

PIC SECURITY - ADDING A NEW USER

Introduction

HUD initially issued one PIC User ID and Password to the Executive Director of each Housing Authority. That “administrator” User ID provides access to all modules and sub-modules in PIC. Using the administrator ID, the Housing Authority can then create as many other PIC User ID’s as it desires. And each newly created User ID can be given as broad or as limited access to PIC as the Housing Authority wants.

This Guide explains how to add a new PIC User ID and how to give the User ID access to the PIC modules and sub-modules you want.

Locating the Security Administration Module in PIC

Log on to the PIC Web site (<https://pic.hud.gov/PIC/Logon/userlogon.asp>) and the following main menu screen will appear.

Place your mouse pointer over the PIC Maintenance option on the menu of PIC modules and click on the Security Administration option from the pop up sub-menu. The following Security List screen will appear.

User ID ▲	User Name ▲	User Type ▲	ID Type ▲	Status ▲
ccmconn01	[redacted]	HA User	User	Active

Adding a New User

The Security List screen displays a list of the current User ID's set up for your Housing Authority. To add a new user, click the Create New User link on the right side of the screen and the following User Details screen appears.

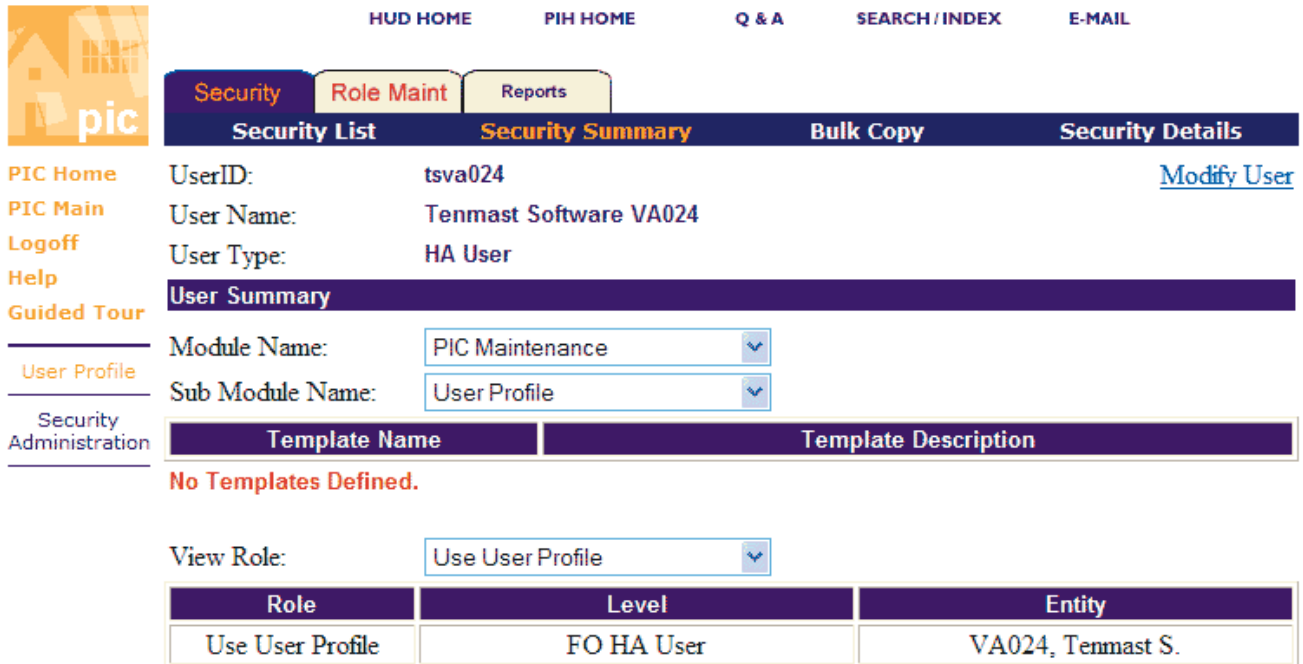
The screenshot shows a web application interface for adding a new user. At the top, there are navigation links: HUD HOME, PIH HOME, Q & A, SEARCH / INDEX, and E-MAIL. Below these is a logo for 'pic' and a navigation bar with 'Security', 'Role Maint', and 'Reports'. The 'Security' tab is active, and the page title is 'Security Details'. On the left, there is a sidebar with links: PIC Home, PIC Main, Logoff, Help, Guided Tour, User Profile, Security Administration. The main content area contains the following form fields:

- Field Office HA: [Redacted]
- User Details
- First Name: *
- Middle Name:
- Last Name: *
- User Type: (dropdown)
- Password: * Passwords must be at least 8 and no more than 14 characters
- Confirm Password: *
- Email Address: *
- Effective From Date: * MM/DD/YYYY
- Expiration Date: * MM/DD/YYYY
- Active Indicator: Yes No
- User Status
- Comments:

A 'Save' button is located at the bottom right of the form, with a mouse cursor pointing to it.

Complete all required fields on the User Detail screen (i.e., those marked with an asterisk.) HUD will create a User ID from the name information you enter. The User ID will consist of the first letter of the First Name you enter, the first letter of the Middle Name you enter and the first six letter of the Last Name you enter. (If you don't enter a Middle Name, the User ID HUD creates for you will have an "X" as the second character.) Also, select "HA User" as the User Type as shown in the screen above.

When you have finished entering the required data, click the Save button at the bottom of the page and the following Security Summary screen will appear.



HUD HOME PIH HOME Q & A SEARCH/INDEX E-MAIL

pic

Security Role Maint Reports

Security List **Security Summary** Bulk Copy Security Details

PIC Home UserID: tsva024 [Modify User](#)

PIC Main User Name: Tenmast Software VA024

Logoff User Type: HA User

Help

Guided Tour

User Profile

Security Administration

User Summary

Module Name: PIC Maintenance

Sub Module Name: User Profile

Template Name	Template Description
No Templates Defined.	

View Role: Use User Profile

Role	Level	Entity
Use User Profile	FO HA User	VA024, Tenmast S.

The new User ID appears at the top of the page. Record the new User ID and the password you entered on the previous screen.

Creating User Roles

At this point you have created a new User ID in PIC, but the User ID has no security access to any PIC module or sub-module. Access to modules and sub-modules are called User "Roles" in PIC. According to PIC design, you have to create a role for each sub-module you want access to and you have to create the roles one at a time.

To create User Roles for modules and sub-modules, first select the Module Name from the drop down box in the middle of the screen. Wait for the screen to refresh and then select the Sub Module Name from the next drop down box. When the screen refreshes, the Add Role link will appear on the lower, right side of the screen as shown below.

The screenshot displays the PIC Security Administration interface. At the top, there are navigation links: HUD HOME, PIH HOME, Q & A, SEARCH / INDEX, and E-MAIL. Below these are tabs for Security, Role Maint, and Reports. The main content area shows user details for 'tsva024' (Tenmast Software VA024, HA User) with a 'Modify User' link. A 'User Summary' section contains two dropdown menus: 'Module Name' set to 'Housing Inventory' and 'Sub Module Name' set to 'Development'. An 'Add Template' link is visible. Below this is a table with columns 'Remove', 'Template Name', and 'Template Description', containing the text 'No Templates Defined.'. A 'View Role:' section has an 'Add Role' link. At the bottom is a table with columns 'Remove', 'Role', 'Level', and 'Entity', containing the text 'No Roles Defined.'.

HUD HOME PIH HOME Q & A SEARCH / INDEX E-MAIL

pic Security Role Maint Reports

Security List Security Summary Bulk Copy Security Details

PIC Home UserID: tsva024 [Modify User](#)
PIC Main User Name: Tenmast Software VA024
Logoff User Type: HA User
Help
Guided Tour

User Summary

Module Name: Housing Inventory
Sub Module Name: Development

[Add Template](#)

Remove	Template Name	Template Description
No Templates Defined.		

View Role: [Add Role](#)

Remove	Role	Level	Entity
No Roles Defined.			

Then click the Add Role link and the following Role Detail screen will appear.

The screenshot displays the Role Detail screen for user 'tsva024'. The page includes a navigation menu with 'HUD HOME', 'PIH HOME', 'Q & A', 'SEARCH / INDEX', and 'E-MAIL'. The main content area is divided into sections: 'Security List', 'Security Summary', 'Bulk Copy', and 'Security Details'. The 'Security Summary' section shows user details: User ID (tsva024), User Name (Tenmast Software VA024), User Type (HA User), Module Name (Housing Inventory), and Sub Module Name (Housing Authority). Below this is the 'Role/Data Details' section, which includes a 'Roles' dropdown menu set to 'HA User Contacts' and a 'View Actions' button. The 'Role Description' is 'HA User Contacts' and the 'Security' dropdown is set to 'Field Office HA'. A table with two columns, 'Field Names' and 'Key Value', lists 'Field Office' (3FPH RICHMOND PROGRAM CENTER) and 'Field Office HA' (VA024 Wise County RHA). At the bottom of the table is a 'Select/Deselect All' checkbox, which is checked. A 'Save' button is located at the bottom right of the screen.

On the Role Detail screen, select the level of access this user will have to the selected sub-module with the drop down box next to Roles in the middle of the screen. Once the role is selected, place a check mark next to the Select/Deselect All option at the bottom of the screen. Then click the Save button and the following roles confirmation screen will appear.

