                           APPENDIX 9

              RAPID HOUSING PAYMENT SYSTEM (RHPS)

                      SECURITY PROCEDURES

                          APPENDIX 9

MAPPER SIGN ON

RHPS is an application available on the MAPPER system.
All users first sign onto MAPPER and then to RHPS. Using your
assigned MAPPER system user-ID and Password, enter the following:

   (user ID), (department number), (MAPPER password) and
TRANSMIT.

You may want to jot down the printer terminal number that
appears on the MAPPER screen after your password is accepted.
This number tells the computer where to send the output, if you
want a report printed from RHPS.

RHPS SIGN ON

--   Enter the run name (RHPS) in the home position (top
left position) and TRANSMIT.

--   If this is the first time you have logged on, or if your
user registration has been reset, the RHPS System Password
Entry Screen appears. See Figure 1 for an illustration of
this screen.

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               GENERAL AND PROGRAM ACCOUNTING (GPA)
                   SYSTEM PASSWORD ENTRY SCREEN

 SINCE YOU ARE A NEW USER, OR YOUR PASSWORD HAS BEEN RESET
 BY THE SYSTEM ADMINISTRATOR, YOU MUST ENTER THE PASSWORD
 YOU ARE GOING TO USE TO GAIN ACCESS TO THE RHPS MAPPER
 FRONT-END SYSTEM.

 ON THIS SCREEN, YOU MUST ENTER YOUR NEW PASSWORD TWO
 (2) TIMES TO VERIFY YOUR ENTRY. YOU WILL NOT SEE YOUR
 PASSWORD AS YOU TYPE. YOUR PASSWORD MUST BE SIX (6)
 CHARACTERS LONG. AFTER YOU ENTER YOUR FIRST SIX

CHARACTER PASSWORD, THE CURSOR WILL AUTOMATICALLY MOVE
TO THE SECOND PASSWORD FIELD. AFTER TYPING YOUR SIX
CHARACTER PASSWORD THE SECOND TIME, THE CURSOR WILL
AUTOMATICALLY MOVE TO THE TRANSMIT FIELD, WHERE YOU
MUST TRANSMIT. IF YOU RECEIVE ANY ERRORS, YOU MUST
ENTER BOTH PASSWORDS AGAIN! TAB THE CURSOR ONE TIME TO
MOVE TO THE FIRST PASSWORD FIELD.

```
   ENTER NEW PASSWORD FIRST TIME -->     (SIX CHARACTERS)
   ENTER NEW PASSWORD SECOND TIME ->     (SIX CHARACTERS)
             TRANSMIT FROM HERE  -->
```

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Figure 1. RHPS System Password Entry Screen

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                                        APPENDIX 9

CREATING A NEW PASSWORD

1.   From the System Password Entry Screen, tab and enter your new
password at the prompt:

        ENTER NEW PASSWORD FIRST TIME -->

Your entered password is automatically checked as follows:

*   It must be six characters.

*   It must have no sequential numbers (i.e., 123, 890) or
      letters (i.e., abc, xyz).

*   There must be no occurrences of three of the same number
      or letter.

*   It must be different from the MAPPER user ID.

*   It cannot be PASSWD.

*   It cannot be the same as some one else's password.

2.   Enter the same password again and TRANSMIT.

If there are no errors, the Welcome screen for the Region
or Field Office appears (Figures 2 and 3). You are in the
RHPS system and processing continues normally.

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```
        WELCOME TO THE RAPID HOUSING PAYMENT SYSTEM (RHPS)
                 MAIN MENU FOR REGIONAL OFFICE

            PLEASE ENTER THE SELECTION NUMBER
            FOR THE DESIRED PROGRAM AND TRANSMIT =>


        SELECTION
        NUMBER            DESCRIPTION OF PROGRAM

        _____         _____


         1    _N/A__
         2    _N/A__
         3    _____        ON-SCREEN QUERY
         4    _N/A__
         5    _____        SPECIAL REPORTS (PRINTOUT)
         6    _____        MODIFY DATABASE
         7    _N/A__
         8    _N/A__
         9    _____        DOCUMENTATION
        10    _____        EXIT PROGRAM
```

_____

        Figure 2. Region Menu

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        WELCOME TO THE RAPID HOUSING PAYMENT SYSTEM (RHPS)
                 MAIN MENU FOR FIELD OFFICE

            PLEASE ENTER THE SELECTION NUMBER
            FOR THE DESIRED PROGRAM AND TRANSMIT =>

SELECTION
NUMBER            DESCRIPTION OF PROGRAM

_____         _____
1    ------        REQUEST MODERNIZATION/DEVELOPMENT FUNDS
2    ------        REVISE/DELETE PREVIOUS REQUEST FOR FUNDS
3    ------        ON-SCREEN QUERY
4    _N/A__
5    ------        SPECIAL REPORTS (PRINTOUT)
6    ------        MODIFY DATABASE
7    _N/A__
```

```
8     _N/A__
9     ------      DOCUMENTATION
10    ------      EXIT PROGRAM
```

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                    Figure 3. Field Office Menu

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7560.1 REV-1
CHG-1

APPENDIX 9

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              GENERAL AND PROGRAM ACCOUNTING (GPA)
                  RHPS SYSTEM PASSWORD SCREEN

              ENTER YOUR PASSWORD AND TRANSMIT
               TO GAIN ENTRY TO THE RHPS SYSTEM.
          YOU WILL NOT SEE YOUR PASSWORD AS YOU TYPE.
      YOU HAVE THREE (3) CHANCES TO ENTER YOUR CORRECT PASSWORD

        1.   ENTER PASSWORD ->   (SIX CHARACTERS)
             TRANSMIT HERE   ->

_____

              Figure 4. RHPS System Password Screen

--   Once your new password has been accepted, future entries to the
RHPS system will use the RHPS System Password Screen shown in
Figure 4. You will always use this screen to enter your RHPS
password unless your password becomes disabled.

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                                   7560.1 REV-1
                                   CHG-1

                                   APPENDIX 9

CHANGING YOUR PASSWORD

If you change your password, you must wait six days before
you can change it again. Your password automatically expires
every 21 days. The system informs you when it expires and
prompts you to key in a new one.

1.   From the Region or Field Office menu, enter option 6
(Modify Database), and TRANSMIT. (Figures 2 and 3)

2.   The Menu for "Modifying Database Screen" appears.

(Figure 5)

3.   Enter option 2 (Change User Password) and TRANSMIT.

4.   The "Change Application Password Screen" appears.
(Figure 6)

5.   Enter your CURRENT password at the prompt and TRANSMIT
at the appropriate option.

6.   The screen prompts you to enter your NEW password
and TRANSMIT. (Figure 7)

7.   A new prompt, asking you to re-enter the password for
confirmation, appears. (Figure 8)

8.   Re-enter your NEW password and press TRANSMIT.

9.   The appropriate RHPS menu appears.

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APPENDIX 9

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                  MENU FOR MODIFYING DATABASE

      PLEASE ENTER THE SELECTION NUMBER
      FOR THE DESIRED PROGRAM =>   ,
      THE PRINTER STATION NUMBER =>   , AND TRANSMIT =>

SELECTION
  NUMBER   DESCRIPTION OF PROGRAM
_____   _____

   1   ----------   ADD/MODIFY HOUSING AUTHORITY ADDRESS
   2   ----------   CHANGE USER PASSWORD
   3   _____
   4   _____
   5   _____
   6   _____
   7   _____
   8   _____
   9   _____
  10   ----------   RETURN TO MAIN MENU

_____

        Figure 5. Menu for Modifying Database

_____

          GPA RAPID HOUSING PAYMENT SYSTEM (RHPS/A09)
                CHANGE APPLICATION PASSWORD

PLEASE ENTER YOUR CURRENT PASSWORD AND TRANSMIT TO CONTINUE

          ENTER YOUR CURRENT PASSWORD -->
          TRANSMIT HERE TO CONTINUE ---->

          TRANSMIT HERE FOR MAIN MENU -->

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   Figure 6. RHPS Change Application Password Screen

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          GPA RAPID HOUSING PAYMENT SYSTEM (RHPS/A09)
                 CHANGE APPLICATION PASSWORD

 PLEASE ENTER YOUR NEW PASSWORD AND TRANSMIT TO CONTINUE

          ENTER YOUR NEW PASSWORD -->
          TRANSMIT TO CONTINUE ---->

          TRANSMIT FOR MAIN MENU --->

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 Figure 7. Change Application Password Screen (continued)

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    GPA RAPID HOUSING PAYMENT SYSTEM (RHPS/A09)

```
                    CHANGE APPLICATION PASSWORD

        PLEASE ENTER YOUR NEW PASSWORD A SECOND TIME
                  AND TRANSMIT TO CONTINUE

          ENTER YOUR NEW PASSWORD AGAIN -->
          TRANSMIT HERE TO CONTINUE  ----->

          TRANSMIT TO ABORT THE PROCESS -->
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Figure 8. Change Application Password Screen (continued)