NEW YORK STATE | Office of Temporary and Disability Assistance

Biennial Employment Plan System (BEPS): District System User

User Manual

July 2021

For Training Purposes Only

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Brief Description

This manual provides the District Local Area Network (LAN) Administrators with instruction on how to add users, edit user details, inactivate users, and update commissioner information for the Biennial Employment Plan System (BEPS) application. **Access to the BEPS system in managed in the Flexible Fund for Family Services (FFFS) system.**

The Home Screen

The **Home** (Welcome) screen is the first screen to display upon logging into the FFFS system. The screen provides tabs at the top of the screen to navigate to additional screens.

- Access the FFFS system via the intranet at **https://fffs.otda.ny.gov** or via CentraPort.
- The **NY.gov ID Login** screen displays. Enter a username and password in the appropriate fields and then click the **Sign in** button.

   Note: Users who are locked out of their account and need support accessing the system should contact the Human-Services-Information Technology Services (HS-ITS) Enterprise Service Desk: (800) 697-1323.

- The **Home** screen displays tabs appropriate to the user's role located at the top of the screen in the Navigation Bar. These tabs allow users to navigate to additional FFFS screens.

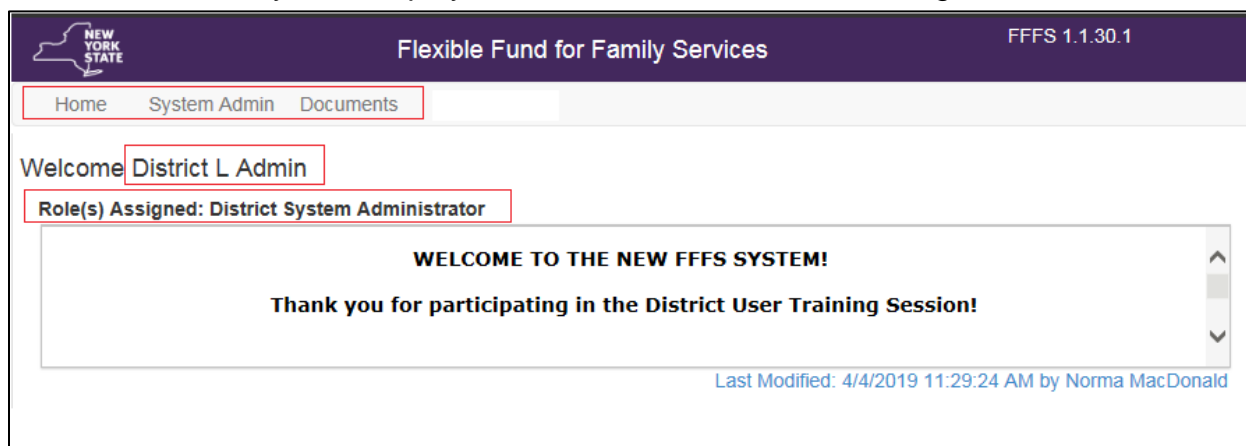   **Note:** The system displays the full name and the roles assigned to the user.

Figure 1: Sample FFFS Home screen

Manage District Users

To view District Users, click the **System Admin** tab located in the Navigation Bar and select the **Manage District Users** tab.

Figure 2: Tab selection from the Navigation Bar

The system displays the **District User** screen. A new user can be added or the details of an existing user can be modified.
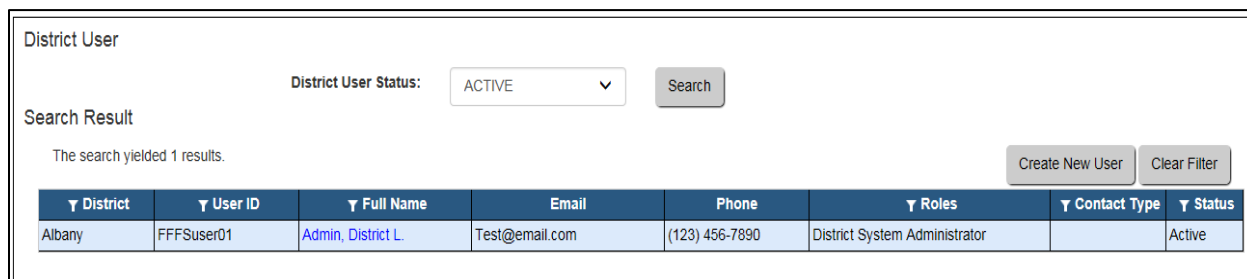

Figure 3: Sample District User Screen

The list can be filtered using the filter icon available next to the column names. When the filter icon is clicked, a filter pop-up box will display.

- The column can be sorted in ascending or descending order.
- Additional search parameters can be entered in the fields.
- Click the **Apply** button to apply the selected filters.

Click the **Clear Filter** button on the **District User** screen to clear any filters applied.

Add New User

To add a new district user, click the **Create New User** button on the **District User** screen. The **Add District User** screen displays.

Figure 4: Sample Add District User Screen

- The **User ID** is the NY.gov ID assigned to the user. The field is not case-sensitive.

- Enter the **First Name** and **Last Name** of the user, Middle Initial (**MI**) is optional.

- In the **Email** field, enter the email address where the user wants all BEPS emails sent.

- Enter the **Phone** number and extension, if any.

- The user must be assigned a role. Select the appropriate role from the list. BEPS roles are in the box to the right (the left box contains FFFS roles).

Role	Permissions
District System Administrator	Add/Edit District User Information Edit Commissioner information
BEPS District Viewer	Read-Only access to all functionalities View Documents uploaded in the system
BEPS District User	All the functionalities of "District Viewer" plus Modify the Plan View Documents uploaded in the system
BEPS District Submitter	All the functionalities of "District User" plus Submit the Plan View Documents uploaded in the system

- Ignore **Contact Type**, it is for FFFS users.
- Click the **Save** button to create a new user record.

Modify User

To **Modify** a district user, click the **Name** hyperlink under the column **Full Name** on the **District User** screen.

Figure 5: Sample Modify District User Screen

- The user can be inactivated by selecting the status **Inactive**.
- The **User Information** section can be updated as needed.
- Role assignment can be updated by selecting the desired role.
- Click the **Save** button to update the record with changes made.

Manage Commissioner

To view the Commissioner information, click the **System Admin** tab located in the Navigation Bar and select the **Manage Commissioner** tab.

Figure 6: Tab selection from the Navigation Bar

The system displays the **District Commissioner** screen. The details of the Commissioner can be modified from this screen.

Figure 7: Sample District Commissioner Screen

- The **Title** for the Commissioner must be kept up to date. The title entered here will be used to prepopulate the title on the certification screen.
- All FFFS related emails, with the Commissioner as a recipient, will be sent to the email provided in the **Email** field.
- Click the **Save** button to update the Commissioner info with the changes made.

Note: Entering information in this screen does not grant the Commissioner access to the system. Commissioner designation is separate from user role assignment for system access.

Entitlements

Users must be granted entitlement to BEPS. BEPS entitlements are managed through the Delegated Administration site.
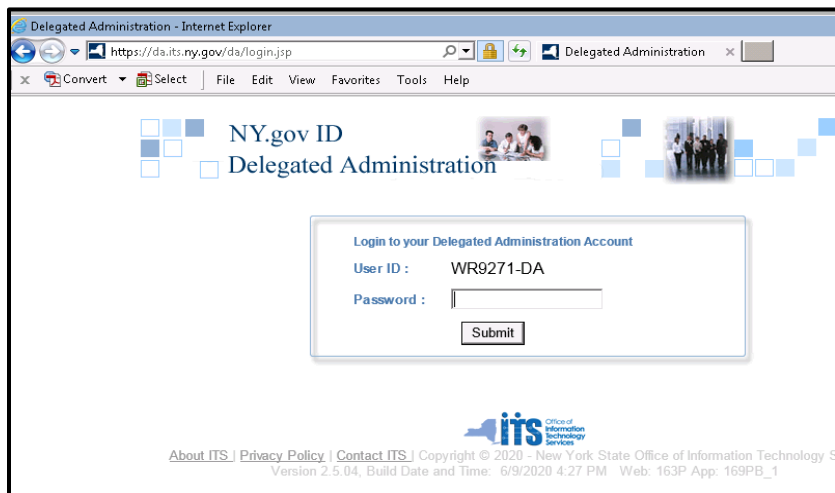
Log in to the **Delegated Administration** site.

Figure 8: Delegated Administration site

Search for the user that needs entitlement to BEPS.
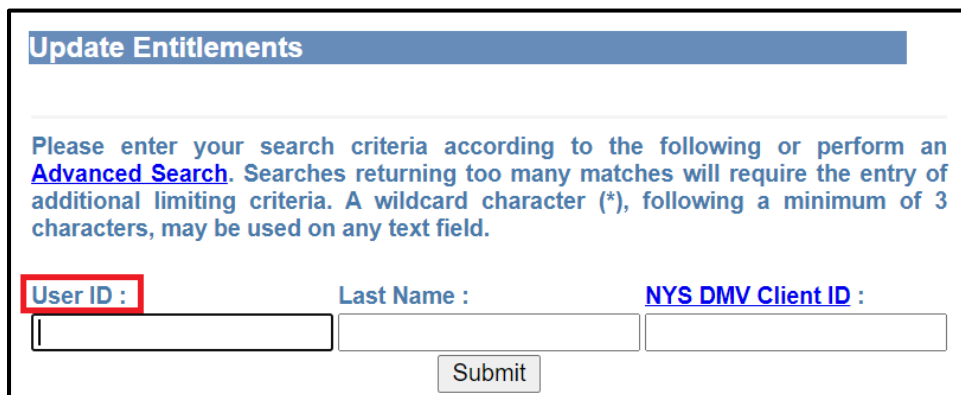
Figure 9: Search User Screen

Grant the user entitlement to the Flexible Fund for Family Services/Biennial Employment Plans application.

Figure 10: Update Entitlements Screen- choose attribute "y," to grant access.