



# Navigating to the MTW Supplement Module (HUD Users)

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## Overview

The purpose of this document is to provide HUD staff with information about how to navigate to the Housing Information Portal (HIP) MTW Supplement module after being provided access to the system. While HIP is built on the Salesforce platform and you will see references to it at times, it is a custom application, so you should refer to it as HIP, not Salesforce.

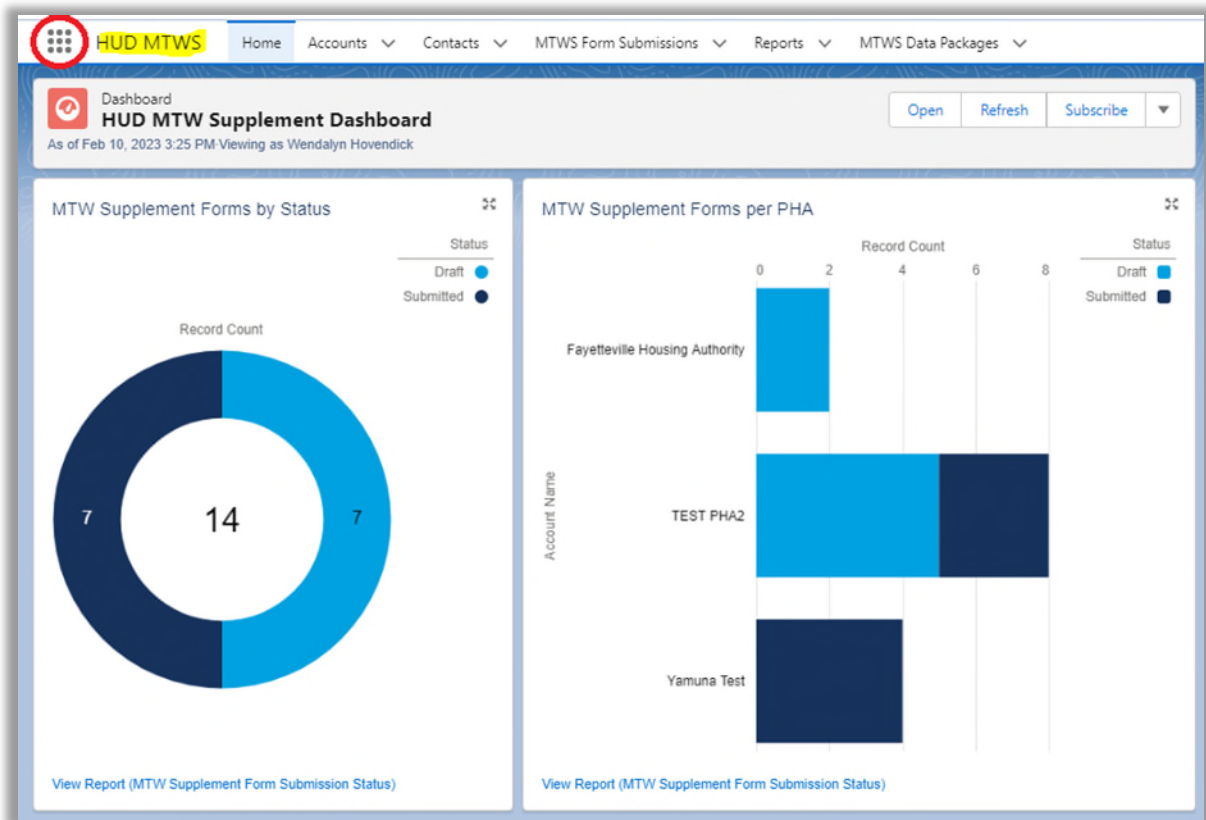
It is recommended that you access this document from the [HIP Training page](#) each time to ensure you are seeing the current version. If updates are made to this document in the future, information about what was updated will be included in the document in the [Document Update Information](#) section.

## System Requirements

Users **must** use a web browser other than Internet Explorer, such as Google Chrome, Microsoft Edge, or Safari, to access this system. **Internet Explorer is not supported.** If you are unsure what your default web browser is, use the instructions in the Checking your Default Web Browser job aid on the [HIP Training page](#).

## Navigating to the MTW Supplement Module

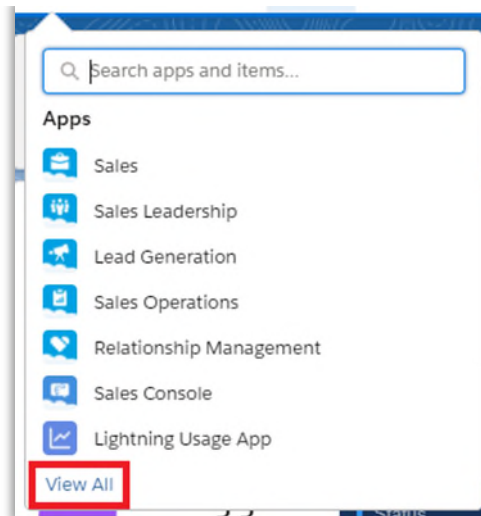
If you do not see the HUD MTWS app when you log in to the system (e.g., you see the HUD PIH module or another HUD PIH application instead), as denoted by the label HUD MTWS in the upper left-hand corner, you will need to navigate it to view MTW Supplement forms. It will also be the default app for subsequent logins if you do not change to another app. You will use the app launcher to navigate to the different modules that are built in HIP.



1. In a web browser other than Internet Explorer, go to <https://hud.my.salesforce.com/>. Since HIP utilizes Single Sign On, you will not need a username and password. You can find the Single Sign On instructions on the [HIP Training page](#).
2. From the HIP main screen, in the upper left-hand corner find the app launcher button (it has nine dots in the shape of a square) to the left of the name of the module or application (e.g., the words "Housing Informatio...") and click on it. *If you hover your mouse over the dots, it may say App Launcher.*

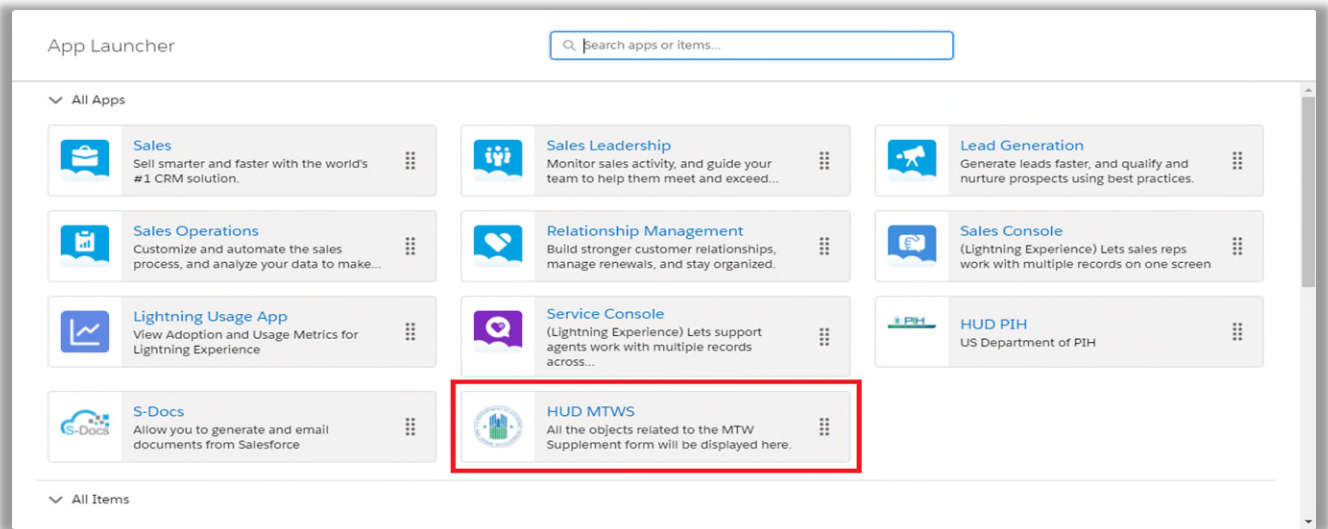


3. A list of apps will be displayed. Click on the View All link at the bottom of the list. *Note that the apps you see listed in the screen print below may or may not appear in what you see due to the permissions you have assigned.*

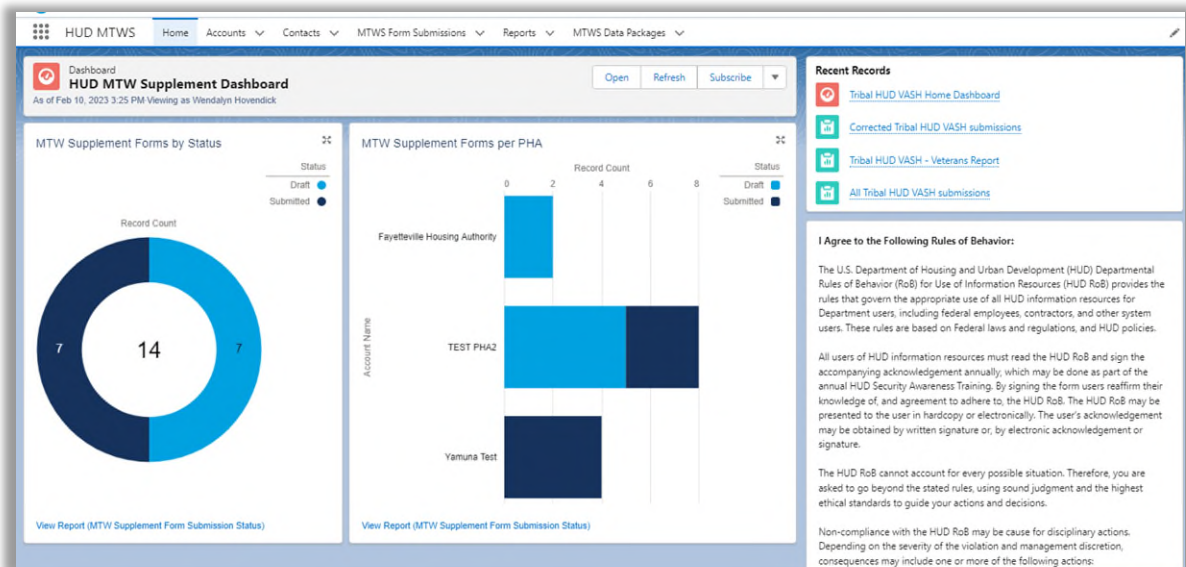


4. The App Launcher will open. Find the HUD MTWS tile under the All Apps heading and click on it.

**Note:** If you do not see the HUD MTWS tile, in the search text box at the top enter MTWS and as you type, it will search and display it. When you see it appear under the All Apps heading, click on it. *Note that the apps you see listed in the screen print below may or may not appear in what you see due to the permissions you have assigned. App icons may also change over time as the system evolves.*



- The page will refresh after a few seconds, and you will be taken to the MTW Supplement landing page.



At this point, you can use the “How to Use the MTW Supplement Module” job aid on the [HIP Training page](#) to get information on how to do various tasks in the system, or logout using the icon in the upper right-hand corner of the page.



## Document Update Information

The information below will provide users with details on what has changed in this document over time. If it has been a little bit since you viewed the document, this will help you know what may have changed.

Items Updated	Date Updated
• Updates to organization of document and links.	06/05/2024
• Moved the content in this document from the “Getting Started with the MTW Supplement” job aid to this standalone document.	02/26/2024