

From: Housing.Counseling  
Sent: Tuesday, February 24, 2009 11:12 AM  
To: 'SF-HOUSING-COUNSELING-L@hudlist.hud.gov'  
Subject: HUD User ID Person Name Fix

HUD Housing Counseling Agencies:

We are in the process to clean up the names assigned to agencies user ID for access into the Housing Counseling System, HCS. An agency User ID and password is used to access HCS, whether directly by manually accessing HCS, or electronically through your CMS.

Some agencies have inputted bogus names for the agency user; others input repeated names. Examples of false names are: John Does, Joe Public, xx, etc.

Each agency should post the actual agency's manager/director name that the User ID is assigned to. Please review in your agency profile under the "Personnel" tab, the name in the first contact section under "Agency Manager". Edit the name if the name is not correct and does not represent the agency's manager. On March 5, we will remove any bogus or repeat names. This will impact your ability to access HCS.

This adjustment needs to be completed as soon as possible. We request agencies to make these corrections and for HUD GTRs to monitor and check. Thanks for your cooperation and assistance.