

## HEROS Admin Functions

Welcome to the HEROS How-To Video series. This video will show you the administrative functions in HEROS.

When you login to HEROS using any kind of user role, you will have access to the Admin tab located in the Main Menu bar. This tab allows you to edit your contact information and view your User privileges.

The admin tab directs to the User Search screen where you can search by User Login, First Name, and Last Name. Non-admin users can only search for their own profile. Admin users can search for any user in the system and have two additional options to search by RE Organization Name and Partner Organization name. RE Admin users can only search for and edit users associated with their RE and the Partner Organizations associated with that RE. For RE users, the RE Organization Name is pre-filled and non-editable. For Partner users, the RE and Partner Organization fields are prefilled and non-editable.

In the Search Results section, Admin users will be able to Edit existing users or Add new users. Non-Admin users will not be able to add or edit and can only view the search results. In all cases, clicking on a line in the search result will display the detailed information for that user in a "User Detail" pop-up window.

Click on the Edit button to navigate to the User Profile information. On the User Profile screen, you can update your contact information, including name, mailing address, email address, and phone number. Click Save to save edits to your contact information. The user role dropdown menu at the bottom of the screen displays only existing user roles. Users cannot add roles from the dropdown menu. For partner users, the role dropdown menu is hidden. After selecting your user role, HUD and RE users can click "Save" or "Save and Next" to continue to the user privileges screen.

Responsible Entity Admin users will be directed to the Responsibly Entity screen. Select your Responsible Entity to navigate to the User Profile Privileges screen, where you will see your assigned user privileges. These privileges include Admin rights, reports, and preparing and signing the 7015.15 Request for Release of

Funds. Part 58 privileges include the ability to view, create, edit, or certify Environmental Review Records by state. Only Users with Admin privileges can edit User privileges. If you believe that your privileges should be changed, you will need to work with your HEROS Local Administrator or HUD Field Environmental Officer.

HEROS Administrators can also inactivate or delete user profiles that are part of their organization. Changing a profile's status to 'inactive' puts a reversible hold on the account, and 'deleting' it removes the profile. This change can be made on both the User Profile screen and the Profile Privileges screen.

If the Responsible Entity has partner users linked to the organization, RE Admins can also update the partner privileges. These privileges include the ability to View, Create, or Edit Part 50 Reviews. Partners can also view or upload the 7015.15 or sign as a non-RE recipient. Finally, partners may also View, Create, and Edit Part 58 reviews. Administrators should make sure to click the save button to save any changes.

Thank you for watching this HEROS how to video. For more information on using HEROS, please visit the HEROS page on the HUD Exchange.