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Overview

Introduction

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

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

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

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

LAS Plus Security Officer

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

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

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

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

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The LAS Plus Security Officer completes the following information on the LAS Plus Authorized Signatures (LAS Plus) form which follows:

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 Plus Security Officer
7. Print the name, title, and email address of person(s) authorized to “Update” transactions in the LAS Plus.
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 Plus 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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Overview, Continued

User IDs

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

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

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

The LAS Plus Security Access Request Form (LAS Plus) is used to

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

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

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

Agencies should allow one day for the LAS Plus User ID to be assigned. The agency submits a LAS Plus (LAS Plus Security Access Request form) to the Financial Reporting Section at DOA. DOA performs a review of the LAS Plus 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 Plus is granted, the LAS Plus 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 Plus Authorized Signature* form and LAS Plus 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 Plus Security Access Request form if no other additional access is required.

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Establishing Your Password

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

Follow the instructions to change your password. The LAS Plus online system requires each user to change their password after 90 days. New LAS Plus 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 Plus 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 Plus passwords only once within a 24-hour period. Contact DOA if you encounter any problems.

Resetting Suspended Logon Identification Numbers

LAS Plus 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 Plus.

To request DOA to reset a password, the agency Security Officer or LAS Plus 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.
Overview, Continued

New USER Options for Resetting Forgotten Passwords

LAS Plus 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 Plus—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 Plus 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 Plus or if you experience other problems in resetting your password.

LAS Plus 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 Plus 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 Plus 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 Plus—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 Plus screens that show the processes for users to reset their forgotten passwords.
LAS Plus Login Screen—Forgot Password

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

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LAS Plus—Forgot Password—Submit Screen

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

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LAS Plus—Forgot Password—Submit Challenge Questions Screen

**LAS Plus “Challenge Questions”**

Enter answers to the two previously-established “Challenge” questions shown. Click the “Submit Challenge Answers” menu button to access the final LAS Plus—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 Plus—Forgot Password—Password Reset Screen

“Update Password and Verify Email”

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

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LAS Plus—Forgot Password—Send Email Option Screen

LAS Plus “Send Email” Option

Another password reset option exists whereby LAS Plus 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 Plus security record for the user’s LAS Plus ID.

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

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LAS Plus—Forgot Password—Email Password Screen

Entering a correct email address on the previous screen presents another LAS Plus—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 Plus Login screen. LAS Plus will then direct the user to an additional LAS Plus—Forgot Password screen where the temporary password and “pass phrase” must be entered correctly to gain access the final LAS Plus—Forgot Password screen that allows the user to create a new user password in the same manner as previously shown.
LAS Plus—Create Challenge Questions Screen

“Create Challenge Questions and Answers”

Upon a successful login to LAS Plus, 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 Plus—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 Plus—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

<table>
<thead>
<tr>
<th>User ID:</th>
<th>100TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>********</td>
</tr>
<tr>
<td>Email Address 1:</td>
<td><a href="mailto:test.email@doa.virginia.gov">test.email@doa.virginia.gov</a></td>
</tr>
<tr>
<td>Email Address 2:</td>
<td></td>
</tr>
<tr>
<td>Challenge Question 1:</td>
<td>City in which you were born  <em>new york</em></td>
</tr>
<tr>
<td>Challenge Question 2:</td>
<td>Name of your first pet  <em>bark bark</em></td>
</tr>
<tr>
<td>Hint:</td>
<td>@Lastestf1019</td>
</tr>
<tr>
<td>Date Password Changed:</td>
<td>11/06/2019 04:11 a</td>
</tr>
<tr>
<td>Date Last Updated:</td>
<td>01/05/2020</td>
</tr>
</tbody>
</table>
Internal Control

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

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

Contacts

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