

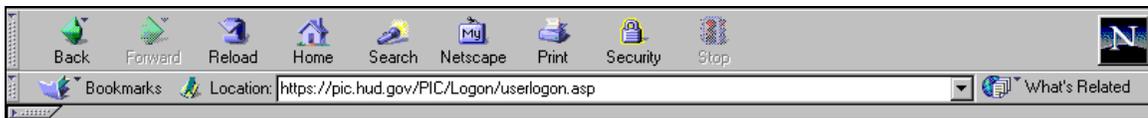


Instructions on How a Field Office Assigns a Housing Authority to a TARC

The purpose of this Reference Guide is to walk you through the process for assigning Housing Authorities (HAs) to Troubled Agency Recovery Centers (TARCs) using the Housing Authority - Temporary Office business function; it combines screen shots and text to help paint a clear picture of what you need to do to complete the assignment process.

Note: Users must ensure that they have been assigned the “Administrator” role for all necessary functionality to show.

1. Log onto the PIH Information Center (PIC) by going to:
<https://pic.hud.gov/PIC/Logon/userlogon.asp>.



2. Enter your **User ID** and **Password** and click on the **Logon to PIC** button.

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

PIH Information Center 2.8.3

PIC Home
HA Profiles

User ID:

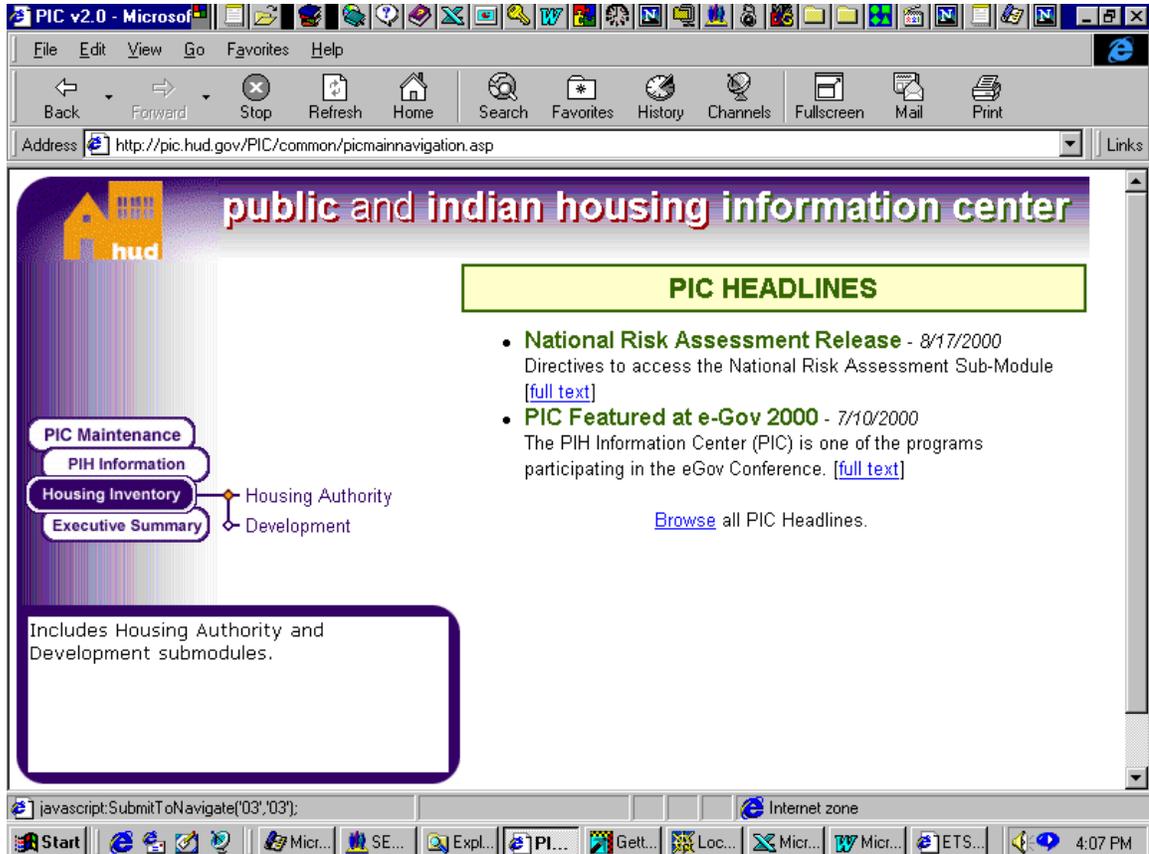
Password:

Logon to PIC

User IDs and Passwords are case-sensitive.



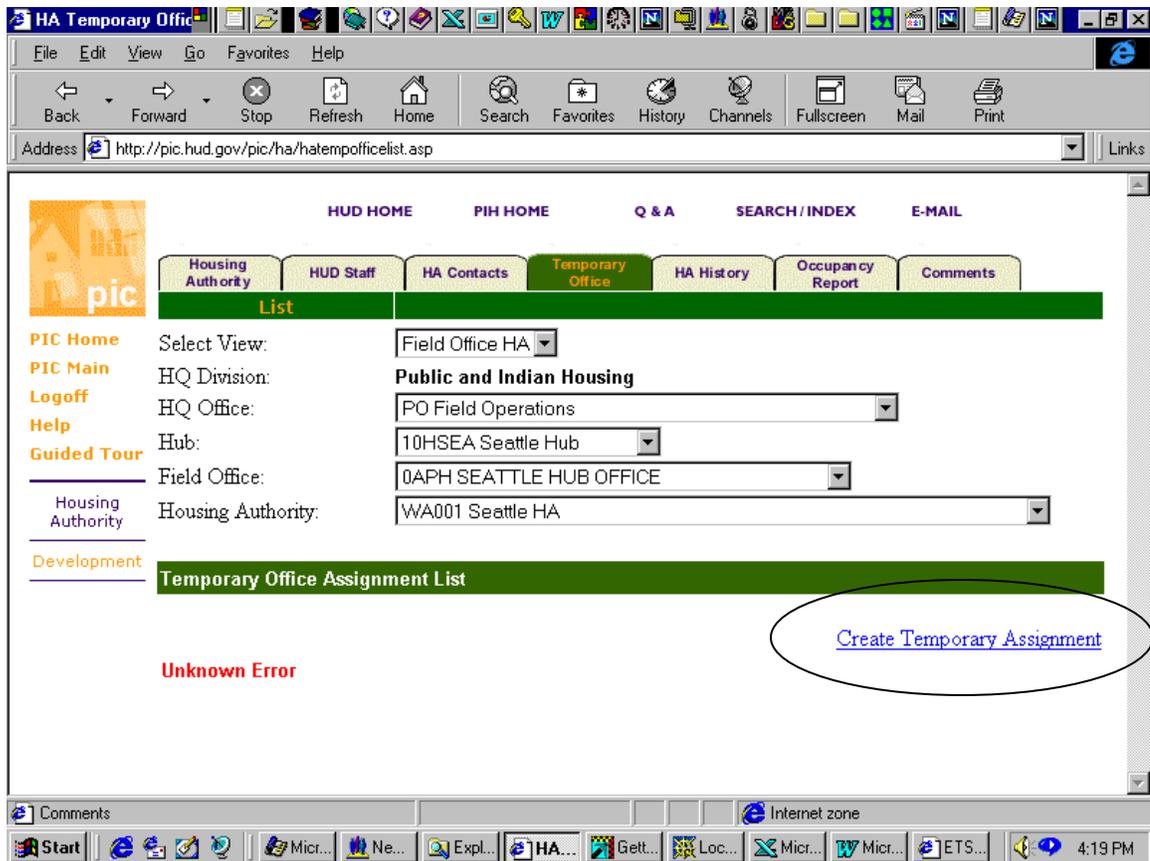
- This takes you to the Main Navigation page. On the Main Navigation page, select the **Housing Inventory** module, and then the **Housing Authority** sub-module option.



- Click on the **Temporary Office** tab.



5. Click on the **Create Temporary Assignment** link.





6. Choose the office to which you want to assign the HA.

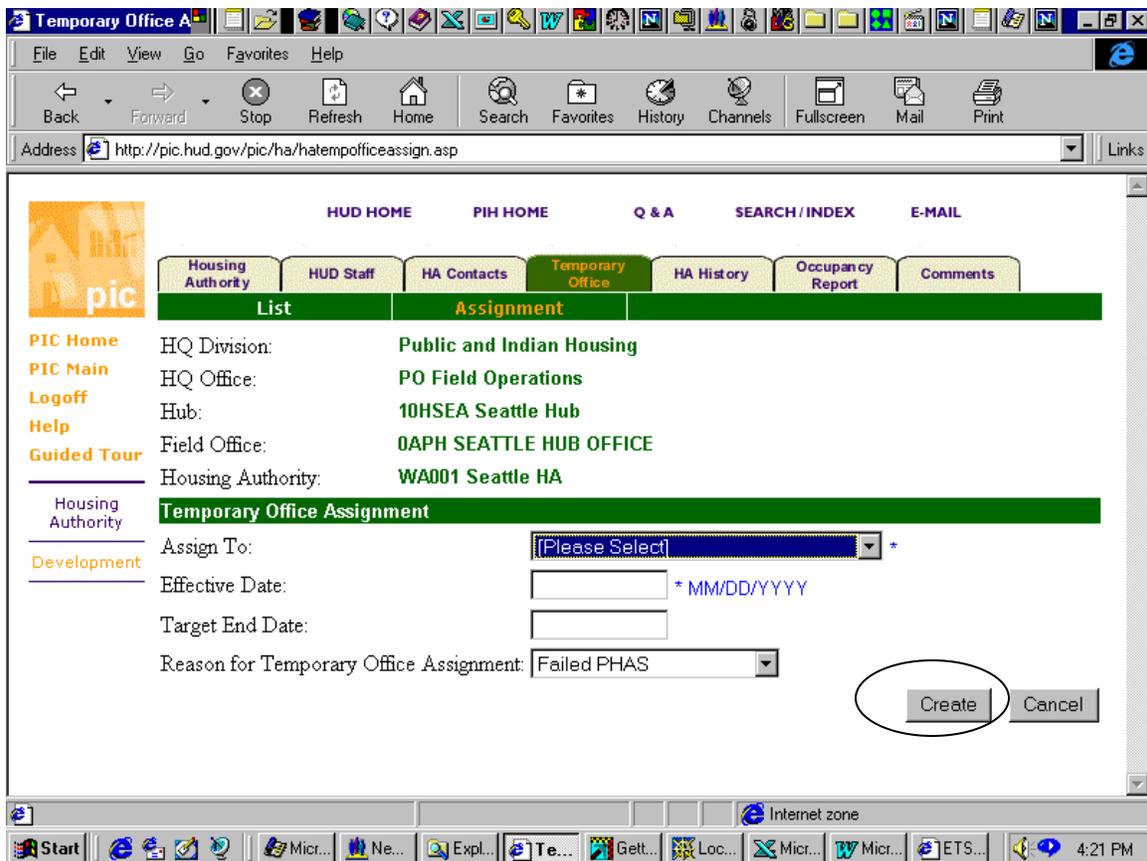
7. Enter an Effective Date.

Note: It is mandatory to enter an Effective Date, indicated by the blue asterisk.

8. Enter a Target End Date.

9. Choose a reason for the assignment.

10. Click on the **Create** button.



Now a HA is assigned to a respective TARC Office!

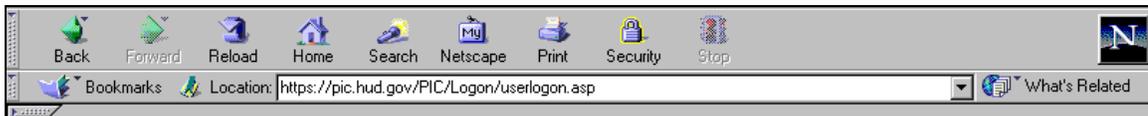


Instructions on How a TARC Ends a Temporary Assignment

The purpose of this Reference Guide is to walk you through the process for re-assigning HAs from TARCs to their respective Field Offices using the Housing Authority - Temporary Office business function; it combines screen shots and text to help paint a clear picture of what you need to do to complete the assignment process.

Note: Users must ensure that they have been assigned the “Administrator” role for all necessary functionality to show.

1. Log onto the PIH Information Center (PIC) by going to:
<https://pic.hud.gov/PIC/Logon/userlogon.asp>.



2. Enter your **User ID** and **Password** and click on the **Logon to PIC** button.

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

PIH Information Center 2.8.3

PIC Home

HA Profiles

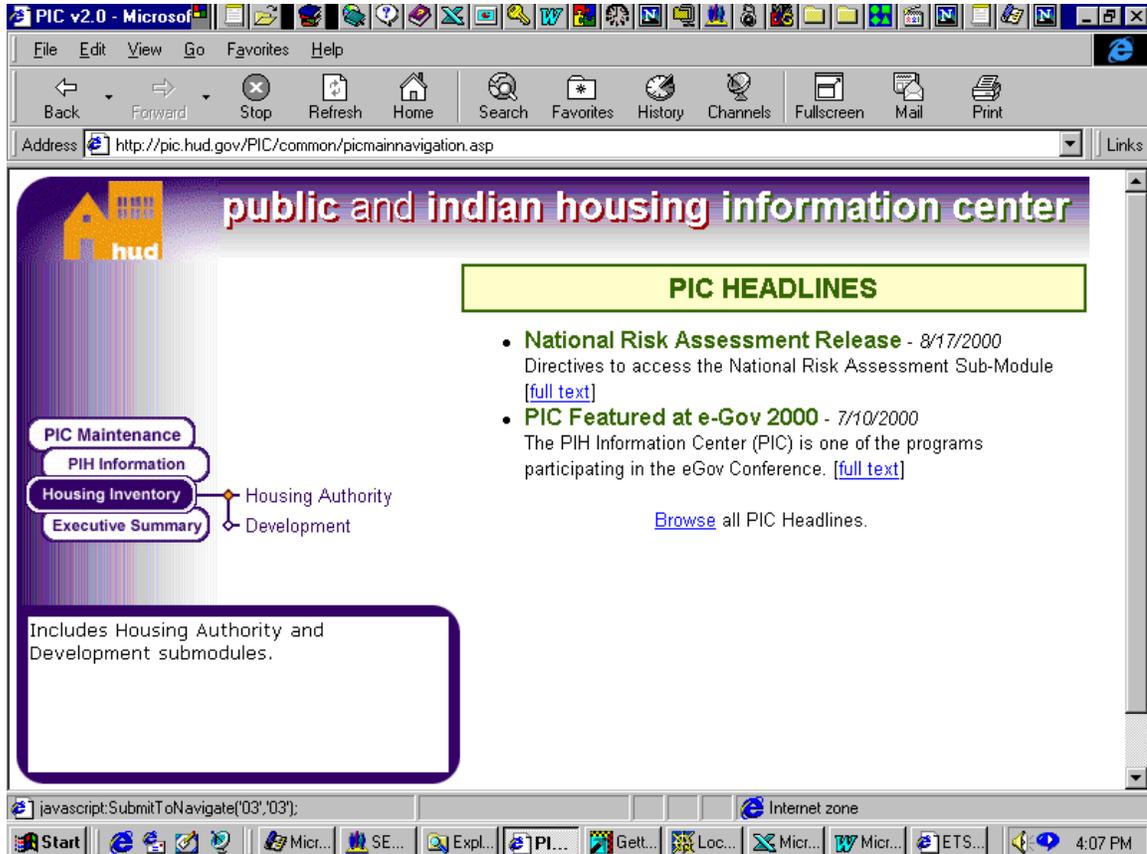
User ID:

Password:

User IDs and Passwords are case-sensitive.



- This takes you to the Main Navigation page. On the Main Navigation page, select the **Housing Inventory** module, and then the **Housing Authority** sub-module option.



- Click on the **Temporary Office** tab.



5. Click on the office in the “Assigned to” column.

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

Housing Authority HUD Staff HA Contacts **Temporary Office** HA History Occupancy Report Comments

List

PIC Home Select View: TARCHA
PIC Main HQ Division: Public and Indian Housing
Logoff HQ Office: PB Office of Troubled Agency Recovery
Help TARC: PB1 Cleveland TARC
Guided Tour Housing Authority: CT004 New Haven Housing Authority

Housing Authority
Development

Temporary Office Assignment List

Assigned to	Effective Date	Target End Date	Actual End Date	Reason
Cleveland TARC	06/01/1998	04/26/2000		Failed PHMAP

HA Temporary Office List - Microsoft Internet Explorer

4:26 PM



6. Fill in the Actual End Date and click on the **Save** button.

The screenshot shows a web browser window with the address bar displaying <http://pic.hud.gov/pic/ha/hatempofficeassign.asp>. The page content includes a navigation menu with links like HUD HOME, PIH HOME, Q & A, SEARCH / INDEX, and E-MAIL. Below this is a sidebar with links for Housing Authority, HUD Staff, HA Contacts, Temporary Office, HA History, Occupancy Report, and Comments. The main content area is titled 'Temporary Office Assignment' and contains the following information:

Assign To:	Cleveland TARC
Effective Date:	06/01/1998
Target End Date:	<input type="text" value="04/26/2000"/>
Actual End Date:	<input type="text"/>
Reason for Temporary Office Assignment:	Failed PHMAP

At the bottom right of the form, there are two buttons: 'Save' (circled) and 'Cancel'.

Now the HA is assigned back to its respective Field Office!