

Volume No. 3—Automated Systems Applications	TOPIC NO.	70615-LAS 87
Function No. 70600—LAS 87 Online	TOPIC	SECURITY
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Overview

Introduction LAS 87 security function allows access to LAS 87 only for authorized users. Users may have either Update or View Only security status.

All users requiring Update access must complete the online LAS 87 training and pass the LAS 87 Certification Test. Only persons that have completed the online LAS 87 Training and passed the online LAS 87 Certification Test will be granted Update access to LAS 87.

View Only access is available for anyone with a business need to review the lease information and reports in LAS 87.

LAS 87 requires the assignment of an agency LAS 87 Security Officer and LAS 87 Coordinator. The LAS 87 Security Officer's role is to manage the access to the web-based online system with the Department of Accounts (DOA). The LAS 87 Coordinator facilitates the data entry of lease information and payment information in LAS 87.

LAS 87 Security Officer The primary duty of the LAS 87 Security Officer is to control access to LAS 87 by agency personnel.

The position serves as the key liaison between DOA and all agency personnel who

- interact with LAS 87,
- submit data to LAS 87, and
- have an interest in LAS 87 web-based, online data and reports.

The LAS 87 Security Officer may be the agency's fiscal officer or anyone who has been delegated financial data security authority by the agency head.

The LAS 87 Security Officer must sign and submit the *LAS 87 Authorized Signatures* (LAS 87-S3) form to DOA. The form must be signed by all persons authorized to “Update” lease transactions in the web enabled LAS 87. **Instructions and a sample LAS 87 Authorized Signature(s) Form (LAS 87-S3) follow.**

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LAS 87 Login Screen—Forgot Password, Continued

Instructions for Completing the Security

The LAS 87 Security Officer completes the following information on the *LAS 87 Authorized Signatures* (LAS 87-S3) form which follows:

Authorization Form

- 1 Agency Number
- 2 Agency Name
- 3 Security Officer's Telephone Number
- 4 Security Officer's FAX Number
- 5 Date of the Form
- 6 Signature of LAS 87 Security Officer
- 7 Print the name, title, and email address of person(s) authorized to “Update” transactions in the LAS 87.
- 8 Obtains the signatures of the authorized personnel; and
- 9 Maintains a copy for the agency records, and forwards the original form to DOA.
- 10 The LAS 87–S3 Form as well as the other agency access forms are available on DOA’s website at <https://www.doa.virginia.gov/forms.shtml#LeaseAccounting>

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User IDs

DOA establishes each person's User ID using the *LAS 87 Authorized Signatures* (LAS 87-S3) form. Each person is given Update status unless View Only status is requested on the LAS 87 Security Access Request Form.

Only persons that have completed the online LAS 87 Training and passed the online LAS 87 Certification Test will be granted “Update” access to LAS 87.

“Update” status allows a person to enter, edit, renew, early terminate or delete leases in LAS 87. LAS 87 is a real-time online system so any lease changes entered by the user are immediately reflected in the Lease Listing and LAS 87 reports.

The LAS 87 Security Access Request Form (LAS 87-S1) is used to

- establish a new User ID for the LAS 87 web-enabled online system,
- change information regarding a User ID, or
- delete a User ID by DOA staff (as an alternative LAS 87 Security Officers may email DOA requesting that an individual user’s access be terminated).

LAS 87 logs changes to lease information via a Change Log by User ID.

The LAS 87-S1 form is used by DOA to establish a user's authorized access to the LAS 87 web-enabled, online system through the Security Table.

Agencies should allow one day for the LAS 87 User ID to be assigned. The agency submits a LAS 87-S1 (*LAS 87 Security Access Request* form) to the Financial Reporting Section at DOA. DOA performs a review of the LAS 87-S1 form and enters the User ID in the security table. DOA then assigns a temporary password and notifies the user of the User ID and temporary password. The user must change and confirm the temporary password to one known only by the user.

As access to LAS 87 is granted, the *LAS 87 Security Access Request* form is signed by an authorized DOA staff member, and the agency security officer is then notified that the new User ID has been established. The *LAS 87 Authorized Signature* form and *LAS 87 Security Access Request* form should be submitted to DOA at the same time unless “View Only” access is being requested. “View Only” access requires the submission of only the *LAS 87 Security Access Request* form if no other additional access is required.

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LAS 87 Login Screen—Forgot Password, Continued

Establishing Your Password

Once DOA notifies the user(s) that they are authorized to use LAS 87, the user should follow Logon instructions in CAPP Topic No. 70620-LAS 87, *Logging On and Off*, to access the LAS 87 Logon screen.

Follow the instructions to change your password. The LAS 87 online system requires each user to change their password after 90 days. New LAS 87 passwords are required to be at least 8 characters long and must have at least three of the four criteria shown below.

1. Must contain at least 1 upper case letter
2. Must contain at least 1 lower case letter
3. Must contain at least 1 number, and
4. Must contain at least 1 special character (@, #, \$, etc.)

LAS 87 remembers each user’s last 24 passwords, therefore the same password **can not** be reused for 24 password renewal cycles. Users may change their LAS 87 passwords only once within a 24-hour period. Contact DOA if you encounter any problems.

Resetting Suspended Logon Identification Numbers

LAS 87 allows a user up to 5 attempts to logon to the system.

After the fifth unsuccessful attempt, the user’s account is suspended. If this occurs, the User ID must be reset by DOA and a new temporary password established and provided to the user to re-establish the user’s authorization to access LAS 87.

To request DOA to reset a password, the agency Security Officer or LAS 87 user submits a password reset request via email to DOA. Please include your telephone number when sending this request so that DOA may contact you.

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New USER Options for Resetting Forgotten Passwords

LAS 87 allows each user to reset a forgotten password by answering two challenge questions that the user had previously established. When the user correctly answers each challenge question and clicks the Submit Challenge Answers button, the user is presented with a final LAS 87—Forgot Password screen that allows the user to change their password by entering and confirming their new password and verifying their email address.

Note: The email address entered above must match the email address that LAS 87 maintains within the User ID record. An error message will be shown if the user enters a different email address. Contact DOA if the user’s email address does not match LAS 87 or if you experience other problems in resetting your password.

LAS 87 provides a second option to resetting a forgotten password whereby the user enters their email address and a “pass phrase” (up to 24 characters long). LAS 87 then creates a temporary user password and sends it directly to the user’s email address. The user is required to enter the temporary password on the LAS 87 Login screen. The user is then presented with a second screen where the user must re-enter the temporary password and “pass phrase.” The user will then be presented with the final LAS 87—Forgot Password screen identified above. Users must then enter and confirm their new password and also verify their email address in the same manner as discussed above.

Note: Passwords can be reset by the user **only once** within 24 hours. An error message will be shown if you attempt to reset your password more frequently. Contact DOA if you experience problems with resetting your password or need additional assistance.

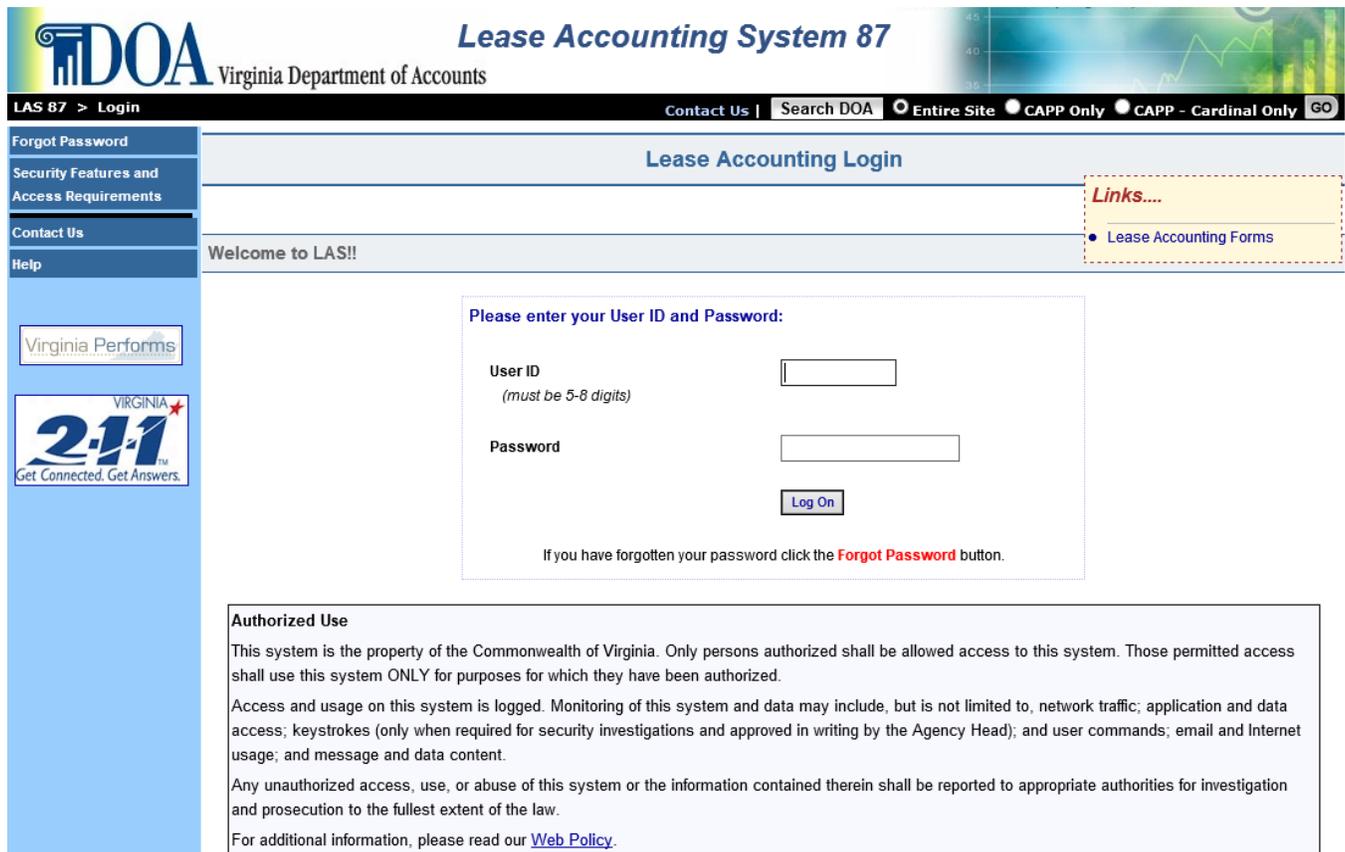
See the following LAS 87 screens that show the processes for users to reset their forgotten passwords.

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LAS 87 Login Screen—Forgot Password

“Forgot Password” Menu Button on the LAS 87 Login Screen

Click the “Forgot Password” menu button in the upper left hand corner of the menu bar shown on the LAS 87 Login screen to reset a forgotten password. This brings up the LAS 87—Forgot Password—Submit screen.



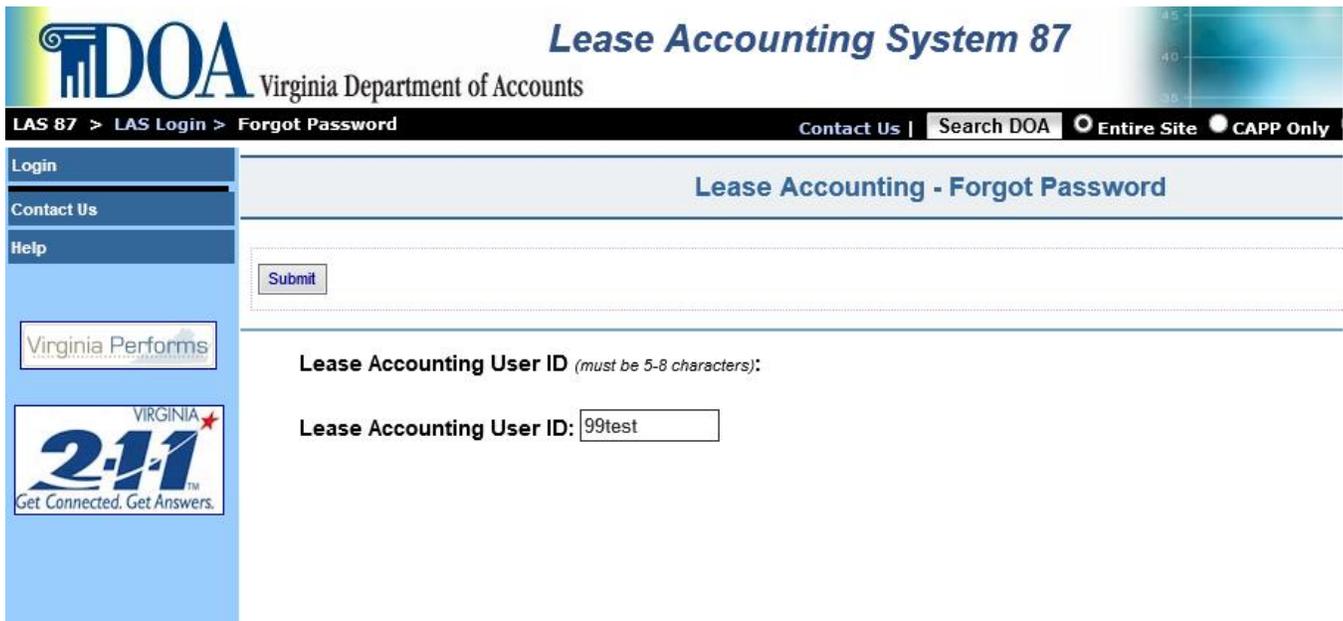
The screenshot shows the 'Lease Accounting System 87' login page. The header includes the Virginia Department of Accounts (DOA) logo and navigation links like 'Contact Us', 'Search DOA', and 'GO'. A left sidebar contains menu items: 'Forgot Password', 'Security Features and Access Requirements', 'Contact Us', and 'Help'. The main content area displays 'Welcome to LAS!!' and a login form with fields for 'User ID' (5-8 digits) and 'Password', along with a 'Log On' button. A 'Forgot Password' link is visible in the top right. Below the login form is an 'Authorized Use' section with a disclaimer.

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LAS 87—Forgot Password—Submit Screen

LAS 87 User ID “Submit” Enter your LAS 87 User ID on this screen and then click the “Submit” button. You will then be presented with another LAS 87—Forgot Password screen that contains two “Challenge” questions.



DOA Virginia Department of Accounts

Lease Accounting System 87

LAS 87 > LAS Login > Forgot Password

Contact Us | Search DOA | Entire Site CAPP Only

Login

Contact Us

Help

Virginia Performs

VIRGINIA 2-1-1 Get Connected. Get Answers.

Lease Accounting - Forgot Password

Lease Accounting User ID *(must be 5-8 characters):*

Lease Accounting User ID:

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LAS 87—Forgot Password—Submit Challenge Questions Screen

LAS 87 “Challenge Questions”

Enter answers to the two previously-established “Challenge” questions shown. Click the “Submit Challenge Answers” menu button to access the final LAS 87—Forgot Password screen that allows users to create a new password.

Users must first create “Challenge” questions and answers prior to using this password reset option. See the “Create Challenge Questions” subsection later in this CAPP topic.

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LAS 87—Forgot Password—Password Reset Screen

“Update Password and Verify Email”

On the final LAS 87—Forgot Password screen, users enter and confirm their new password. Users must also verify their email address on this screen. LAS 87 will provide a confirmation message in bold red letters when the new password has been accepted. LAS 87 will also generate an error message if there is a problem with the password update.

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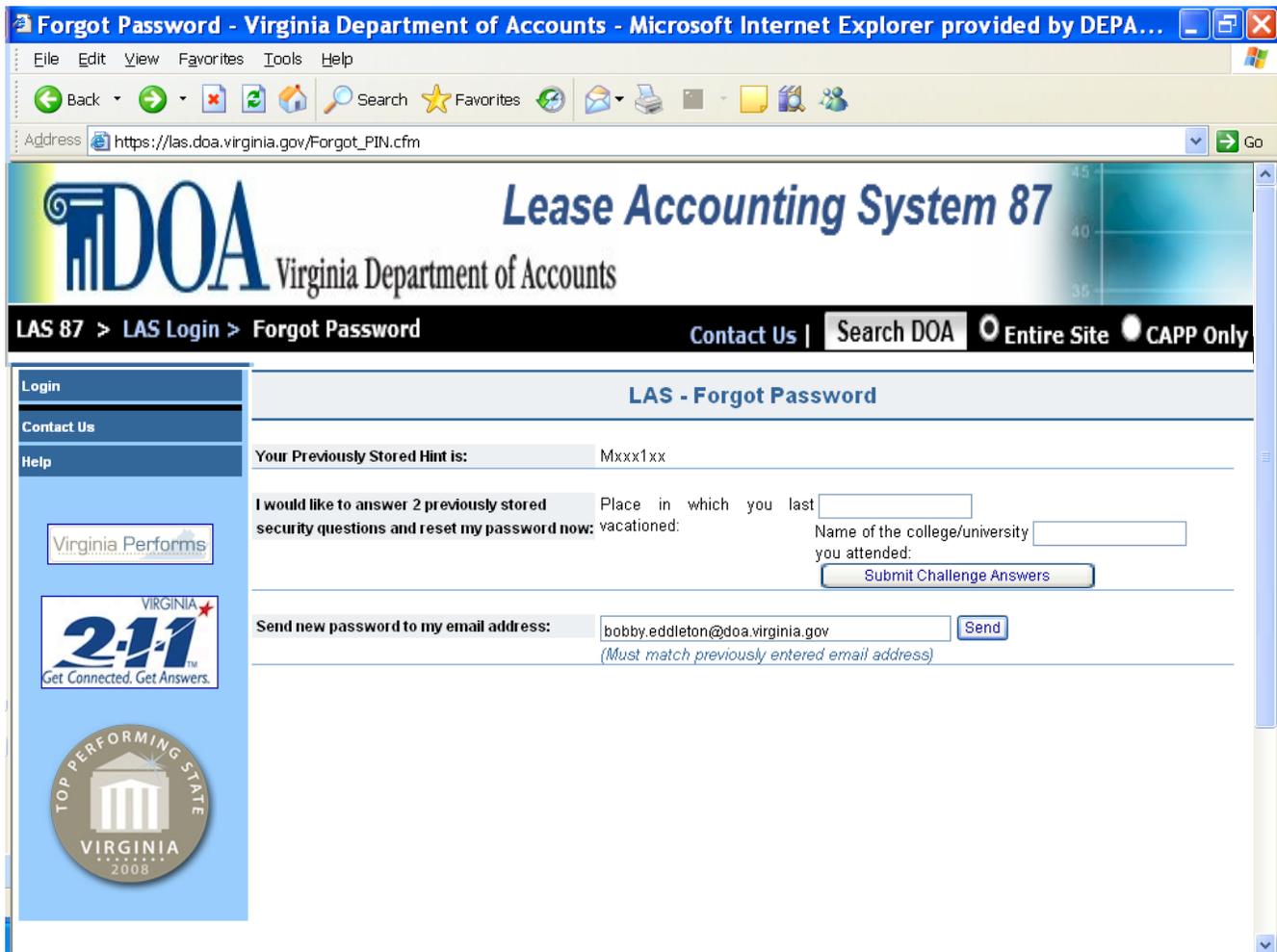
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LAS 87—Forgot Password—Send Email Option Screen

LAS 87 “Send Email” Option

Another password reset option exists whereby LAS 87 creates a temporary password when the user enters their email address. This option is accessed on the same screen as the “Submit Challenge Answers” screen previously shown but instead of providing answers to the “Challenge” questions; the user enters their correct email address. The email address entered must match the email address contained in the LAS 87 security record for the user’s LAS 87 ID.

Contact DOA if you receive an error message that your email address is incorrect when using this password reset option.



Forgot Password - Virginia Department of Accounts - Microsoft Internet Explorer provided by DEPA...

Address: https://las.doa.virginia.gov/Forgot_PIN.cfm

DOA Virginia Department of Accounts **Lease Accounting System 87**

LAS 87 > LAS Login > Forgot Password [Contact Us](#) | [Search DOA](#) Entire Site CAPP Only

LAS - Forgot Password

Your Previously Stored Hint is: Mxxx1xx

I would like to answer 2 previously stored security questions and reset my password now:

Place in which you last vacationed:

Name of the college/university you attended:

Send new password to my email address:

(Must match previously entered email address)

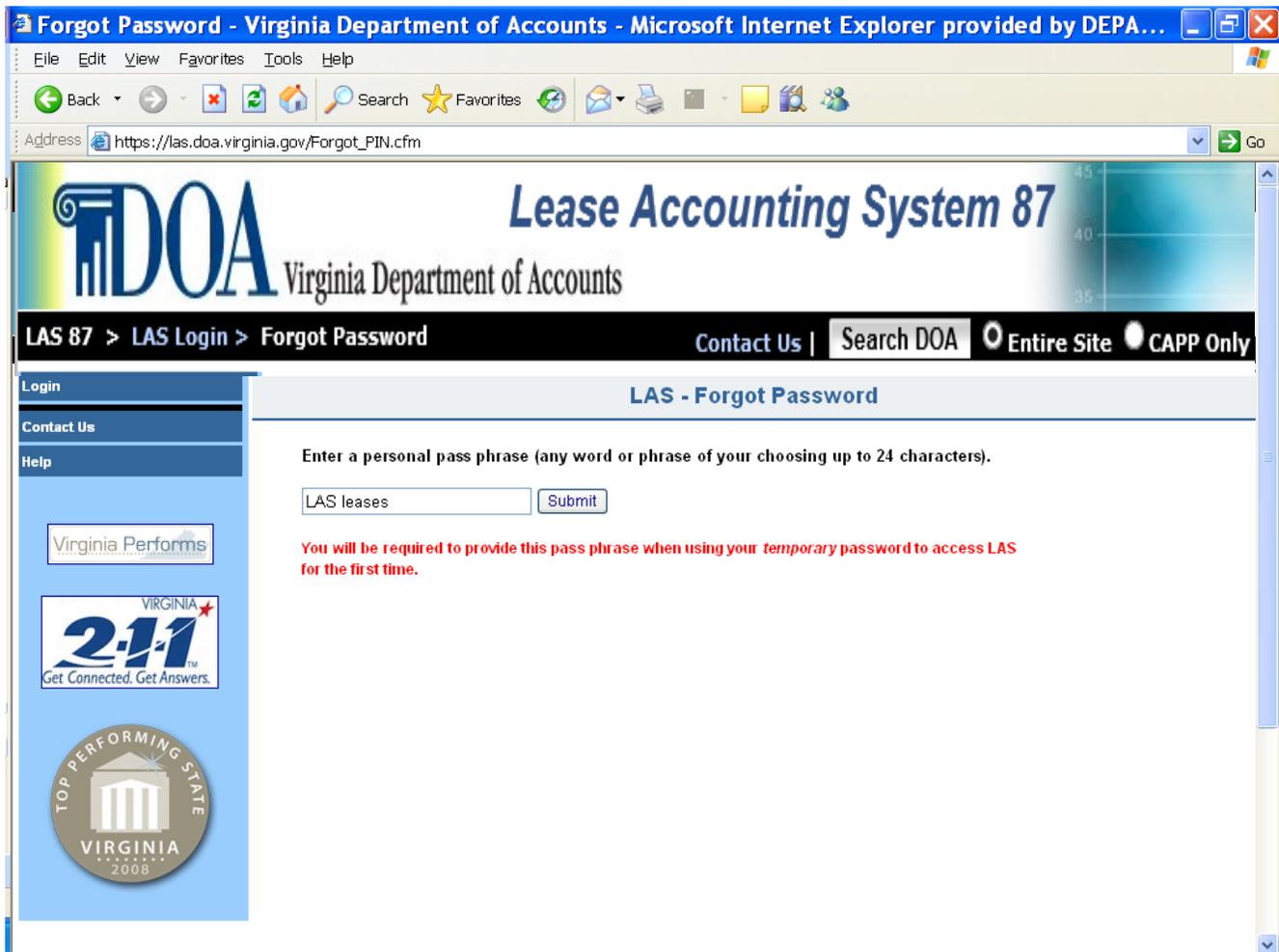
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LAS 87—Forgot Password—Email Password Screen

“Create Pass Phrase and Verify Email”

Entering a correct email address on the previous screen presents another LAS 87—Forgot Password screen whereby the user creates a “pass phrase” (up to 24 characters long) and clicks the “Submit” menu button. The system then emails the user a temporary password. The user will then enter their User ID and the temporary password that was emailed to them on the LAS 87 Login screen. LAS 87 will then direct the user to an additional LAS 87—Forgot Password screen where the temporary password and “pass phrase” must be entered correctly to gain access the final LAS 87—Forgot Password screen that allows the user to create a new user password in the same manner as previously shown.



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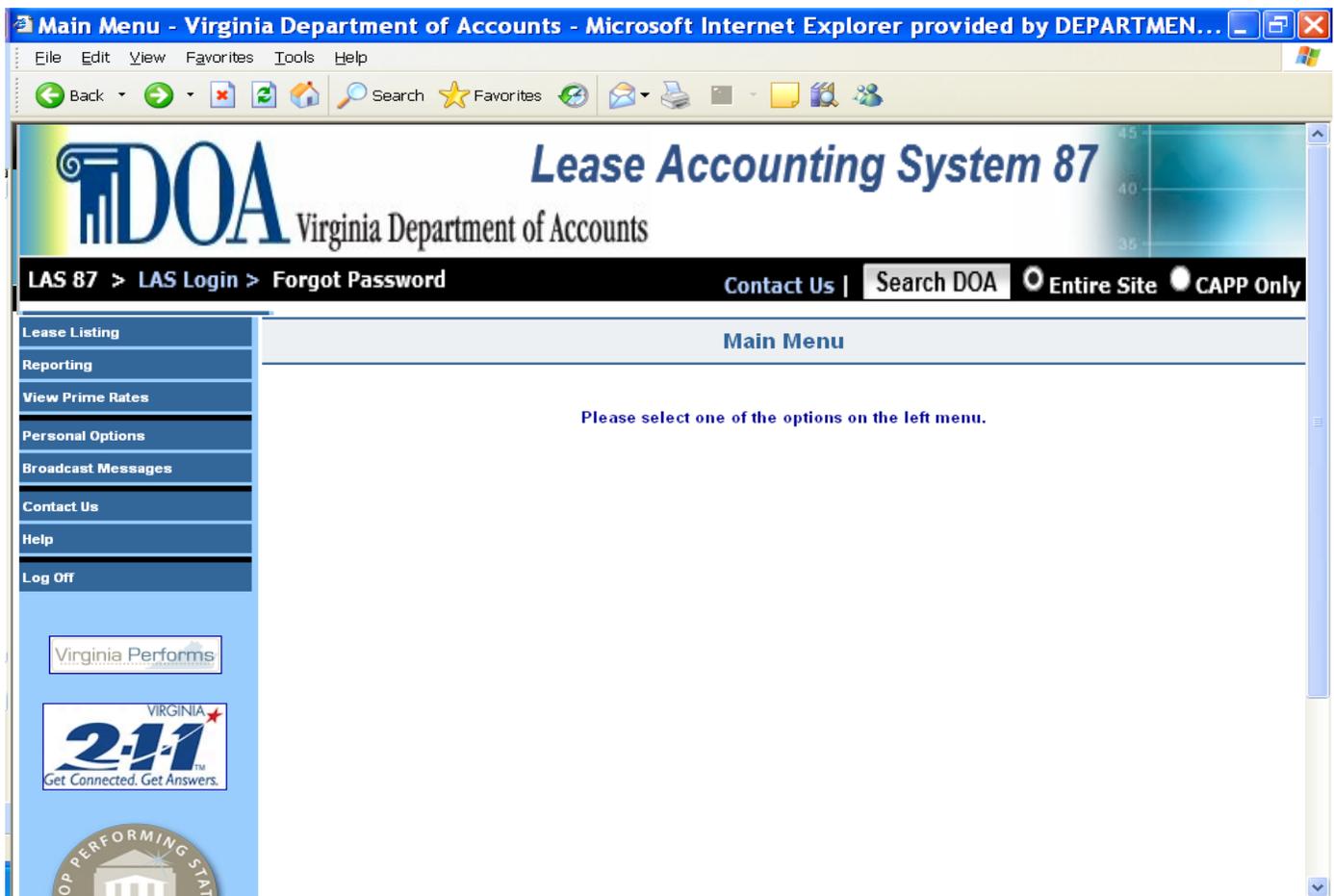
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LAS 87—Create Challenge Questions Screen

“Create Challenge Questions and Answers”

Upon a successful login to LAS 87, users may create two new “Challenge” questions and answers that can be used to reset a forgotten password in the future as necessary.

To create new “Challenge” questions and answers, users must select the “Personal Options” menu button on the LAS 87—Main Menu screen. Using the dropdown listing provided; select two “Challenge” questions and enter your answers. Users must create “Challenge” questions and answers prior to using this Submit Challenge Questions option password reset option described earlier in the CAPP topic.



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LAS 87—Create Challenge Questions, Continued

View and Edit Personal Information

Selecting the “Personal Options” menu button brings up the “View Personal Options” screen where the user can create two new “Challenge” questions that may be used to reset a forgotten password as necessary.

Select the “Edit Personal Options” menu button to create two new “Challenge” questions and answers and update other user information.

View Personal Options

Edit Personal Options

User ID:	100TEST
Password:	*****
Email Address 1:	test.email@doa.virginia.gov
Email Address 2:	
Challenge Question 1:	City in which you were born <i>new york</i>
Challenge Question 2:	Name of your first pet <i>bark bark</i>
Hint:	@Lastest1019
Date Password Changed:	11/06/2019 04:11 a
Date Last Updated:	01/09/2020

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Internal Control

Internal Control

The agency may assign “Update” status to personnel responsible for entering or updating lease information or payment information in LAS 87. “View Only” status is appropriate to anyone having a business need to review the lease information and LAS 87 report without having to input the actual lease data. **Only users that have completed the online LAS 87 training and passed the online LAS 87 test will be granted “Update” access to LAS 87.**

Agencies should develop internal procedures that ensure leases are properly recorded on the system and verification of lease data with the source documents including the actual lease agreement.

LAS 87 Security Officers should remind users about the importance of maintaining secret passwords to restrict access to LAS 87 online to only authorized personnel.

Contacts

DOA Contact

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