



How To Assign Rights to Contract Administrators (CAs) Tenant Assessment Subsystem (TASS)



How Coordinators Assign CAs Access to Contracts

The screenshot shows a Netscape browser window displaying the "Real Estate Assessment Center" online systems page. The page has a red header and a left sidebar with navigation links. A "System Alert" box is visible in the center. A login dialog box is open, prompting for a username and password. A callout bubble points to the "Cancel" button in the dialog box, stating: "Selecting 'Cancel' will result in an 'Unauthorized' screen. Use the back button found on the navigation toolbar to return to the REAC online systems webpage."

1. Browser window title bar and address bar.

2. Address bar URL: <http://www.hud.gov/offices/reac/online/reasyst.cfm>

3. "LOG IN" button for existing users.

4. "Cancel" button in the login dialog box.

Step 1 - Open the Internet Web browser (e.g., Internet Explorer, Netscape Navigator, etc.).

Step 2 - In the location field/Netsite, type in the URL address found within the brackets below:
(www.hud.gov/offices/reac/online/reasyst.cfm).
The REAC online systems webpage will display on the screen.

Step 3 - Select the "Log In" button found on the right side of the online systems page.

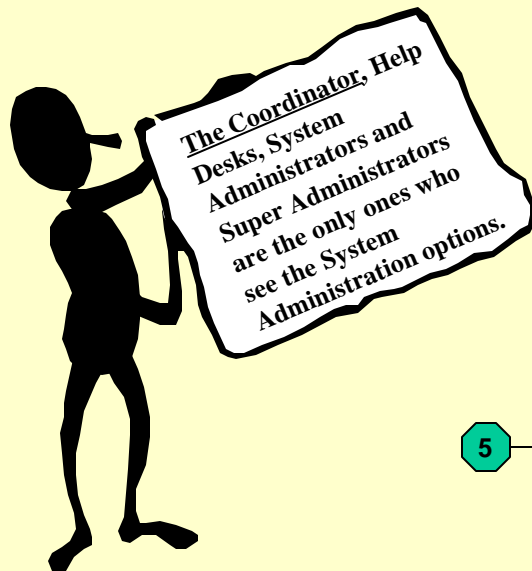
Step 4 - Enter your user name and password, and select the "OK" button to access the System Administration screens.



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Step 5 - Once logged-in, the Coordinator should select “User Maintenance” from the system administration options on the left side of the screen.

Step 6 - The Coordinator should populate the User ID (6a), if known, and select the “Search for User” button. If the User ID is unknown, the Coordinator should enter the First Name and the Last Name of the User (6b) and select the “Search Users” button.

*Note: Using the cancel button on any of these screens will take the user to the previous screen.



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The screenshot shows a Netscape browser window titled 'User Maintenance Maintain User Profile - Netscape'. The page is for 'System Administration' and 'Maintain User M96428'. It displays user information and a 'Choose a Function' dropdown menu. A stick figure is pointing at the dropdown menu.

User Information	
User ID	M96428
First Name	TEST
Middle Initial	
Last Name	TEST
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner

Choose a Function

- Maintain User Roles (selected)
- Assistance Contract Assignment Maintenance
- Maintain User Profile - Actions
- Maintain User Profile - Groups
- Maintain User Roles
- Property Assignment Maintenance
- View User Information

- Step 7** - If the User Information shown is not correct, the Coordinator should use the back button on the top of the Internet browser (not shown) to re-enter the name or User ID in the User Maintenance screen.
- Step 8** - If the information shown is correct, the Coordinator should select the arrow under “Choose a Function” to view the drop down menu.
- Step 9** - The Coordinator should select “Maintain User Roles” from the drop down menu.



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User Maintenance Assign/Unassign Roles To User - Netscape

File Edit View Go Communicator Help eSend

System Administration housing | mail | help | search | home

Assign/Unassign Roles for User M96428

User Information

User ID	M96428
First Name	TEST
Middle Initial	
Last Name	TEST
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner

Please check/uncheck boxes to assign/unassign roles to the user

FASPHA - Financial assessment Subsystem - PHA

- ☒ CPV - CPA Verification
- ☒ FIA - PHA Analyst
- ☐ PID - PHA Director
- ☐ SMT - PHA Submitter

FASSUB - Financial Assessment Subsystem, Submission

- ☐ CPC - CPA Certifier
- ☐ SUB - AFS Submitter

LOCOS - Line of Credit Control System

- ☐ ADM - Administration
- ☐ QRY - Query
- ☐ REC - Reconciliation

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Step 10 - The Coordinator must check/uncheck boxes to assign/unassign roles to the user (checked boxes above are shown for illustration purposes only). The Coordinator must then select the "Submit" button at the bottom of the screen (not shown) to save any changes.



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Assistance Contract Maintenance Menu - Netscape

File Edit View Go Communicator Help Send

Secure Systems

Welcome TOM

system administration

- Assistance Contract Assignment Maintenance
- Assistance Contract Maintenance
- PHA Assessment Maintenance
- PHA Assessment Maintenance
- Property Assessment Maintenance
- User Maintenance

systems

- System Partners
- Performance System (APPS)
- Financial Assessment Subsystem - PHA (FASPH)
- Financial Assessment Subsystem - MultiFamily Housing (FAS)

System Administration

Assistance Contract Assignment Maintenance

Please enter a User ID:

User ID

Enter a Function:

Assign Contract

For Assign Contract, one of the following criteria must be provided.

Property ID

(or) Contract #

(or) CAID

Submit Cancel

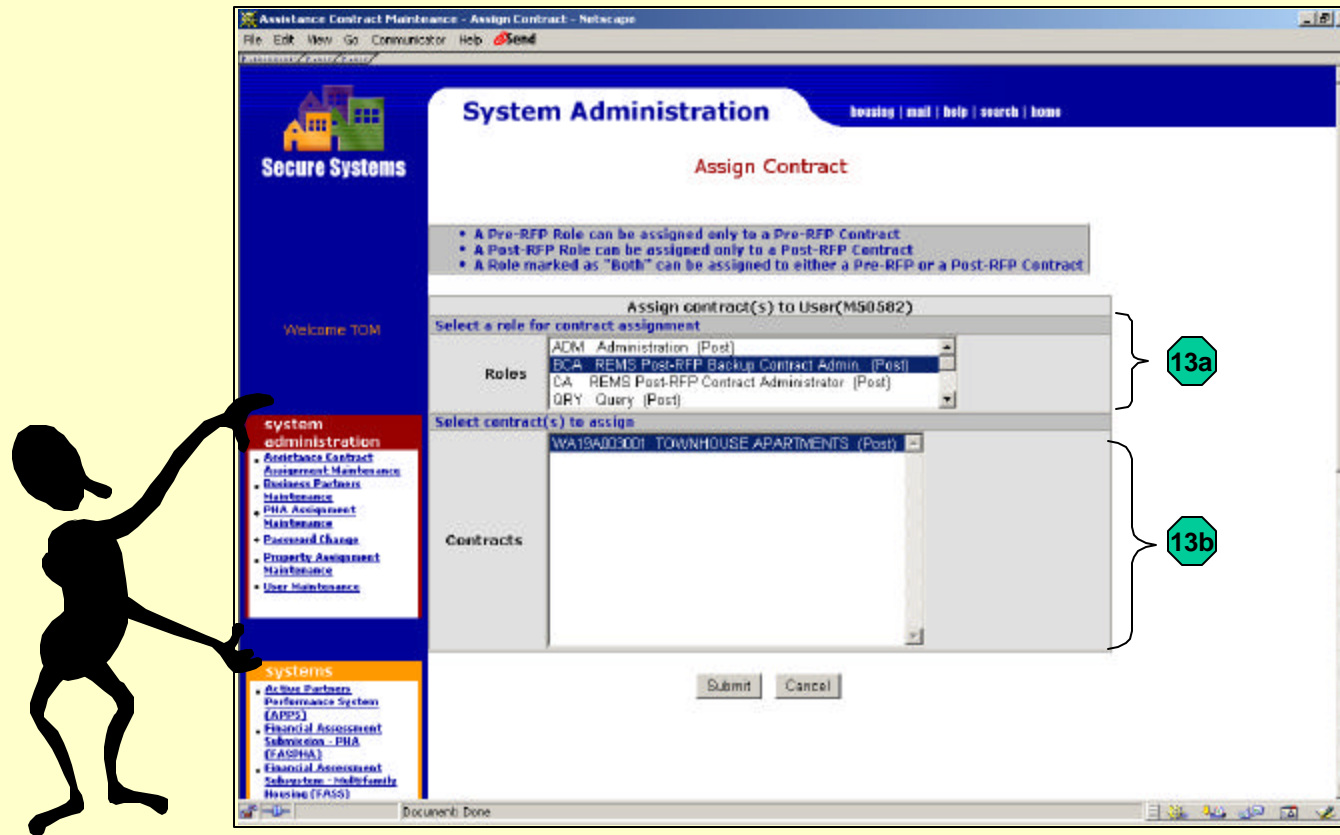
Step 11 - The Coordinator must select the “Assistance Contract Assignment” left side of the screen.

Step 12 - The Coordinator must type the User ID, select the function from the drop down box and enter the property ID, contract number or CA ID. Once the appropriate information is entered, the Coordinator should select the “Submit” button.

*Note: The contract assignment function cannot be performed unless the User Roles were established through the User Maintenance link.

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Step 13 - The Coordinator selects the role (13a) and contracts (13b) to be assigned to the CA. The Coordinator can assign multiple contracts to a role at one time by holding down the “CTRL” key found on the keyboard while selecting on the contracts. Once all of the contracts have been selected, the Coordinator should select the “Submit” button.

Step 14 - A message will appear confirming the actions (not shown).



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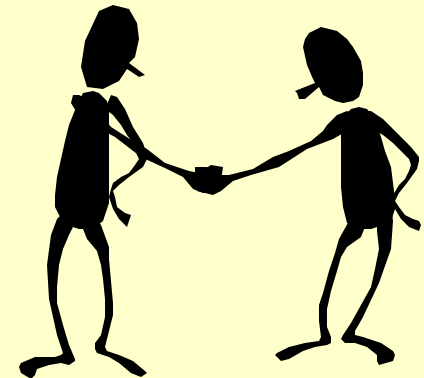
CA Access Summary



Step1 – The Coordinator logs into the REAC secure online systems.



Step 2 – The Coordinator assigns the Contract Administrator's (CA) roles and access rights.



Step 3 – The CA can access their contracts for monitoring and reviews.

For Further Assistance

- For further assistance with providing Contract Administrators access to the SS/SSI system, please contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.

