

Single Point of Contact SPOC

User Manual

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What is a Single Point of Contact (SPOC)

- SPOCs are responsible for administering user ID's and passwords for their users, ensuring that only those with appropriate authorization are provided access.
- Create User Accounts
- Manage User Accounts
- Troubleshoot User Accounts

SPOC Account Activation

DSS SAF Account

New User Account

Hello wangxinc@onid.oregonstate.edu,

Your new user account has been created for SecurityUI. You can access SecurityUI [HERE](#).

Thanks,
The DSS SAF Team

NOTICE: This email message and/or its attachments may contain information that is confidential or restricted. It is intended only for the individuals names as recipients in the message. If you are NOT an authorized recipient, you are prohibited from using, delivering, distributing, printing, copying or disclosing the message or content to others and must delete the message from your computer. If you have received this message in error, please notify the DSS SAF team at support@dss.ca.gov.

- I will create your SPOC account
- You will receive an email from DSS SAF
- Click “HERE”

Security Lite URL

- https://identity.dss.ca.gov/SecurityUI_Lite
- Security UI Lite will time out if not used for approximately 1 minute

New User Account Creation

SECURITYUI LITE TEST

Please sign in

County Email Address ie travis.test@somecounty.gov

Login

- Go to https://identity.dss.ca.gov/SecurityUI_Lite
- The SPOC enters their email address and clicks Login

New User Account Creation (Cont.)

SECURITYUI LITE TEST



- You'll be redirected to this screen

Help us protect your account

This application requires two-step verification.

Attention: A one-time use AccessCode was just sent to your e-mail address. Please enter it below.

Enter your access code

I sign in frequently on this device. Don't ask me for a code.

Sign in

[Having trouble? Click here to resend code](#)

New User Account Creation (Cont.)

DSS SAF Account

Access Code

Thanks for helping us verify your DSS SAF Account for SecurityUI.

Here is your Access Code: **888662**

This is a verification code, not a password.

If you didn't request this code, and believe that someone may be trying to access your account, please [contact us](#)

The DSS SAF Team

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- You will receive an email similar to this, with a new access code.

New User Account Creation (Cont.)

SECURITYUI LITE TEST



- Paste the Access Code into the textbox

Help us protect your account
This application requires two-step verification.

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[Sign in](#) [Having trouble? Click here to resend code](#)

New User Account Creation (Cont.)

SECURITYUI LITE TEST 

Assigned Apps **Unassigned Apps**

 My Apps

Filter

Actions	Application	App Description	App Type	App Status	My Role
	TLRWA	trustline webapp test environment	Web	ACTIVE	State Administrator

- Click the portrait picture under Actions

New User Account Creation (Cont.)

SECURITYUI LITE TEST Home Application(s) - Hello, wangxinchen2009@gmail.com (User) Logout

TLRWA Users

Users

Create User

Quick Filter Type here... Search Reset

Sort By: **UserName** | UserStatus | DateCreated | LastActivityDate View As: [List View] [Table View]

Viewing: 1 - 38 of 38 Users :: Include Deleted Users? Active Pending Locked Deleted

	<p>Username: al.som-anya@dss.ca.gov</p> <p>Status: PENDING</p> <p>✉ al.som-anya@dss.ca.gov</p> <p>📅 Date Created: 05/11/2015</p> <p>📅 Last Activity Date: 05/11/2015</p> <p>View User Activity</p>	    
<p>Show More Details</p>		
	<p>Username: Alicia.vu.@dss.ca.gov</p>	    

- You will see a list of users

New User Account Creation (Cont.)

SECURITYUI LITE TEST Home Application(s) - Hello, wangxinchen2009@gmail.com (User) Logout

TLRWA Users

Users

Create User

Quick Filter Type here... Search Reset

Sort By: **UserName** | UserStatus | DateCreated | LastActivityDate View As: [List View] [Table View]

Viewing: 1 - 38 of 38 Users :: Include Deleted Users? [] Active Pending Locked Deleted

200x200

Username: al.som-anya@dss.ca.gov
Status: PENDING
✉ al.som-anya@dss.ca.gov
📅 Date Created: 05/11/2015
📅 Last Activity Date: 05/11/2015
View User Activity

Show More Details

Username: Alicia.vu.@dss.ca.gov

- Click on “Create User” Button

New User Account Creation (Cont.)

Create TLRWA User ×

UserName

UserStatus

DateCreated

LastActivityDate

EmailAddress

user_type

AssignedCounty

Password **Generate Random Password**

E-Mail User Don't Send User E-Mail
 Send User E-Mail immediately
 Add User E-Mail to QUEUE

- UserName is the user's email address
- UserStatus should be "Pending"
- user_type should be data_entry
- Assign a county to the new user from the county list you have been assigned to

New User Account Creation (Cont.)

Create TLRWA User ✕

UserName	test.user@dss.ca.gov
UserStatus	Pending ▼
DateCreated	6/15/2015
LastActivityDate	6/15/2015
EmailAddress	test.user@dss.ca.gov
user_type	data_entry ▼
AssignedCounty	Alameda ▼
Password	<input checked="" type="checkbox"/> Generate Random Password
E-Mail User	<input type="radio"/> Don't Send User E-Mail <input checked="" type="radio"/> Send User E-Mail immediately <input type="radio"/> Add User E-Mail to QUEUE

Unlocking User Accounts

SECURITYUI LITE TEST

Please sign in

County Email Address ie travis.testers@somecounty.gov

Login

- Go to https://identity.dss.ca.gov/SecurityUI_Lite
- The SPOC enters their email address and clicks Login

Unlocking User Accounts (Cont.)

SECURITYUI LITE TEST



- You'll be redirected to this screen

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Sign in

[Having trouble? Click here to resend code](#)

Unlocking User Accounts (Cont.)

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- You will receive an email similar to this with a new access code.

Unlocking User Accounts (Cont.)

SECURITYUI LITE TEST



- Paste the Access Code into the textbox

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This application requires two-step verification.

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[Sign in](#) [Having trouble? Click here to resend code](#)

Unlocking User Accounts (Cont.)

SECURITYUI LITE TEST 

Assigned Apps Unassigned Apps

 My Apps

Filter

Actions	Application	App Description	App Type	App Status	My Role
	TLRWA	trustline webapp test environment	Web	ACTIVE	State Administrator

- Click the portrait picture under Actions

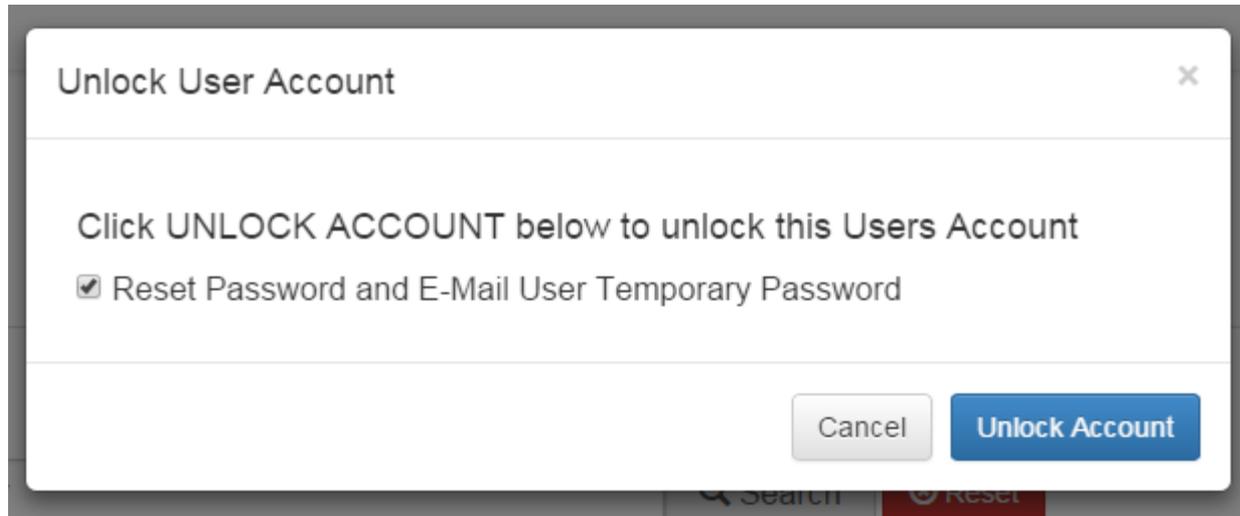
Unlocking User Accounts (Cont.)

Status colors: Active Pending Locked Deleted

25	Username: test2.colettek@4C.org Status: ACTIVE	✉ Colettek@4C.org 📅 Created: 06/03/2015 📅 Last Activity: 06/03/2015	▼ Show More Details					
26	Username: David.O'Meara@ssa.ocgov.com Status: LOCKED  Unlock Account	✉ David.O'Meara@ssa.ocgov.com 📅 Created: 05/08/2015 📅 Last Activity: 05/12/2015	▼ Show More Details					
27	Username: qwerty@dss.ca.gov Status: LOCKED  Unlock Account	✉ kaden.wang@dss.ca.gov 📅 Created: 06/02/2015 📅 Last Activity: 06/02/2015	▼ Show More Details					
28	Username: sbaltz@ccrcca.org Status: LOCKED  Unlock Account	✉ sbaltz@ccrcca.org 📅 Created: 05/08/2015 📅 Last Activity: 05/12/2015	▼ Show More Details					
29	Username: al.som-anya@dss.ca.gov Status: PENDING	✉ al.som-anya@dss.ca.gov 📅 Created: 05/11/2015 📅 Last Activity: 05/11/2015	▼ Show More Details					
30	Username: Alicia.vu.@dss.ca.gov Status: PENDING	✉ Alicia.vu.@dss.ca.gov 📅 Created: 05/08/2015 📅 Last Activity: 05/08/2015	▼ Show More Details					

- Click “Unlock Account”

Unlocking User Accounts (Cont.)



- Click “Unlock Account”

Unlocking User Accounts (Cont.)

25	Username: test2.colettek@4C.org Status: ACTIVE	✉ Colettek@4C.org 📅 Created: 06/03/2015 📅 Last Activity: 06/03/2015	▼ Show More Details					
26	Username: David.O'Meara@ssa.ocgov.com Status: LOCKED  Unlock Account	✉ David.O'Meara@ssa.ocgov.com 📅 Created: 05/08/2015 📅 Last Activity: 05/12/2015	▼ Show More Details					
27	Username: qwerty@dss.ca.gov Status: LOCKED  Unlock Account	✉ kaden.wang@dss.ca.gov 📅 Created: 06/02/2015 📅 Last Activity: 06/02/2015	▼ Show More Details					
28	Username: sbaltz@ccrcca.org Status: LOCKED  Unlock Account	✉ sbaltz@ccrcca.org 📅 Created: 05/08/2015 📅 Last Activity: 05/12/2015	▼ Show More Details					
29	Username: al.som-anya@dss.ca.gov Status: PENDING	✉ al.som-anya@dss.ca.gov 📅 Created: 05/11/2015 📅 Last Activity: 05/11/2015	▼ Show More Details					
30	Username: Alicia.vu.@dss.ca.gov Status: PENDING	✉ Alicia.vu.@dss.ca.gov 📅 Created: 05/08/2015 📅 Last Activity: 05/08/2015	▼ Show More Details					

- User account color will change from Red to White

Resetting User Passwords

SECURITYUI LITE TEST

Please sign in

County Email Address ie travis.testers@somecounty.gov

Login

- Go to https://identity.dss.ca.gov/SecurityUI_Lite
- The SPOC enters their email address and clicks Login

Resetting User Passwords (Cont.)

SECURITYUI LITE TEST



- You'll be redirected to this screen

Help us protect your account

This application requires two-step verification.

Attention: A one-time use AccessCode was just sent to your e-mail address. Please enter it below.

Enter your access code

I sign in frequently on this device. Don't ask me for a code.

Sign in

[Having trouble? Click here to resend code](#)

Resetting User Passwords (Cont.)

DSS SAF Account

Access Code

Thanks for helping us verify your DSS SAF Account for SecurityUI.

Here is your Access Code: **888662**

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Resetting User Passwords (Cont.)

SECURITYUI LITE TEST



- Paste the Access Code into the textbox

Help us protect your account

This application requires two-step verification.

Attention: A one-time use AccessCode was just sent to your e-mail address. Please enter it below.

.....

I sign in frequently on this device. Don't ask me for a code.

Sign in

[Having trouble? Click here to resend code](#)

Resetting User Passwords (Cont.)

SECURITYUI LITE TEST 

Assigned Apps Unassigned Apps

 My Apps

Filter

Actions	Application	App Description	App Type	App Status	My Role
	TLRWA	trustline webapp test environment	Web	ACTIVE	State Administrator

- Click the portrait picture under Actions

Resetting User Passwords (Cont.)

SECURITYUI LITE TEST Home Application(s) - Hello, wangxinchen2009@gmail.com (User) Logout

Viewing: 1 - 39 of 39 Users :: Include Deleted Users? Active Pending Locked Deleted

1	Username: allyssa.ericson@dss.ca.gov Status: ACTIVE	allyssa.ericson@dss.ca.gov Created: 05/08/2015 Last Activity: 05/22/2015	▼ Show More Details			
2	Username: ciburns@kem.org Status: ACTIVE	ciburns@kem.org Created: 05/08/2015 Last Activity: 05/19/2015	▼ Show More Details			
3	Username: colette@4C.org Status: ACTIVE	gary.nixon@dss.ca.gov Created: 05/20/2015 Last Activity: 05/20/2015	▼ Show More Details			
4	Username: csc.hmidt@placercoe.k12.ca.us Status: ACTIVE	csc.hmidt@placercoe.k12.ca.us Created: 05/08/2015 Last Activity: 05/13/2015	▼ Show More Details			
5	Username: data@dss.ca.gov Status: ACTIVE	kaden.wang@dss.ca.gov Created: 05/07/2015 Last Activity: 06/09/2015	▼ Show More Details			
6	Username: dhills@drewcdc.org Status: ACTIVE	dhills@drewcdc.org Created: 05/08/2015 Last Activity: 05/18/2015	▼ Show More Details			
7	Username: DixalU@4C.org Status: ACTIVE	ITLBNNewSystem@dss.ca.gov Created: 05/22/2015 Last Activity: 05/27/2015	▼ Show More Details			
8	Username: gary.nixon@dss.ca.gov Status: ACTIVE	gary.nixon@dss.ca.gov Created: 05/12/2015 Last Activity: 05/13/2015	▼ Show More Details			

Additional User Property(s):
user_type: data_entry
Password: [Reset PW](#)

- Click “Show More Details”
- Click “Reset PW”

Resetting User Passwords (Cont.)

Reset Password

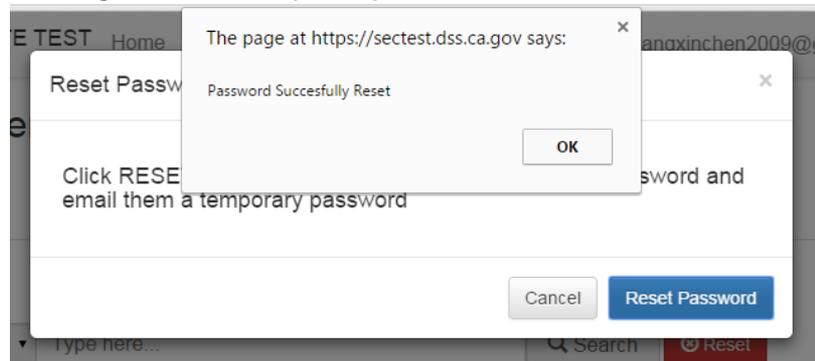
Click RESET PASSWORD below to reset this Users Password and email them a temporary password

Cancel

Reset Password

- Click “Reset Password”
- Click OK on the Popup
- Click Cancel After the Popup disappears

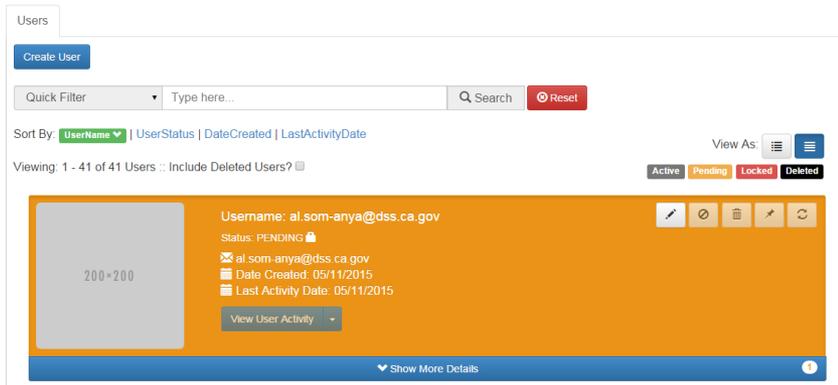
est.dss.ca.gov/web1/dss_security/SecurityUI_Lite/Users/All/23#



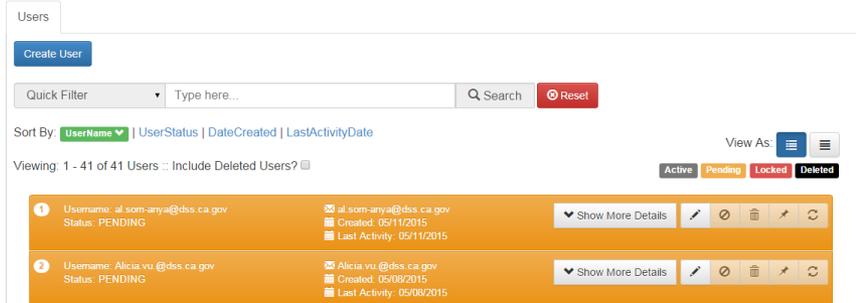
Miscellaneous

- Toggle View
 - Refresh

Toggle View



- The “View As” Toggle will change the way users are displayed
- The blue indicates which view type is selected
- Top: View as Card
- Bottom: View as Row



Refresh

- Whenever you create a new user or unlock a user, you will not immediately see the change
- Click the Refresh icon next to TLRWA Users to see the change you made

TLRWA Users

The screenshot shows the 'TLRWA Users' interface. At the top left, there is a 'Users' tab and a 'Create User' button. Below this is a search bar with a 'Quick Filter' dropdown, a search input field, and a 'Search' button. To the right of the search bar is a 'Reset' button. Below the search bar, the sorting options are 'Sort By: Username | UserStatus | DateCreated | LastActivityDate'. The 'UserStatus' dropdown is currently set to 'PENDING'. To the right of the sorting options is a 'View As' dropdown menu. Below the sorting options, it says 'Viewing: 1 - 41 of 41 Users :: Include Deleted Users?'. Below this are four status buttons: 'Active', 'Pending', 'Locked', and 'Deleted'. The main content area shows a list of users. The first user is 'al.som-anya@dss.ca.gov' with a status of 'PENDING'. The second user is 'Alicia.viu@dss.ca.gov' with a status of 'PENDING'. The third user is 'colettek@4C.org' with a status of 'PENDING'. Each user entry has a 'Show More Details' button and a set of action icons (edit, delete, refresh, etc.).

TLRWA Users

The screenshot shows the 'TLRWA Users' interface after a refresh. The layout is identical to the previous screenshot, but the 'UserStatus' dropdown is now set to 'ACTIVE'. The first user entry, 'al.som-anya@dss.ca.gov', now has a status of 'ACTIVE' and a refresh icon next to it. The other users are not visible in this view.

Common Issues

- SecurityUI works best under Internet Explorer 9 and above. If a user is on Internet Explorer 8, it is advised that they install an alternative browser, such as Google Chrome, Safari, or Firefox.
- SPOCs are responsible for working with affected IT departments to ensure that system-generated emails sent from donotreply-DSS-Security@dss.ca.gov (IP 162.2.111.10) are not blocked by firewalls.
- If a user does not receive an access code, please have them check their SPAM folder.
- For additional support, SPOCs may contact the CDSS CCLD Application Support Desk

Questions?

- Contact CDSS CCLD Application Support Desk
- (916) 651-5241
- ccldapppdesk@dss.ca.gov