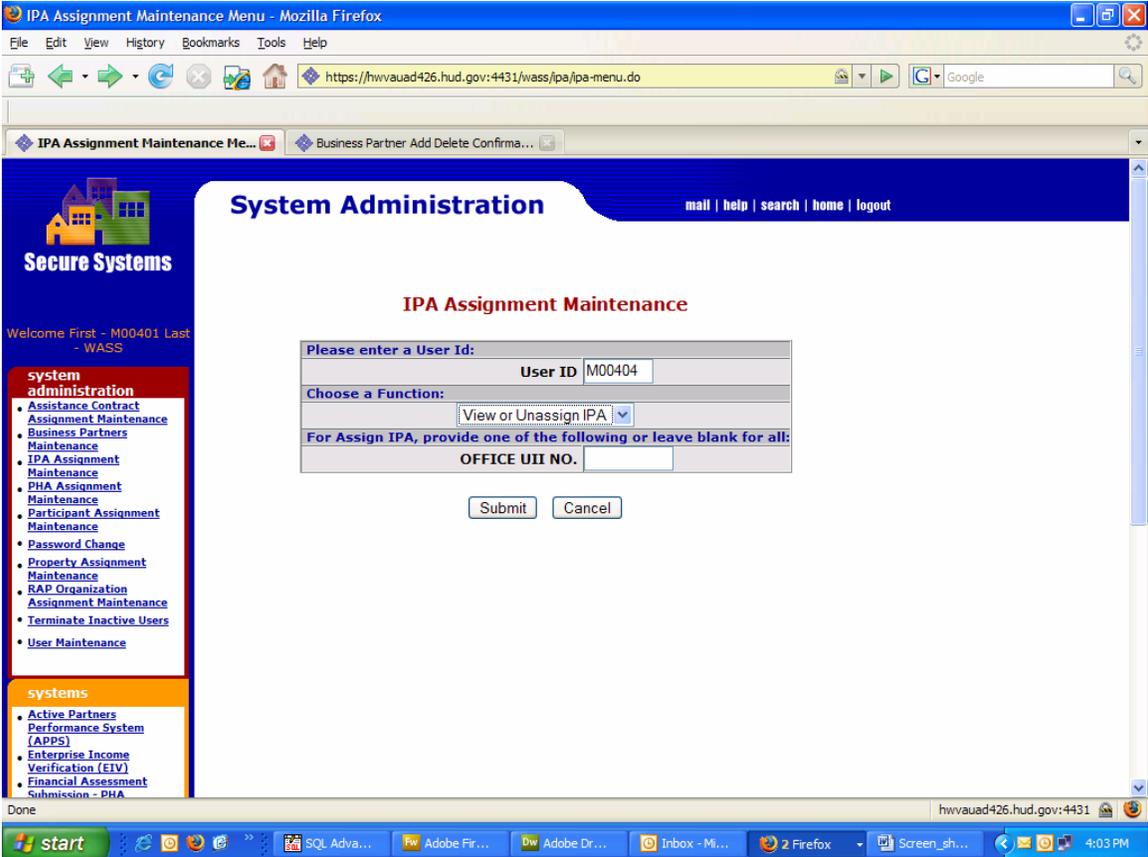
Figure 4-71 View or Unassign IPA

The View/Unassign IPA screen is displayed with a listing of IPAs with associated roles currently assigned to the User. To unassign an IPA, click on the check box next to the IPA to unassign (as shown in Figure 4-72 below).
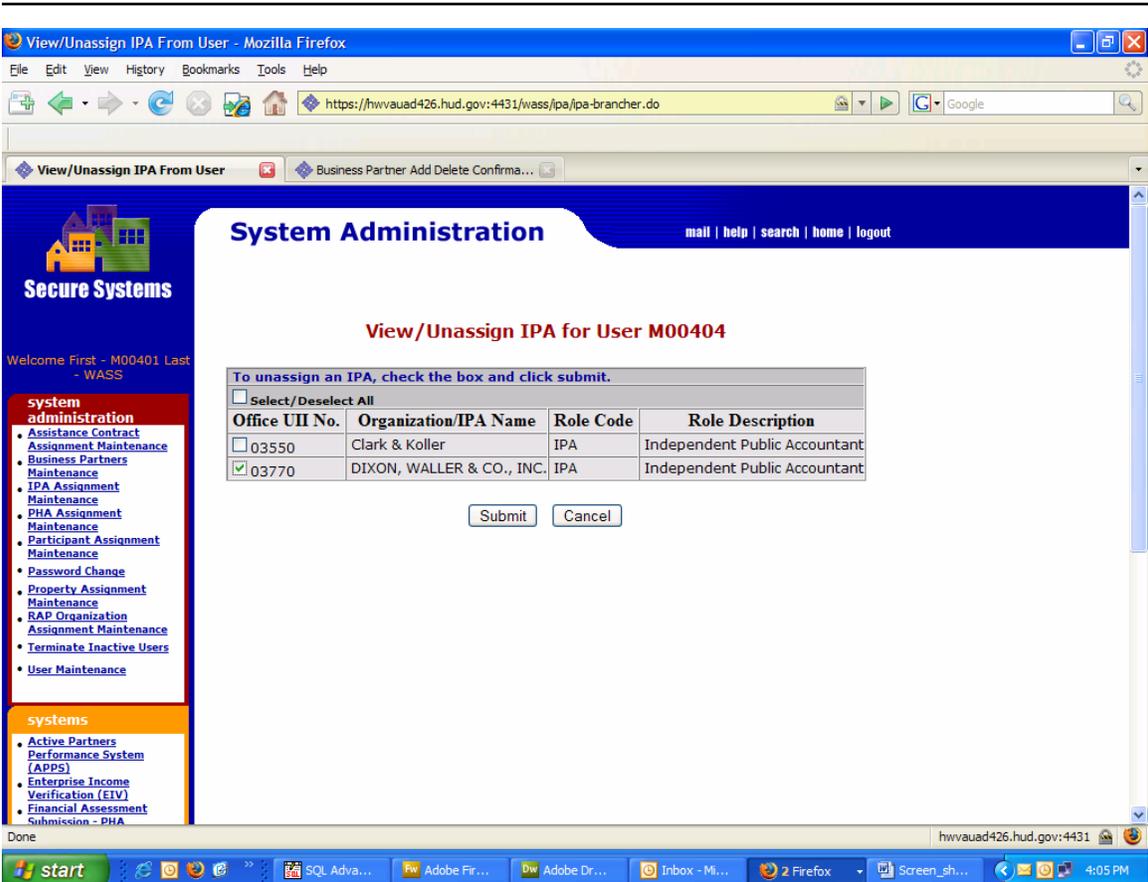
Figure 4-72 View/Unassign IPA for User

After clicking on the [Submit] button at the bottom of the screen, a transaction confirmation screen is displayed.
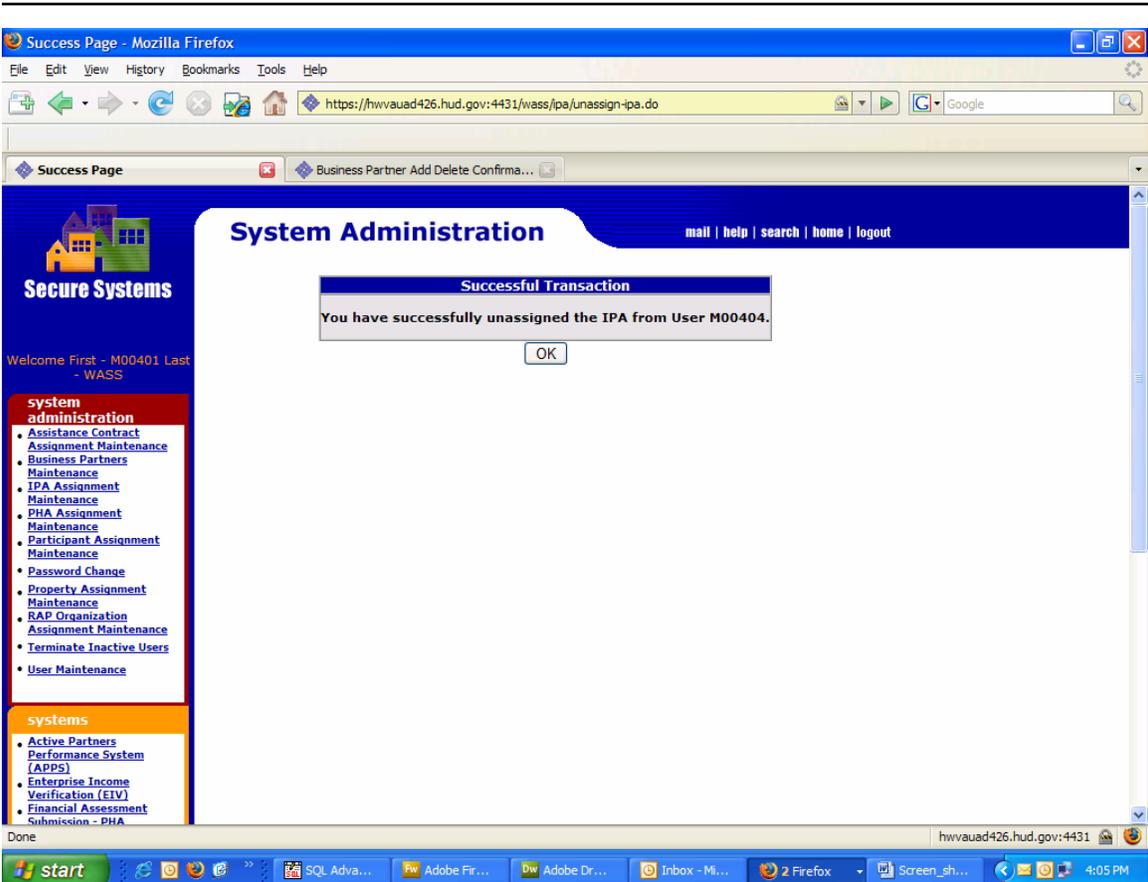
Figure 4-73 IPA Unassignment Transaction Confirmation

4.10 User Activity Report

This report is only available to a Super Administrator. If the Coordinator needs some additional information about User activity, a request can be made through the appropriate Help Desk.

4.11 Special Instructions and Caveat

4.11.1 Special Instructions for Error Correction

WASS employs error codes to provide timely alerts of the need for corrective action. Below is a list of some error messages you may encounter as a Coordinator and a description of what you need to do, as well as where you can expect to encounter the message. Error messages provide Coordinators information about requirements for information and actions that violate one or more business rules. See Appendix A for many of the Business Rules.

Table 4-4 Error Messages

Error Messages	User Action	When Occurs
At least one criteria must be provided	Provide at least one criteria	On those screens that require more information than the User ID
User MXXXXX not found	Enter correct ID	When incorrect User ID has been entered
This function is not applicable to user M00000	Check User ID or leave system administration function	When Coordinator is in functional area with no privileges for User ID

4.11.2 Caveats and Exceptions

Access to government computer systems and information can be misunderstood. This access is a privilege. Abuse of the privilege is punishable. It is in your better interest to protect your access by not leaving your computer unattended while you are logged on. Also, only use the information acquired from the HUD systems as set forth in your relationship with your business partner and by the managers of the system or systems you access.

Before working on any particular system, you should determine if there are any restrictions on how you may use the systems. It is your responsibility to appropriately interact with your Coordinator and the systems.

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.

5.0 Appendix A: Business Rules

5.0 Appendix A. Business Rules

The Business Rules used by WASS to assign privileges are described in a series of tables below.

Table 5-1 describes a sampling of the rules for managing relationships with Business Partners.

Table 5-1 Maintain Business Partner Business Rules/Functional Requirements

Requirement Description
A BPR Coordinator cannot activate or terminate user IDs of a BPR organization. Only an Original Coordinator can activate or terminate user IDs from his/her organization
An Original Coordinator may deactivate a BPR Coordinator, but a BPR Coordinator cannot deactivate an Original Coordinator
A Super Administrator or System Administrator can activate a BPR Coordinator without entering an activation key code
An individual must first be an Original Coordinator in order to initiate a request to be granted BPR Coordinator status
The CEO of an organization must approve the request for a BPR before a BPR Coordinator can be activated
A Tax ID/SSN/PHA ID must be a valid HUD trusted business partner to be accepted for a business partner relationship
Only a Super Administrator or System Administrator can activate a deactivated BPR
An Original Coordinator can activate a requested BPR Coordinator
A Super Administrator or System Administrator can activate a BPR without entering an activation key code
An Original Coordinator or BPR Coordinator must enter an activation key code to activate a BPR
Only a System Administrator or Super Administrator can deactivate a requested BPR

Table 5-2 provides some of the Business Rules that describe assignment of roles and actions.

Table 5-2 WASS Business Rules/Functional Requirements

Requirement Description
ASSIGNMENT
Coordinator/System Administrator must do User Maintenance - Role Assignment function on User before a PHA Assignment can be completed for User
Coordinator/System Administrator must do User Maintenance - Role Assignment function on User before an Assistance Contract Assignment can be completed for User
Coordinator/System Administrator must do User Maintenance - Role Assignment function on User before a Property Assignment can be completed for User
Coordinator can only assign property to User that Coordinator represents
Coordinator can only assign a PHA to User that Coordinator represents
Users can only be assigned to property that is owned by the individual or organization under which they are registered (identified by TIN/SSN)
Selection of property to assign may be based upon property ID, FHA number, or Contract number
Limit of 150 PHAs can be assigned to external Users. There is no limit to the number of PHAs that can be assigned to internal Users
In order for a Coordinator to assign Users to contract(s), the participant(s) the Coordinator represents must own property that have contracts in contract participant table
System Administrators must select either a PHA ID or State for assigning a PHA to User. Coordinators have the option of leaving the PHA ID and State fields blank in PHA Assignment
User ID being assigned to property, PHA, contract, or participant must be active
A maximum of 250 participants can be assigned to a User

User accounts are monitored. Table 5-3 provides the reasons for terminating an account and reasons for reactivating an account.

Table 5-3 Reasons for Terminating and Reactivating a User Account

Description for Terminating a User Account	Reasons for Reactivating a User Account
Resigned from employer	Unlocked account
Terminated by employer	Hired by employer
Locked by WASS because of inactivity	Re-hired by the employer
Locked by WASS because of excessive failed login attempts	Changed positions at the employer
Changed positions at the employer	Some other reason not listed above

Table 5-4 describes the business rules for processing a request for access to subsystems. Satisfaction of the conditions described will provide access.

Table 5-4 Business Rules for Processing User Authentication

Description
Users must provide a valid Active User ID and password combination to login to the WASS system.
Internal User's User ID/Password combination is checked for existence in Active Directory
External User's User ID/Password combination is checked for existence in the Lightweight Directory Access Protocol (LDAP) database. The LDAP database is a database with all the User ID and passwords.
Internal and External Users must exist in the user information database and have an active status. External Users must also exist in the LDAP database
If WASS login fails, increment the counter for that user
If the number of failed login attempts exceeds the limit, then lock the account and notify the user. Otherwise, you will be notified that the user ID and password are invalid
If WASS login is successful, display WASS Main Menu to the User
If User's password is 'password' OR User's password is expired (unchanged for 21 days), then prompt user to change password before logging into WASS
If User is an Inspector AND a USDA User, then display PASS USDA Menu instead of WASS Main Menu

Table 5-5 provides explanations about how WASS decides whether to let you establish a secure connection. LDAP is a type of directory that stores a list of authorized users.

Table 5-5 Output Requirements to Determine System Links for User

Description
To authenticate Users, WASS queries the user information specified by the user in the User Input Requirements
External Users must also exist in the LDAP
If WASS login is successful, display WASS Main Menu to the User

6.0 Appendix B: Roles and Actions

6 Appendix B. Roles and Action

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. This list provides additional information about the privileges that can be assigned by a Coordinator. While the list may not always be completely up-to-date, it does provide you with a better understanding of the range of options available.

Table 6-1 Roles and Actions for External Users

System	Role Code	Role Description	System	Action Code	Action Description
					Action assigned
ADM			ADM	ACA	Assistance Contract Asgmt
ADM			ADM	ASG	Property Assignment
ADM			ADM	COR	Coordinator
ADM	UAR	User Activity Report			
APPS			APPS	COR	Coordinator
APPS	AUP	APPS Update	APPS	UPD	Update
APPS	IRO	Industry Read Only	APPS	ACC	APPS Access
EIV			EIV	COR	Coordinator
EIV	EIV	PIH - EIV - External User	EIV	EIV	EIV Access
EIV	HCA	MF - EIV - Contract Administrator	EIV	VIR	View Income Reports
EIV	HSC	MF - EIV - Housing Coordinator	EIV	UCE	User Certification
EIV	HSC	MF - EIV - Housing Coordinator	EIV	UCR	User Certification Report
EIV	HSC	MF - EIV - Housing Coordinator	EIV	UMT	User Maintenance
EIV	HSC	MF - EIV - Housing Coordinator	EIV	VIR	View Income Reports
EIV	HSU	MF - EIV - Non-HUD User	EIV	VIR	View Income Reports
FASPHA			FASPHA	COR	Coordinator
FASPHA	CPV	CPA Verification	FASPHA	AA1	FASS Auditor Viewing Rights
FASPHA	CPV	CPA Verification	FASPHA	AUV	Auditor Verification
FASPHA	CPV	CPA Verification	FASPHA	EXT	Action to determine EXTERNAL user
FASPHA	CPV	CPA Verification	FASPHA	RDO	Read-Only Access
FASPHA	CPV	CPA Verification	LASS	AAR	Auditor Access Reports
FASPHA	CPV	CPA Verification	LASS	EAP	Create/Edit Auditor Procedures
FASPHA	CPV	CPA Verification	LASS	IPR	IPA Review
FASPHA	CPV	CPA Verification	QASS	SQP	Submit QASS Profile
FASPHA	FIA	PHA Analyst	FASPHA	AV1	View PHA Reports
FASPHA	FIA	PHA Analyst	FASPHA	DRA	Create/Save Draft Submission Data
FASPHA	FIA	PHA Analyst	FASPHA	EXT	Action to determine EXTERNAL user
FASPHA	FIA	PHA Analyst	FASPHA	RDO	Read-Only Access
FASPHA	PID	PHA Director	FASPHA	AV1	View PHA Reports
FASPHA	PID	PHA Director	FASPHA	DRA	Create/Save Draft Submission Data
FASPHA	PID	PHA Director	FASPHA	EXT	Action to determine EXTERNAL user
FASPHA	PID	PHA Director	FASPHA	FIN	Submit Finalized Submission Data
FASPHA	PID	PHA Director	FASPHA	RDO	Read-Only Access

				Action assigned	
System	**Role Code**	**Role Description**	**System**	**Action Code**	**Action Description**
FASPHA	SMT	PHA Submitter	FASPHA	AV1	View PHA Reports
FASPHA	SMT	PHA Submitter	FASPHA	DRA	Create/Save Draft Submission Data
FASPHA	SMT	PHA Submitter	FASPHA	EXT	Action to determine EXTERNAL user
FASPHA	SMT	PHA Submitter	FASPHA	FIN	Submit Finalized Submission Data
FASPHA	SMT	PHA Submitter	FASPHA	RDO	Read-Only Access
FASPHA	SMT	PHA Submitter	NASS	AV1	View PHA reports
FASPHA	SMT	PHA Submitter	NASS	C8E	Create Section-8 Only Extension
FASPHA	SMT	PHA Submitter	NASS	CRE	Create Extension
FASPHA	SMT	PHA Submitter	NASS	L1R	Late Request
FASPHA	SMT	PHA Submitter	NASS	VV2	View Released Scores
FASPHA	SMT	PHA Submitter	NASS	VV3	View Released Indicators
FASSUB			FASSUB	COR	Coordinator
FASSUB	CPC	CPA Certifier	FASSUB	AUC	Auditor Certification
FASSUB	CPC	CPA Certifier	FASSUB	VPS	View Previous Year AFS Data Subm
FASSUB	CPC	CPA Certifier	QASS	SQP	Submit QASS Profile
FASSUB	SUB	AFS Submitter	FASSUB	EXT	Extension Request Submission
FASSUB	SUB	AFS Submitter	FASSUB	RES	Resubmission Request Submission
FASSUB	SUB	AFS Submitter	FASSUB	STB	Review Request Status
FASSUB	SUB	AFS Submitter	FASSUB	SUB	Submit an AFS
FASSUB	SUB	AFS Submitter	FASSUB	VPS	View Previous Year AFS Data Subm
FASSUB	SUB	AFS Submitter	FASSUB	WAV	Waiver Request Submission
LASS	LIO	Fee Accountant	LASS	CRC	Create Cure
LASS	LIO	Fee Accountant	LASS	CRD	Create Draft Assessment
LASS	LIO	Fee Accountant	LASS	CRS	Create Submission
LASS	LIO	Fee Accountant	LASS	DAR	Data Entry Access Reports
LASS	LIO	Fee Accountant	LASS	DDS	Delete Draft Submission
LASS	LIO	Fee Accountant	LASS	ECD	Edit Cure Data
LASS	LIO	Fee Accountant	LASS	ESD	Edit Submission Data
LASS	LST	Lender Submitter	LASS	CER	Create/Submit Extension Request
LASS	LST	Lender Submitter	LASS	CRC	Create Cure
LASS	LST	Lender Submitter	LASS	CRD	Create Draft Assessment
LASS	LST	Lender Submitter	LASS	CRS	Create Submission
LASS	LST	Lender Submitter	LASS	DDS	Delete Draft Submission
LASS	LST	Lender Submitter	LASS	ECD	Edit Cure Data
LASS	LST	Lender Submitter	LASS	ESD	Edit Submission Data
LASS	LST	Lender Submitter	LASS	LAR	Lender Access Reports
LASS	LST	Lender Submitter	LASS	SLA	Submit LASS Assessment
LASS	LST	Lender Submitter	LASS	SMC	Submit Cure
LASS	LST	Lender Submitter	LASS	SMS	Submit Submission
LOCCS			LOCCS	COR	Coordinator
LOCCS	ADM	Administration	LOCCS	QRY	Query
LOCCS	ADM	Administration	LOCCS	REQ	Requisition
LOCCS	ADM	Administration	LOCCS	YES	Year End Settlement
LOCCS	QRY	Query	LOCCS	QRY	Query

System	Role Code	Role Description	System	Action Code	Action Description
				Action assigned	
LOCCS	REQ	Requisition	LOCCS	REQ	Requisition
LOCCS	YES	Year End Settlement	LOCCS	YES	Year End Settlement
M2M			M2M	COR	Coordinator
M2M	M2M	Generic M2M Role	M2M	M2M	System User
M2M	MRM	M2M Debt Restructuring Specialist			
MAPS	MAP	MAPS Generic	MAPS	MAP	MAPS Access
MASS			MASS	COR	Coordinator
MASS	PHD	PHA Director	MASS	AAP	Access all PHA screens
MASS	PHD	PHA Director	MASS	APC	Adjustment for physical condition
MASS	PHD	PHA Director	MASS	DRA	Create draft
MASS	PHD	PHA Director	MASS	SBS	Submit Submission
MASS	PHD	PHA Director	MASS	VAL	Validate Draft
MASS	PHD	PHA Director	NASS	AV1	View PHA reports
MASS	PHD	PHA Director	NASS	C8E	Create Section-8 Only Extension
MASS	PHD	PHA Director	NASS	CRE	Create Extension
MASS	PHD	PHA Director	NASS	L1R	Late Request
MASS	PHD	PHA Director	NASS	VV2	View Released Scores
MASS	PHD	PHA Director	NASS	VV3	View Released Indicators
MASS	PHD	PHA Director	PASS	EHS	Read Write External EH&S
MASS	PHD	PHA Director	RASS	RFP	Read PHA Follow-up Plan data
MASS	PHU	PHA User	MASS	AAP	Access all PHA screens
MASS	PHU	PHA User	MASS	APC	Adjustment for physical condition
MASS	PHU	PHA User	MASS	DRA	Create draft
MASS	PHU	PHA User	MASS	VAL	Validate Draft
MDDR			MDDR	AEF	Access election to assign forms
MDDR			MDDR	LPC	Lender point of contact
MDDR	LDR	MDDR Lender Submitter	MDDR	MKS	Make a submission
MDDR	LDR	MDDR Lender Submitter	MDDR	VWP	View public reports
MDDR	LDR	MDDR Lender Submitter	MDDR	VWS	View a submission
NASS			NASS	COR	Coordinator
NASS	DPS	Display decimal positions	NASS	DEC	Display decimal positions
NASS	PHC	PHA Coordinator	NASS	AV1	View PHA reports
NASS	PHC	PHA Coordinator	NASS	C8E	Create Section-8 Only Extension
NASS	PHC	PHA Coordinator	NASS	CRE	Create Extension
NASS	PHC	PHA Coordinator	NASS	L1R	Late Request
NASS	PHC	PHA Coordinator	NASS	VV2	View Released Scores
NASS	PHC	PHA Coordinator	NASS	VV3	View Released Indicators
NASSMF			NASSMF	COR	Coordinator
PASS			PASS	COR	Coordinator
PASS	DPB	Direct Pay Bidder	PASS	BID	Bid Direct Pay Inspections
PASS	DPB	Direct Pay Bidder	PASS	DPS	Schedule Direct Pay Inspections
PASS	DPB	Direct Pay Bidder	PASS	IOX	Inspection Oversight - External Edit
PASS	DPB	Direct Pay Bidder	PASS	SCH	Scheduling
PASS	DPI	Direct Pay Inspector	PASS	DPS	Schedule Direct Pay Inspections

			Action assigned		
System	Role Code	Role Description	System	Action Code	Action Description
PASS	EEE	EHS Edit External	PASS	EHS	Read Write External EH&S
PASS	EHB	EHS Mitigation Reporter	PASS	REM	Report EHS Mitigation
PASS	EHB	EHS Mitigation Reporter	PASS	VEA	View EHS Data
PASS	ERE	EHS Read External	PASS	RDO	Read Internal EH&S
PASS	ICC	Inspection Contractor Coordinator	PASS	BID	Bid Direct Pay Inspections
PASS	ICC	Inspection Contractor Coordinator	PASS	DPS	Schedule Direct Pay Inspections
PASS	ICC	Inspection Contractor Coordinator	PASS	IOX	Inspection Oversight - External Edit
PASS	ICC	Inspection Contractor Coordinator	PASS	SCH	Scheduling
PASS	PIV	Physical Inspection Viewer	PASS	RPT	Review Reports
PIC			PIC	COR	Coordinator
PIC	PIC	PIC Generic	PIC	PIC	PIC Accesss
QASS			QASS	COR	Coordinator
RASS			RASS	COR	Coordinator
RASS	MOA	MF Housing Owner of Agent	RASS	RMR	Review Multifamily Property Survey Results
RASS	PCR	PHA Certifier	RASS	CFP	Certify PHA Follow-up Plan data
RASS	PCR	PHA Certifier	RASS	CIP	Certify PHA Implementation Plan Data
RASS	PCR	PHA Certifier	RASS	CUA	Certify Validated PHA Unit Address Data
RASS	PCR	PHA Certifier	RASS	RPM	Read PHA Main Screen
RASS	PCR	PHA Certifier	RASS	RPR	Read RASS PHA Reports
RASS	PSB	PHA Submitter	RASS	RPM	Read PHA Main Screen
RASS	PSB	PHA Submitter	RASS	RPR	Read RASS PHA Reports
RASS	PSB	PHA Submitter	RASS	SFP	Save/Update PHA Follow-up Plan data
RASS	PSB	PHA Submitter	RASS	SIP	PHA Implement Plan data
RASS	PSB	PHA Submitter	RASS	SUA	Valid PHA Unit Addr Data
RASS	RTP	REAC Third Party Contractors	RASS	SSR	3rd Party Comm,Save/Upld Res
REACBR			REACBR	COR	Coordinator
REACBR	RBN	EIV Operational Admin for MFH	EIV	E03	EIV Operational Administration Report
REACBR	RBO	FASSFHA Batch Report Viewer			
REMS			REMS	COR	Coordinator
REMS	BCA	Post-RFP Backup Contract Admin	FASS	RDO	Read Only
REMS	BCA	Post-RFP Backup Contract Admin	PASS	EHC	View External EH&S Contracts
REMS	BCA	Post-RFP Backup Contract Admin	REMS	BAU	Baseline Update
REMS	BCA	Post-RFP Backup Contract Admin	REMS	CCD	Contract Property Delete
REMS	BCA	Post-RFP Backup Contract Admin	REMS	CLD	Contract List Delete
REMS	BCA	Post-RFP Backup Contract Admin	REMS	CUD	Contract User Delete
REMS	BCA	Post-RFP Backup Contract Admin	REMS	FSV	Financial Statement View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	HPV	Housing Problem View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	LIU	Loan Information Update
REMS	BCA	Post-RFP Backup Contract Admin	REMS	OCV	Occupancy View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	OPV	Other Participant View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	OWV	Ownership View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	PAU	Project Action Update
REMS	BCA	Post-RFP Backup Contract Admin	REMS	PCD	Physical Condition Delete
REMS	BCA	Post-RFP Backup Contract Admin	REMS	PMD	Property Management Delete

				Action assigned	
System	Role Code	Role Description	System	Action Code	Action Description
REMS	BCA	Post-RFP Backup Contract Admin	REMS	PNV	Property Summary Narratives View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	PRV	Property View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	PSV	Problem Statement View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	RDO	Read Only
REMS	BCA	Post-RFP Backup Contract Admin	REMS	RHV	Home Page View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	RMD	Renewal Module Delete
REMS	BCA	Post-RFP Backup Contract Admin	REMS	RNU	Residents and Neighborhood Update
REMS	BCA	Post-RFP Backup Contract Admin	REMS	RRV	Reserve for Replacement View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	SSD	Subsidy Status Delete
REMS	BCA	Post-RFP Backup Contract Admin	REMS	SUV	Property Summary View
REMS	BCA	Post-RFP Backup Contract Admin	REMS	URV	Use restriction view
REMS	BCA	Post-RFP Backup Contract Admin	REMSEC	PTV	Portfolio Review View
REMS	CA	Post-RFP Contract Administrator	FASS	RDO	Read Only
REMS	CA	Post-RFP Contract Administrator	PASS	EHC	View External EH&S Contracts
REMS	CA	Post-RFP Contract Administrator	REMS	BAU	Baseline Update
REMS	CA	Post-RFP Contract Administrator	REMS	CCD	Contract Property Delete
REMS	CA	Post-RFP Contract Administrator	REMS	CLD	Contract List Delete
REMS	CA	Post-RFP Contract Administrator	REMS	CUD	Contract User Delete
REMS	CA	Post-RFP Contract Administrator	REMS	FSV	Financial Statement View
REMS	CA	Post-RFP Contract Administrator	REMS	HPV	Housing Problem View
REMS	CA	Post-RFP Contract Administrator	REMS	LIU	Loan Information Update
REMS	CA	Post-RFP Contract Administrator	REMS	OCV	Occupancy View
REMS	CA	Post-RFP Contract Administrator	REMS	OPV	Other Participant View
REMS	CA	Post-RFP Contract Administrator	REMS	OWV	Ownership View
REMS	CA	Post-RFP Contract Administrator	REMS	PAU	Project Action Update
REMS	CA	Post-RFP Contract Administrator	REMS	PCD	Physical Condition Delete
REMS	CA	Post-RFP Contract Administrator	REMS	PMD	Property Management Delete
REMS	CA	Post-RFP Contract Administrator	REMS	PNV	Property Summary Narratives View
REMS	CA	Post-RFP Contract Administrator	REMS	PRV	Property View
REMS	CA	Post-RFP Contract Administrator	REMS	PSV	Problem Statement View
REMS	CA	Post-RFP Contract Administrator	REMS	RDO	Read Only
REMS	CA	Post-RFP Contract Administrator	REMS	RHV	Home Page View
REMS	CA	Post-RFP Contract Administrator	REMS	RMD	Renewal Module Delete
REMS	CA	Post-RFP Contract Administrator	REMS	RNU	Residents and Neighborhood Update
REMS	CA	Post-RFP Contract Administrator	REMS	RRV	Reserve for Replacement View
REMS	CA	Post-RFP Contract Administrator	REMS	SSD	Subsidy Status Delete
REMS	CA	Post-RFP Contract Administrator	REMS	SUV	Property Summary View
REMS	CA	Post-RFP Contract Administrator	REMS	URV	Use restriction view
REMS	CA	Post-RFP Contract Administrator	REMSEC	PTV	Portfolio Review View
REMS	EQP	Post-RFP CA View PASS			
REMS	EQV	Post-RFP CA View AFS			
REMS	RCM	Certification Admin Manager	REMS	CCV	Contract Property View
REMS	RCM	Certification Admin Manager	REMS	CLV	Contract List View
REMS	RCM	Certification Admin Manager	REMS	CMD	Certification Manager Delete

				Action assigned	
System	Role Code	Role Description	System	Action Code	Action Description
REMS	RCM	Certification Admin Manager	REMS	CUV	Contract User View
REMS	RCM	Certification Admin Manager	REMS	PLV	Property List View
REMS	RCM	Certification Admin Manager	REMS	PPV	Property Property View
REMS	RCM	Certification Admin Manager	REMS	PUV	Property User View
REMS	RPG	Participant Management Agent			
REMS	RPO	Participant Owner			
REMS	SCA	Post-RFP Supervisory CA	FASS	RDO	Read Only
REMS	SCA	Post-RFP Supervisory CA	PASS	EHC	View External EH&S Contracts
REMS	SCA	Post-RFP Supervisory CA	REMS	BAU	Baseline Update
REMS	SCA	Post-RFP Supervisory CA	REMS	CCD	Contract Property Delete
REMS	SCA	Post-RFP Supervisory CA	REMS	CLD	Contract List Delete
REMS	SCA	Post-RFP Supervisory CA	REMS	CUD	Contract User Delete
REMS	SCA	Post-RFP Supervisory CA	REMS	FSV	Financial Statement View
REMS	SCA	Post-RFP Supervisory CA	REMS	HPV	Housing Problem View
REMS	SCA	Post-RFP Supervisory CA	REMS	LIU	Loan Information Update
REMS	SCA	Post-RFP Supervisory CA	REMS	OCV	Occupancy View
REMS	SCA	Post-RFP Supervisory CA	REMS	OPV	Other Participant View
REMS	SCA	Post-RFP Supervisory CA	REMS	OWV	Ownership View
REMS	SCA	Post-RFP Supervisory CA	REMS	PAU	Project Action Update
REMS	SCA	Post-RFP Supervisory CA	REMS	PCD	Physical Condition Delete
REMS	SCA	Post-RFP Supervisory CA	REMS	PMD	Property Management Delete
REMS	SCA	Post-RFP Supervisory CA	REMS	PNV	Property Summary Narratives View
REMS	SCA	Post-RFP Supervisory CA	REMS	PRV	Property View
REMS	SCA	Post-RFP Supervisory CA	REMS	PSV	Problem Statement View
REMS	SCA	Post-RFP Supervisory CA	REMS	RDO	Read Only
REMS	SCA	Post-RFP Supervisory CA	REMS	RHV	Home Page View
REMS	SCA	Post-RFP Supervisory CA	REMS	RMD	Renewal Module Delete
REMS	SCA	Post-RFP Supervisory CA	REMS	RNU	Residents and Neighborhood Update
REMS	SCA	Post-RFP Supervisory CA	REMS	RRV	Reserve for Replacement View
REMS	SCA	Post-RFP Supervisory CA	REMS	SSD	Subsidy Status Delete
REMS	SCA	Post-RFP Supervisory CA	REMS	SUV	Property Summary View
REMS	SCA	Post-RFP Supervisory CA	REMS	URV	Use restriction view
REMS	SCA	Post-RFP Supervisory CA	REMSEC	PTV	Portfolio Review View
RESS			RESS	COR	Coordinator
SAGIS	HCV	External Users	SAGIS	HCV	Access to SAGIS
SAGIS	SGE	External Users	SAGIS	SAG	Access to SAGIS
TRACS			TRACS	COR	Coordinator
TRACS			TRACS	TVR	Over/Under Payment Resolution
TRACS	FMC	FMC Financial Management			
TRACS	TSY	TRACS Security			
TRACS	TTQ	TRACS Tenant Query	FASS	RDO	Read Only
TRACS	TTQ	TRACS Tenant Query	TRACS	QRY	DatabaseQuery
TRACS	TVQ	TRACS Voucher Query	FASS	RDO	Read Only
TRACS	TVQ	TRACS Voucher Query	TRACS	QRY	DatabaseQuery

				Action assigned	
System	Role Code	Role Description	System	Action Code	Action Description
VMS			VMS	COR	Coordinator
VMS	QAA	QA Adminstrator	VMS	QA1	QA Tool Manager
VMS	QAR	QA Reviewer	VMS	QA2	QA Tool Reviewer
VMS	UDE	Utilization and Expense Data Sub	VMS	ENT	Enter/Save Utilization and Expense Data
VMS	UDE	Utilization and Expense Data Sub	VMS	SUB	Submit Utilization and Expense Data
VMS	UDE	Utilization and Expense Data Sub	VMS	VUE	View Utilization and Expense Data