



QUICK START GUIDE

Setting Up PIC Access Via A WASS/REAC Logon

Setting up PIC access via a WASS/REAC logon is a two step process. First you must setup a WASS/REAC user ID with access to PIC in REAC. Second you must setup a WASS user account in PIC with rights to PIC functions. The following Quick Start Guide covers this process.

1. Create a REAC User ID with access to PIC
 - a. Register for a REAC ID (if you don't already have one)
 - b. Have the REAC Coordinator at your PHA assign access rights to PIC in the REAC system
 - i. Logon on to REAC as the REAC Coordinator
 - ii. Select the User Maintenance option under System Administration
 - iii. Enter the User's ID and click 'Search for User'
 - iv. Select 'Maintain User Profiles – Roles' from drop-down menu and click the 'Submit' button
 - v. Place check mark next to 'PIC – PIC Generic' option
 - vi. Then click 'Assign/Unassign Roles' button at bottom of screen

2. Setup a WASS User in PIC with access rights to PIC functions
 - a. Logon to PIC as the PIC Administrator using the old PIC logon
 - b. Select the 'PIC Maintenance/Security Administration' sub-module
 - c. Create a WASS user account in PIC
 - i. Click the 'Insert New WASS User' link
 - ii. Complete all required fields using the WASS/REAC user ID you created in Step 1
 - iii. When completed, click the 'Save' button
 - d. Add Roles to the new WASS user account
 - i. Select the module and sub-module containing the PIC functions you want this user to access
 - ii. Click 'Add Roles' link
 - iii. On the next screen, select the applicable role from the 'Roles' drop-down list.
 - iv. Place a check mark next to 'Select/Deselect All'
 - v. Then click the 'Save' button
 - vi. Repeat steps i through v to add additional Roles for this user

IMPORTANT: the WASS logon you use in TransNet or QuicPIC must have access to ALL functions in the following sub-modules: Developments, Submission, Viewer, Reports, and Tenant ID Management