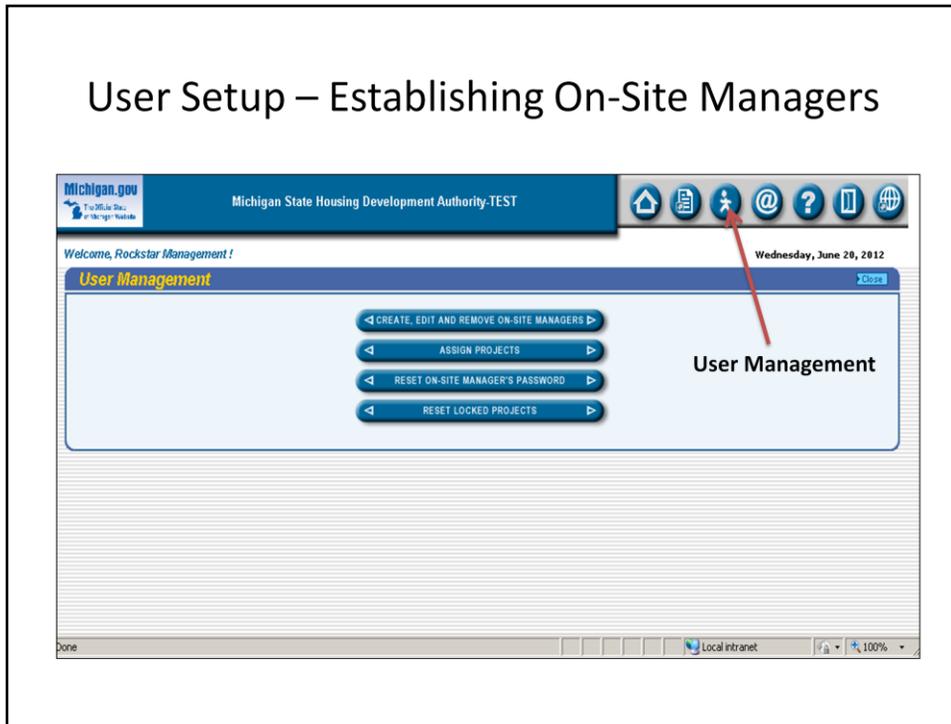
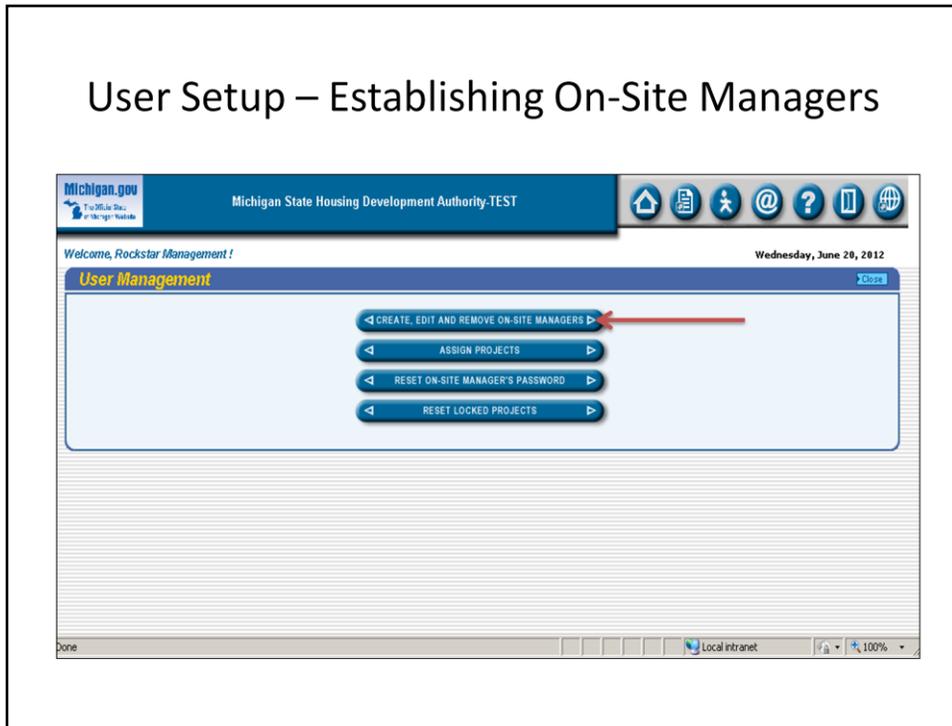


## User Setup – Establishing On-Site Managers



**Clicking the User Management button will bring you to this screen. Reminder: Only the primary account holder for the management company has access to this button; on-site users will see the button grayed out.**

## User Setup – Establishing On-Site Managers



**The Create, Edit, & Remove On-site Managers button allows the primary account holder to designate other users to enter information into the system.**

## User Setup – Establishing On-Site Managers

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!  
Wednesday, June 20, 2012

### On-Site Managers

Select	User Name	Full Name
<input checked="" type="radio"/>	HULLTY12	Tyler W Hull
<input type="radio"/>	POLITZASU	Suzanne Politza
<input type="radio"/>	SEITZFR	Fritz Seitz
<input type="radio"/>	BELISLELY	Lynda Belisle
<input type="radio"/>	WEBERK	Kendrick Weber
<input type="radio"/>	BENGELD	Danielle Bengel

New View/Update Delete Close

done Local intranet 100%

**All on-site managers associated with the management company are listed.**

## User Setup – Establishing On-Site Managers

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

**On-Site Manager** Update Cancel

First name: Tyler  
Middle: W  
Last name: Hull  
E-mail: hullt@michigan.gov  
Financial Manager Only:

User Name: HULLTY12 \*Note: The user name and password fields must be at least 6 characters long.  
Password: password

Done Local intranet 100%

**Clicking either New or View/Update brings you to this screen where you must enter the user's information. When finished, click Update. Please note: Once a username has been chosen, this field cannot be changed at any time.**

## User Setup – Establishing On-Site Managers

Michigan.gov Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

**On-Site Managers**

Select	User Name	Full Name
<input type="radio"/>	HULLTY12	
<input type="radio"/>	POLITZASU	
<input type="radio"/>	SEITZFR	
<input type="radio"/>	BELISLELY	
<input type="radio"/>	WEBERK	
<input type="radio"/>	BENGELD	Danielle Bengel

Message from webpage

Are you sure you want to delete this Manager?

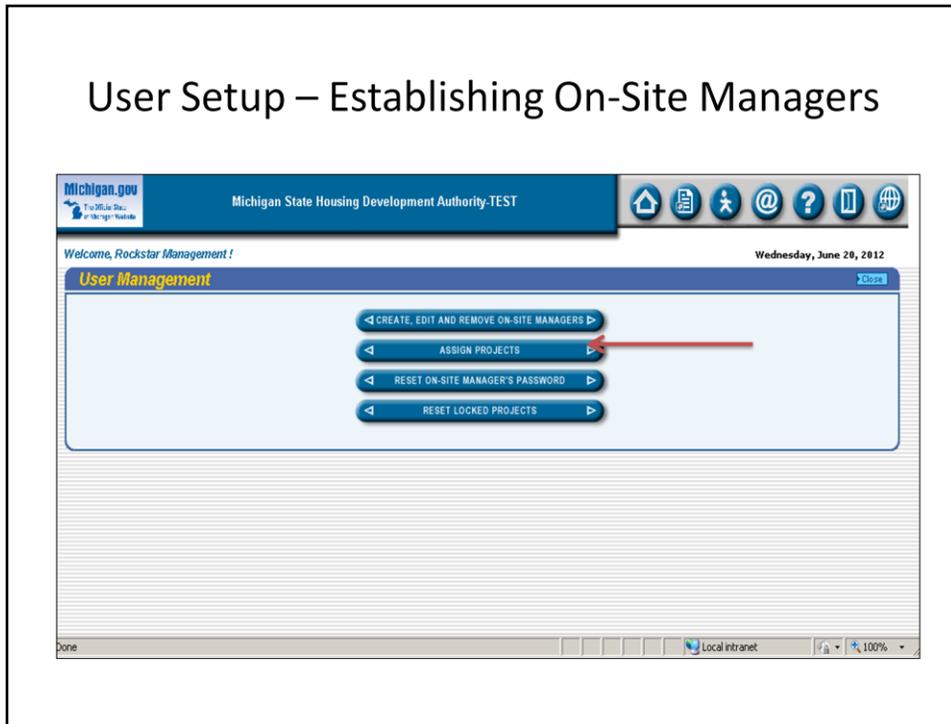
OK Cancel

Delete

http://mshda-wod-web/COL-TST/HCOL071.html Local intranet 100%

**Clicking Delete will provide you with this message. Be very sure before you click OK.**

## User Setup – Establishing On-Site Managers



**After creating the users you must assign them to the properties they manage. Each property can only have one user beyond the primary account holder assigned to it.**

## User Setup – Establishing On-Site Managers

Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 28, 2012

**On-Site Managers**

Name: Tyler W Hull **Select a User** **Update**

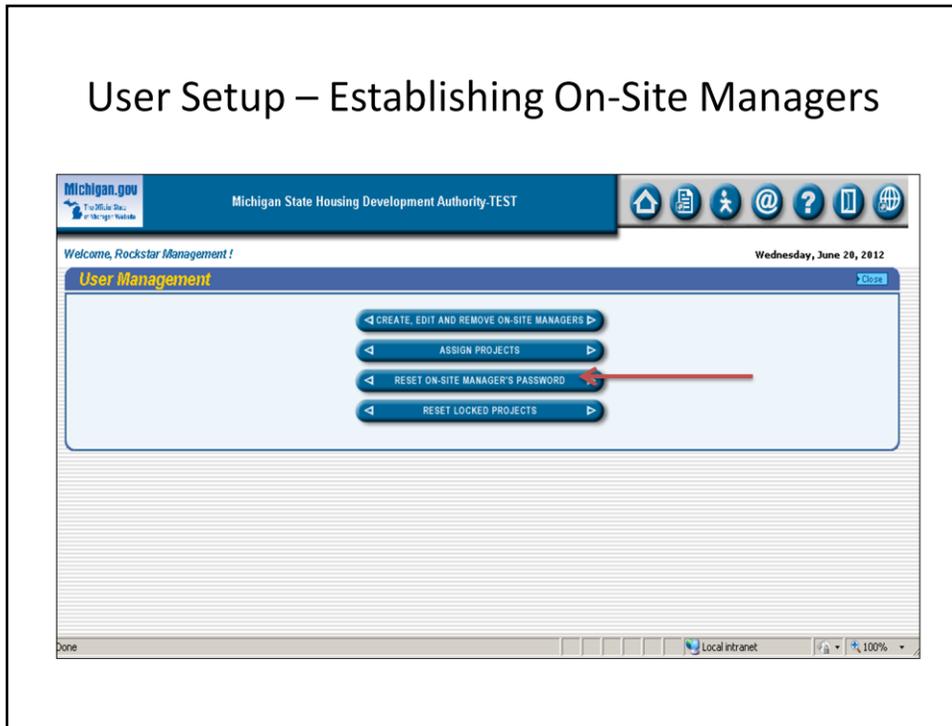
**Project Assignment**

Assign	Project ID	Name of the Development	Address	Assigned To
<input type="checkbox"/>	TEST1	Suzanne Test	554 Music Lane	Suzanne Politza
<input type="checkbox"/>	TEST2	Fritz Test	556 Music Lane	Fritz Seitz
<input type="checkbox"/>	TEST3	Lynda Test	557 Music Lane	Lynda Bellise
<input checked="" type="checkbox"/>	TEST4	Tyler Test	558 Music Lane	** UNASSIGNED **
<input type="checkbox"/>	TEST5	Kendrick Test	559 Music Lane	Kendrick Weber
<input type="checkbox"/>	TEST6	Danielle Test	553 Music Lane	Danielle Bengel
<input checked="" type="checkbox"/>	TYLER	House of Rock	555 Music Lane	** UNASSIGNED **

**Check Boxes**

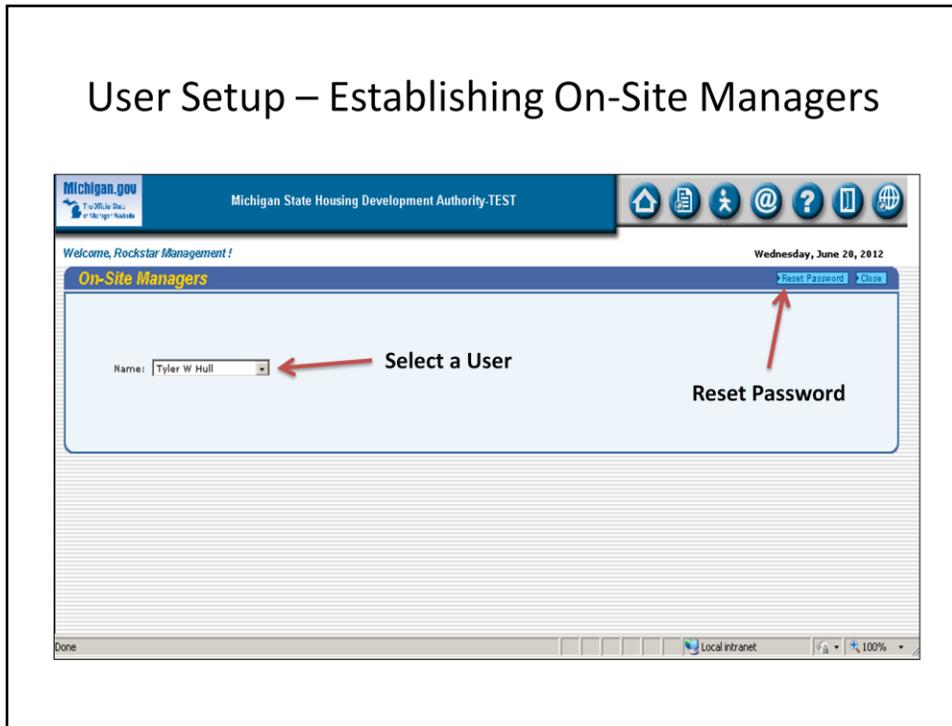
To assign a project, select a user from the dropdown menu, check the boxes of their properties, and click Update.

## User Setup – Establishing On-Site Managers



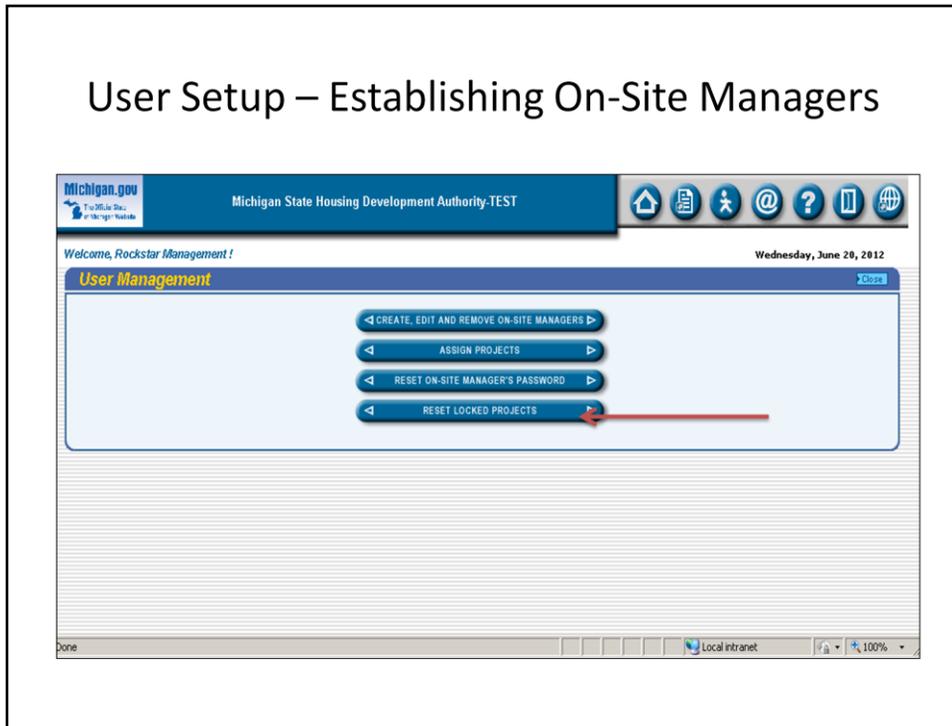
**Password resets are handled exclusively by the primary account holder for your management company.**

## User Setup – Establishing On-Site Managers



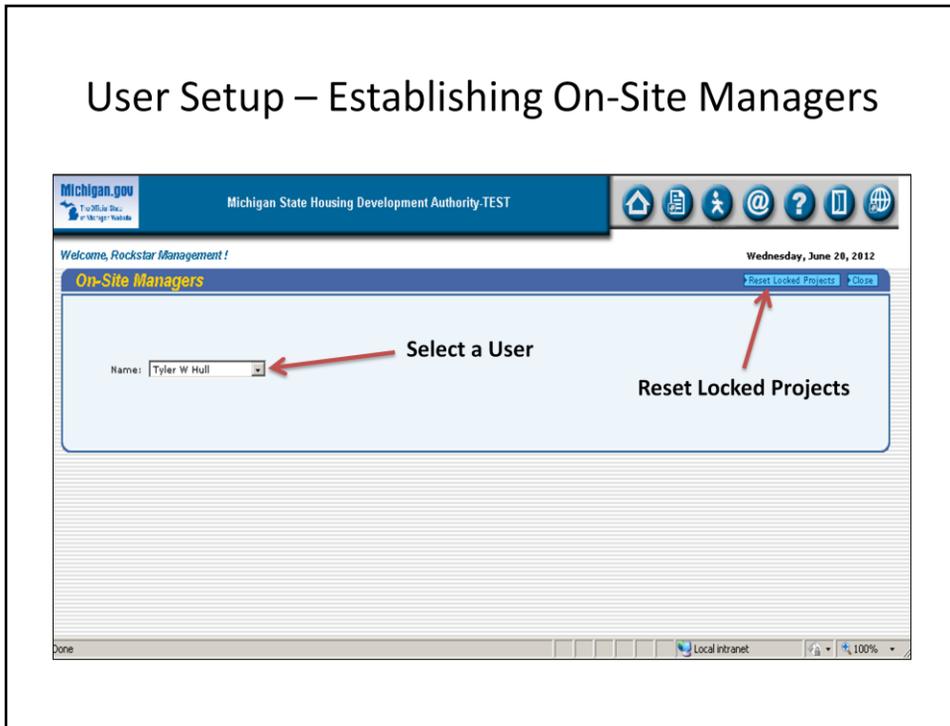
**To reset a user's password, first select a user from the dropdown menu then click Reset Password.**

## User Setup – Establishing On-Site Managers



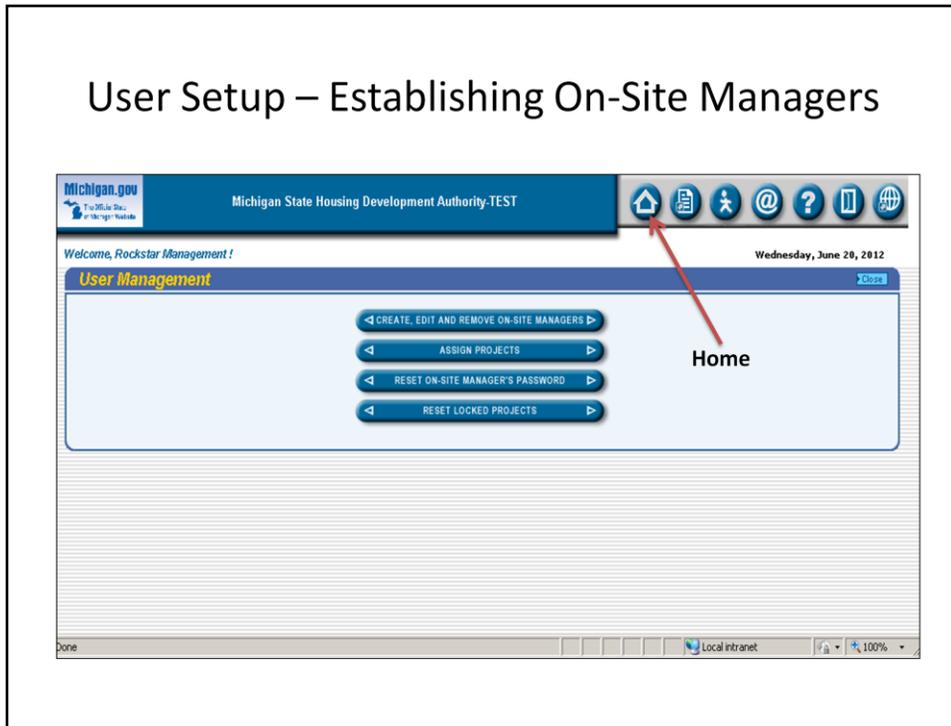
**The Reset Locked Projects option allows the primary account holder to release/unlock all projects assigned to a particular on-site manager.**

## User Setup – Establishing On-Site Managers



**A project displays as “locked” whenever one manager is working in it and another manager tries to access the same project. When you log out, the project unlocks. If your session is terminated due to system error or power outage, for example, these projects will sometimes stay “locked.” To correct, use this screen.**

## User Setup – Establishing On-Site Managers



**Return to the main menu by clicking Home to begin learning about the Annual Owner's Certification in the next section of this presentation.**