

TRACS Re-Certification

Presented by
Program Systems Management Office
HUD/Housing/Multifamily



TRACS Re-Certification Process

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

Functionalities/Links:

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

User Last Login Report and Unlock Users

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

Add/View/Delete Assigned Staff

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

Flag Actions/Roles and Request Recertification

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

Functionality Common Features:

- Results List fields header sorting
- Search by user id field
- User ID, Name display
- List Pagination – Next & Previous buttons
- Scrolling to view all results
- Menu – TRACS Main & Recertification; User Guide
- System Message pop up close or “x” button
- Note: This functionality is outside of WASS. Resetting the WASS password, property and contract assignments still occur via WASS.

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



The screenshot shows the 'Secure Systems' user login interface. It features a blue header with the 'Secure Systems' logo and navigation links. A red-bordered box at the top contains a login deadline notice. The main content area includes three sections: 'Legal Warning' about federal information misuse, 'Warning Notice' about browser compatibility, and 'Message of the Day' with a welcome message. At the bottom, there are 'Accept' and 'Logout' buttons, a 'Back to Top' link, and footer information for the U.S. Department of Housing and Urban Development.

Secure Systems

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

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

Legal Warning

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

Warning Notice

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

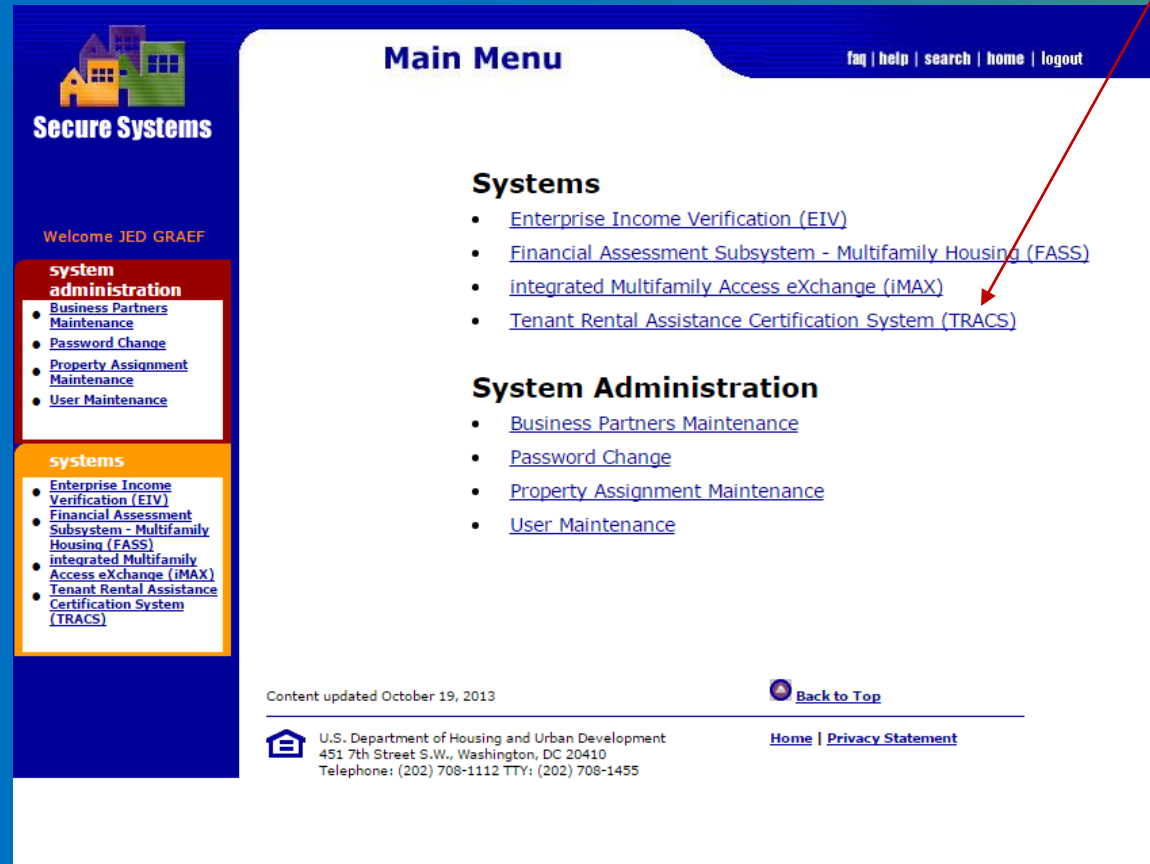
Message of the Day

Welcome to Secure Systems

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

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

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



The screenshot shows the 'Main Menu' of the 'Secure Systems' portal. A red arrow points from the title text to the 'Tenant Rental Assistance Certification System (TRACS)' link in the 'Systems' list.

Secure Systems

Welcome JED GRAEF

system administration

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

systems

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

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


Systems

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

System Administration

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

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

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[Home](#) | [Privacy Statement](#)

TRACS Subsystems: Click TRACS Recertification link.

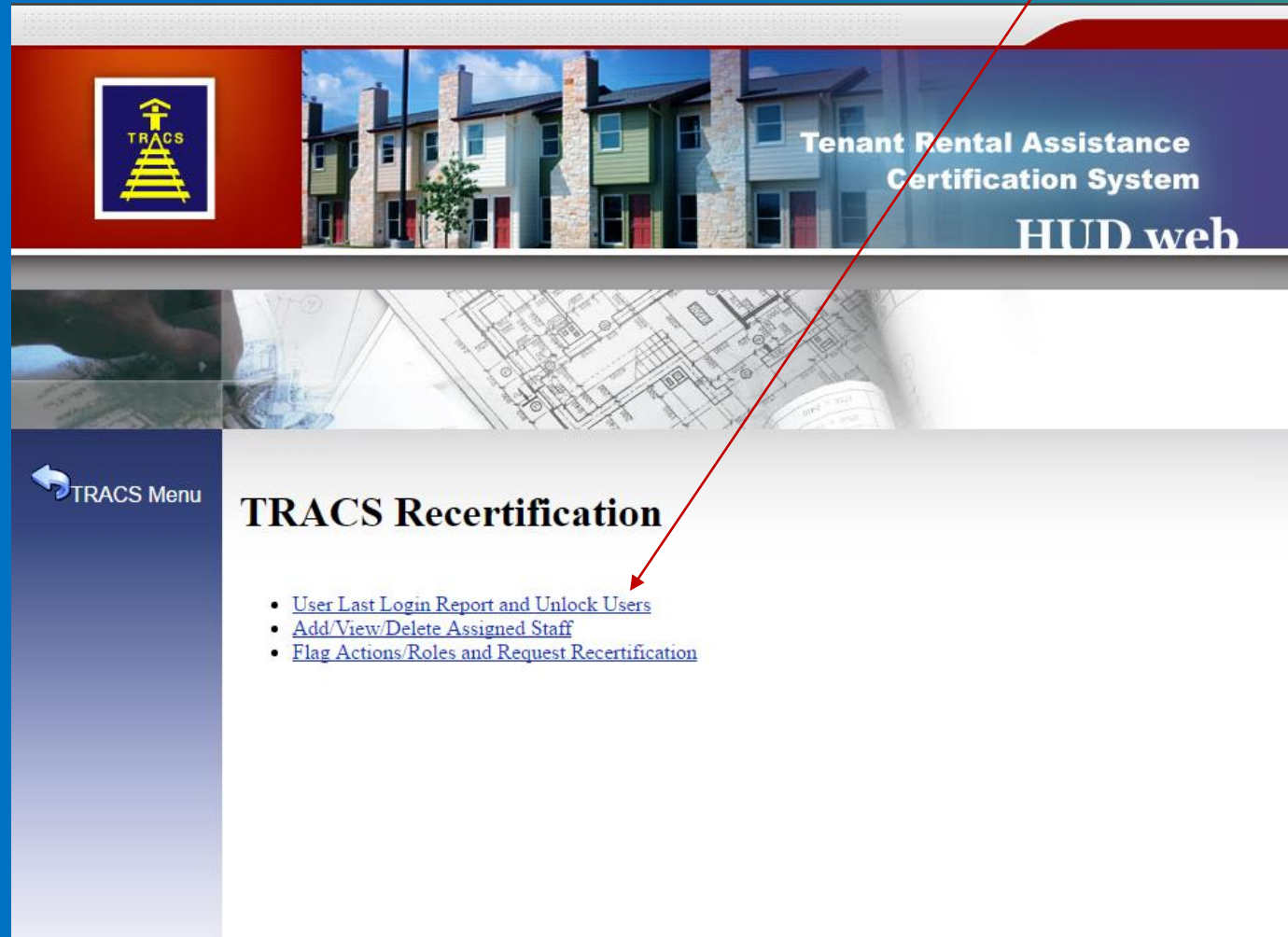


The screenshot shows the TRACS HUD web interface. At the top, there is a banner with the TRACS logo on the left, a photo of a row of townhouses in the center, and the text "Tenant Rental Assistance Certification System" and "HUD web" on the right. Below the banner is a horizontal strip with a collage of images including a hand holding a pen, a calculator, and architectural blueprints. The main content area has a dark blue sidebar on the left. The title "TRACS Subsystems" is displayed in bold. Below it, there is a bulleted list of two links: "TRACS Recertification" and "Voucher/Tenant Queries". A red arrow points from the top right of the slide to the "TRACS Recertification" link.

TRACS Subsystems

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

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



User Last Login Report and Unlock Users

TRACS Recertification

User Id: M99999

User Last Login Report and Unlock Users

☐ Show locked users only

Unlock Users

Filter results based on User Id.
Search:

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

Showing 1 to 6 of 6 entries

Previous1Next

TRACS Main Menu

Recertification Menu

User Guide

User Last Login Report and Unlock Users:

Check the 'Show locked users only' checkbox.

TRACS Recertification User Id: M99999

User Last Login Report and Unlock Users

☒ Show locked users only [Unlock Users](#)

Filter results based on User Id.
Search:

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

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

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

User Last Login Report and Unlock Users:

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

TRACS Recertification User Id: M99999

User Last Login Report and Unlock Users

☒ Show locked users only [Unlock Users](#)

Filter results based on User Id.
Search:

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

Showing 1 to 6 of 6 entries Previous 1 Next

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

User Last Login Report and Unlock Users:

The selected user is unlocked and removed from the list.

TRACS Recertification

User Id: M99999

User Last Login Report and Unlock Users

☒ Show locked users only Unlock Users

Filter results based on User Id.
Search:

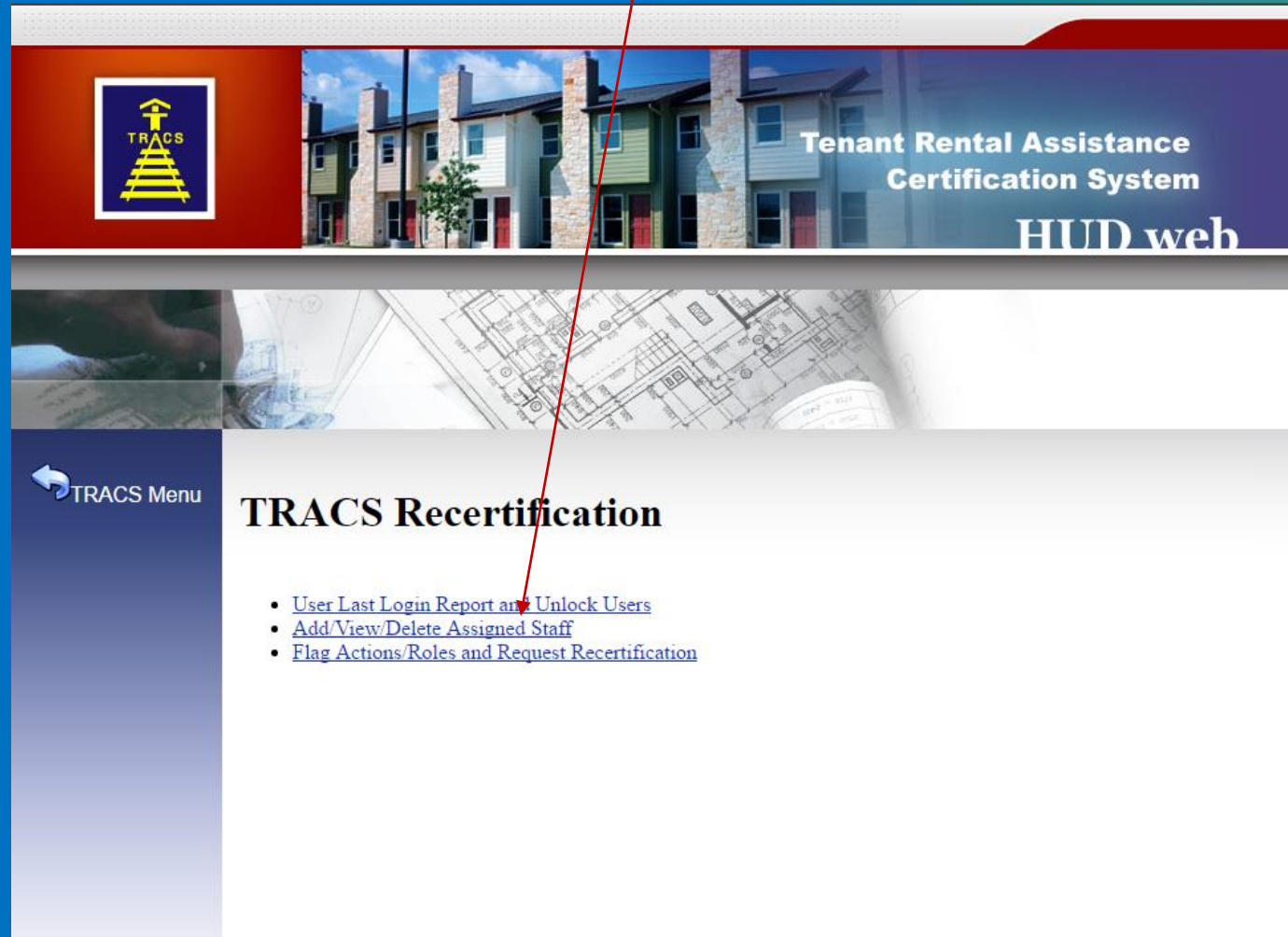
	User Id ▲	Name ▲	Email ▲	Last Login ▲	Unlocked Date ▲	Unlocked By ▲	Account Locked ▲
<input type="checkbox"/>	M22D35	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D26	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D37	TEST, TEST		2017-01-30			Yes
<input type="checkbox"/>	M22D28	TEST,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

Showing 1 to 5 of 5 entries

Previous 1 Next

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

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



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

TRACS RecertificationUser Id: M99999

Add/View/Delete Assigned Staff

Staff ID: Supervisor ID:

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

Filter results based on User Id.
Search:

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

Showing 1 to 2 of 2 entries

Previous 1 Next

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

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

TRACS Recertification User Id: M9

Please provide an external staff ID.

OK

Staff ID: Staff to Supervisor

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

Filter results based on User

Search:

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

Showing 1 to 2 of 2 entries

Previous 1 Next

Add/View/Delete Assigned Staff:

Enter Staff ID = Supervisor ID.

TRACS Recertification User Id: M99999

Add/View/Delete Assigned Staff

Staff ID: Supervisor ID: [Assign Staff to Supervisor](#)

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

Filter results based on User Id.
Search:

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

Showing 1 to 2 of 2 entries Previous **1** Next

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

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

TRACS Recertification

User Id: M9

Staff ID: M99999

Staff to Supervisor

Users cannot be assigned to themselves. Provide different IDs.

OK

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

Filter results based on Use

Search:

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

Showing 1 to 2 of 2 entries

Previous 1 N

Add/View/Delete Assigned Staff:

Click the Delete Relationship button next to one User Id.

TRACS RecertificationUser Id: M99999

Add/View/Delete Assigned Staff

Staff ID: Supervisor ID:

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

Filter results based on User Id.
Search:

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

Showing 1 to 2 of 2 entries

Previous1Next

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

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

TRACS Recertification User Id: M9

Are you sure you want to delete the relationship?

Yes No

Staff ID: Staff to Supervisor

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

Filter results based on Use

Search:

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

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

TRACS Recertification

User Id: M9

Staff ID:

TRACS recertification for user M22D24 exists. Deletion is not permitted.

OK

Staff to Supervisor

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

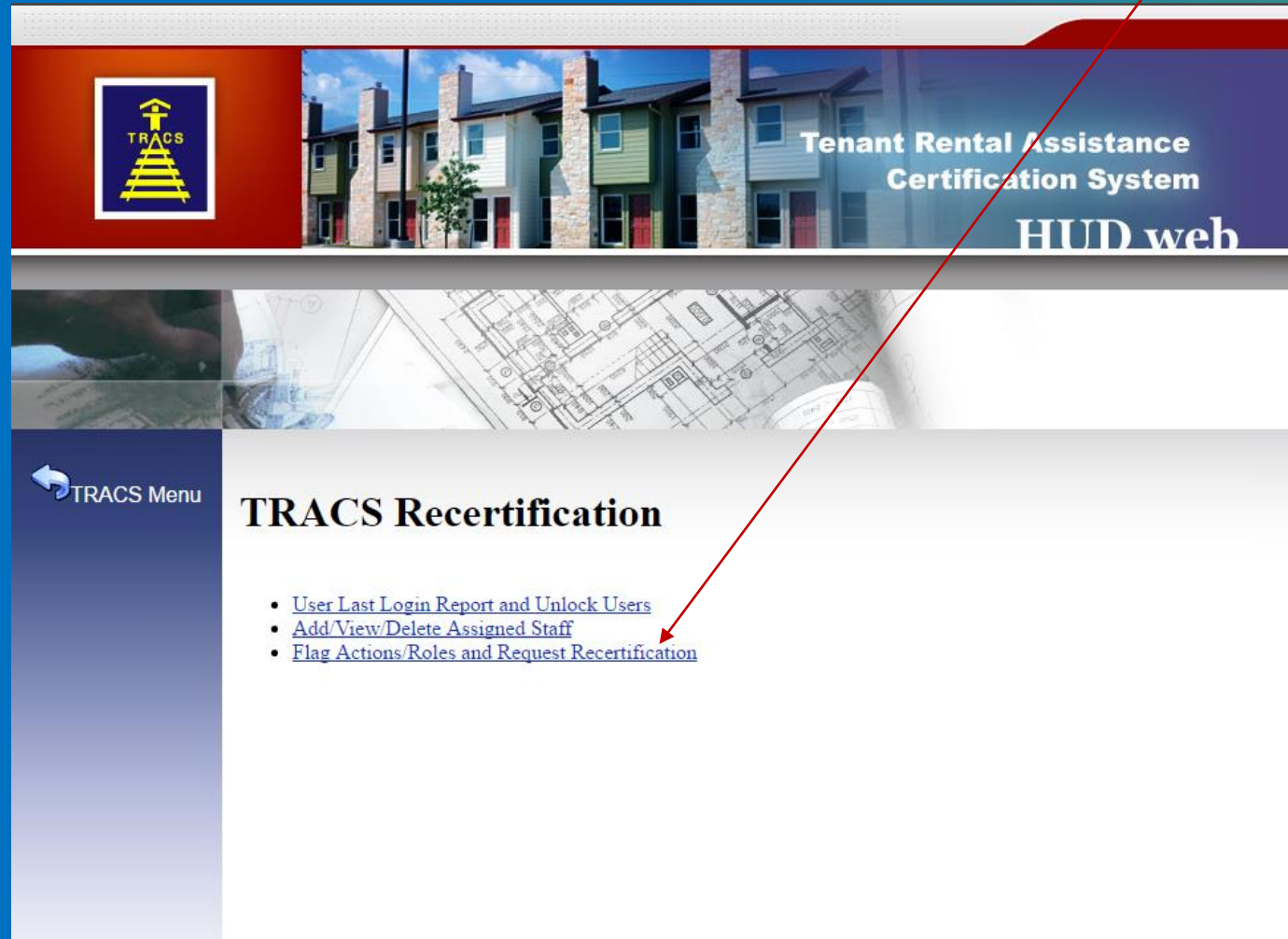
Filter results based on Use

Search:

User Id	Name	Reports To
M22D24	TEST, TEST	M99999

Delete Relationship

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



Flag Actions/Roles and Request Recertification:

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

TRACS Recertification

User Id: M99999

Flag Actions/Roles and Request Recertification

Filter results based on User Id.
Search:

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

Showing 1 to 2 of 2 entries

Previous1Next

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

Flag Actions/Roles and Request Recertification:

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

The screenshot displays the TRACS Recertification interface. A modal dialog box titled "Flag Actions and Roles for Removal" is open, showing details for user "TEST, TEST (M22D35)". The dialog includes checkboxes for "Active Action(s)" (COR, QRY) and "Active Role(s)" (IME, TCR, TTQ, TVQ). Below these, it lists "Actions Flagged for Removal: ADM" and "Roles Flagged for Removal: BD2". A blue button labeled "Flag Actions/Roles" is at the bottom of the dialog. Red arrows point from the text in the header to the checkboxes and the "Flag Actions/Roles" button. The background interface shows a table with columns "User Id", "Actions/Roles", "Recertification", and "View Recertification History". The table has two entries: "M22D24" and "M22D35". The "Showing 1 to 2 of 2 entries" text is at the bottom left, and "Previous 1 Next" is at the bottom right.

User Id	Actions/Roles	Recertification	View Recertification History
M22D24			
M22D35			

Flag Actions/Roles and Request Recertification:

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

TRACS Recertification

Flag Actions and Roles for Removal

TEST, TEST (M22D35)

Active Action(s) ☒ COR ☐ QRY

Active Role(s) ☒ IME ☐ TCR ☐ TTQ ☐ TVQ

Actions Flagged for Removal: ADM

Roles Flagged for Removal: BD2

Flag Actions/Roles

User Id

M22D24

M22D35

Showing 1 to 2 of 2 entries

Previous 1 Next

View Recertification History

View Recertification History

Flag Actions/Roles and Request Recertification:

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

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

Active Action(s): ☐ QRY

Active Role(s): ☐ TCR ☐ TTQ ☐ TVQ

Actions Flagged for Removal: COR, ADM

Roles Flagged for Removal: TME, BD2

A blue button labeled "Flag Actions/Roles" is at the bottom of the modal.

The background interface includes a table with the following data:

User Id
M22D24
M22D35

Below the table, it says "Showing 1 to 2 of 2 entries". On the right side, there are buttons for "View Recertification History" and a pagination control showing "Previous", "1", and "Next".

Flag Actions/Roles and Request Recertification:

Before click Flag Actions/Roles

TEST, TEST (M22D35)

Active Action(s): ☐ COR ☐ QRY

Active Role(s): ☐ IME ☐ TCR ☐ TTQ ☐ TVQ

Actions Flagged for Removal: ADM

Roles Flagged for Removal: BD2

[Flag Actions/Roles](#)

The dialog box is titled 'Flag Actions and Roles for Removal' and has a 'close' button in the top right corner. It contains a text field with the value 'TEST, TEST (M22D35)'. Below this, there are two sections: 'Active Action(s)' and 'Active Role(s)'. The 'Active Action(s)' section has two checkboxes, 'COR' and 'QRY', both of which are unchecked. The 'Active Role(s)' section has four checkboxes, 'IME', 'TCR', 'TTQ', and 'TVQ', all of which are unchecked. Below these sections, there are two lines of text: 'Actions Flagged for Removal: ADM' and 'Roles Flagged for Removal: BD2'. At the bottom of the dialog box, there is a blue button labeled 'Flag Actions/Roles'. The dialog box is overlaid on a background window that has a 'Filter' button and a 'View' button.

After click Flag Actions/Roles

TEST, TEST (M22D35)

Active Action(s): ☐ QRY

Active Role(s): ☐ TCR ☐ TTQ ☐ TVQ

Actions Flagged for Removal: COR, ADM

Roles Flagged for Removal: IME, BD2

[Flag Actions/Roles](#)

The dialog box is titled 'Flag Actions and Roles for Removal' and has a 'close' button in the top right corner. It contains a text field with the value 'TEST, TEST (M22D35)'. Below this, there are two sections: 'Active Action(s)' and 'Active Role(s)'. The 'Active Action(s)' section has two checkboxes, 'COR' and 'QRY', both of which are unchecked. The 'Active Role(s)' section has four checkboxes, 'IME', 'TCR', 'TTQ', and 'TVQ', all of which are unchecked. Below these sections, there are two lines of text: 'Actions Flagged for Removal: COR, ADM' and 'Roles Flagged for Removal: IME, BD2'. At the bottom of the dialog box, there is a blue button labeled 'Flag Actions/Roles'. The dialog box is overlaid on a background window that has a 'Filter' button and a 'View' button.

Flag Actions/Roles and Request Recertification:

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

TRACS Recertification

User Id: M99999

Flag Actions/Roles and Request Recertification

Filter results based on User Id.
Search:

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

Showing 1 to 2 of 2 entries

Previous1Next

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

Flag Actions/Roles and Request Recertification:

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

The screenshot displays the TRACS Recertification interface. A white pop-up message box with a black border is centered on the screen, containing the text "Recertification request submitted successfully." and a blue "OK" button. The background interface is dimmed. At the top left, it says "TRACS Recertification". At the top right, it says "User Id: M9". Below the pop-up, there is a table with columns: "User Id", "Name", "Reports To", and three action buttons: "View/Flag Actions/Roles", "Request Recertification", and "View Recertification History". The table contains two rows of data. The first row has User Id "M22D24", Name "TEST, TEST", and Reports To "M99999". The second row has User Id "M22D35", Name "TEST, TEST", and Reports To "M99999". Below the table, it says "Showing 1 to 2 of 2 entries". On the right side, there is a search bar and a pagination control showing "Previous", "1", and "Next".

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

Flag Actions/Roles and Request Recertification:

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

TRACS Recertification

User Id: M99999

Flag Actions/Roles and Request Recertification

Filter results based on User Id.
Search:

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

Showing 1 to 2 of 2 entries

Previous1Next

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

Flag Actions/Roles and Request Recertification:

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

The screenshot shows a web application interface for TRACS Recertification. A pop-up window titled "Recertification History" is displayed over a table of users. The pop-up window contains the following information:

Recertification history of: TEST, TEST (M22D24)

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

The background table lists users with columns: User Id, Name, Reports To, and three action buttons: View/Flag Actions/Roles, Request Recertification, and View Recertification History.

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

Showing 1 to 2 of 2 entries

Previous 1 Next