

<b>Volume No. 3—Automated Systems Applications</b>	<b>TOPIC NO.</b>	<b>70615 – Cardinal</b>
<b>Section No. 70600—Lease Accounting System</b>	<b>TOPIC</b>	<b>LAS Security</b>
	<b>DATE</b>	<b>October 2018</b>

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## Overview

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**Introduction** The Lease Accounting System (LAS) security function allows access to LAS only for authorized users. Users may have either “Update” or “View Only” security status.

**Only persons that have attended an instructor-led, LAS training or completed the online LAS Training and passed the online LAS Certification Test will be granted “Update” access to LAS.**

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

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

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

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

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

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

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<b>Instructions for Completing the Security Authorization Form</b>	<p>The LAS Security Officer completes the following information on the <i>LAS Authorized Signatures</i> (LAS-S3) form which follows:</p> <ol style="list-style-type: none"> <li>1 Agency Number</li> <li>2 Agency Name</li> <li>3 Security Officer's Telephone Number</li> <li>4 Security Officer's FAX Number</li> <li>5 Date Form</li> <li>6 Signature of LAS Security Officer</li> <li>7 Print the name, title, and email address of person(s) authorized to “update” transactions in the LAS.</li> <li>8 Obtains the signatures of the authorized personnel; and</li> <li>9 Maintains a copy for the agency records, and forwards the original form to DOA.</li> </ol>
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Form: LAS – S3

**DEPARTMENT OF ACCOUNTS**  
**LAS Authorized Signatures**

Agency Number: \_\_\_\_\_ Agency Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Date: \_\_\_\_\_ LAS Security Officer: \_\_\_\_\_  
(Signature)

*The following person(s) are either authorized or have been delegated authority by the agency head to **enter/”update”** transactions into the Lease Accounting System (LAS). Furthermore, this is to certify that these individual(s) have been properly trained in the use of the Lease Accounting System.*

Authorized Person:  
**(Please Print)** \_\_\_\_\_  
Signature \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Authorized Person:  
**(Please Print)** \_\_\_\_\_  
Signature \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_

**Please forward to: (Preferred method is to scan to a PDF showing signatures and email to Andrew.Binks @doavirginia.gov)**  
Department of Accounts  
Financial Reporting  
P.O. Box 1971  
Richmond, VA 23215-1971

(Please use the continuation, if more than two (2) authorized persons.)

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**LAS Authorized Signatures (continuation page)**

Authorized Person:  
**(Please Print)** \_\_\_\_\_  
Signature \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Authorized Person:  
**(Please Print)** \_\_\_\_\_  
Signature \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Authorized Person:  
**(Please Print)** \_\_\_\_\_  
Signature \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Authorized Person:  
**(Please Print)** \_\_\_\_\_  
Signature \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Authorized Person:  
**(Please Print)** \_\_\_\_\_  
Signature \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_

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### Logon IDs

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

**Only persons that have attended a live LAS training or completed the online LAS Training and passed the online LAS Certification Test will be granted “Update” access to LAS.**

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

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

- establish a new logon id for the LAS web-enabled online system,
- change information regarding a logon id, or
- delete a logon id by DOA staff.

LAS logs changes to lease information via a change log by user id.

**A sample LAS-S1 form follows this subsection.**

The LAS-S1 form is used by DOA to establish a user's authorized access to the LAS web-enabled, online system through the Security Table. Agency Security Officers are notified by DOA staff when the logon ids and other security data have been established in LAS.

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

As access to LAS is granted, the *LAS Security Access Request* form is signed by an authorized DOA staff and the agency security officer is also notified that the new logon has been established. The *LAS Authorized Signature* form and *LAS 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 Security Access Request* form if no other access is required.

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Form: LAS – S1

**DEPARTMENT OF ACCOUNTS  
LAS Security Access Request Form**

Date: \_\_\_\_\_

Agency Number: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

LAS Coordinator: \_\_\_\_\_

Email address: \_\_\_\_\_

*I certify that this agency maintains a system of internal control over on-line access LAS adequate to prevent unauthorized access to or changes in the data contained therein, and that the use of this form constitutes an integral part of that internal control system.*

Date: \_\_\_\_\_ LAS Security Officer: \_\_\_\_\_

“View Only” Status Requested Yes \_\_\_\_ No \_\_\_\_

Print User Name			User Email Address	DOA Assigned LAS ID Number	Date LAS Access Added
First	M. Int.	Last			

New User(s) Email Address(es) \_\_\_\_\_

Access Agencies: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please forward to: (Preferred method is to scan to a PDF showing signatures and email to Andrew.Binks@doa.virginia.gov)**

**Department of Accounts  
 Financial Reporting  
 P.O. Box 1971  
 Richmond, VA 23218-1971**

DOA AUTHORIZED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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### Establishing Your Password

Once notified that the user is authorized to use LAS, follow Logon instructions in CAPP Topic No. 70620, *LAS Logging On and Off*, to access the LAS Logon screen.

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

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### Resetting Suspended Logon Identification Numbers

LAS 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 Logon 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.

To request DOA to reset a password, Form LAS-S2 may be completed, signed by the agency Security Officer, and sent to DOA at the address noted on the form. An **alternative** is the agency Security Officer or LAS user submits a password reset request via email to DOA. Please include your telephone number when sending this request.

**A sample LAS-S2 form follows this subsection.**

The form may also be faxed to DOA. See the DOA CONTACT at the end of this CAPP topic. It is recommended that users create LAS passwords that they can easily remember but are difficult for someone else to guess to minimize the chances of suspending a user account.

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**Form: LAS – S2**

**DEPARTMENT OF ACCOUNTS**

Date: \_\_\_\_\_

Agency Number: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Date: \_\_\_\_\_ LAS Security Officer: \_\_\_\_\_

*In an attempt to either change their passwords or logon to the system, the person(s) listed below have reached the maximum number of allowable attempts. Please have the passwords reset at your earliest convenience.*

<b>Data Entry ID#</b>	<b>Name</b>	<b>Email Address</b>

DOA (LAS Accounting System)

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Agency Person Notified of Password Change:  
 \_\_\_\_\_

**Please Forward to:**

Department of Accounts  
 Financial Reporting  
 P.O. Box 1971  
 Richmond, VA 23218-1971  
 or  
 FAX Form to 225-2430  
 DEPARTMENT OF ACCOUNTS  
 (Please call prior to sending FAX)

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### **New USER Options for Resetting Forgotten Passwords**

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

LAS 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 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 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— 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 screens that show the processes for users to reset their forgotten passwords.**

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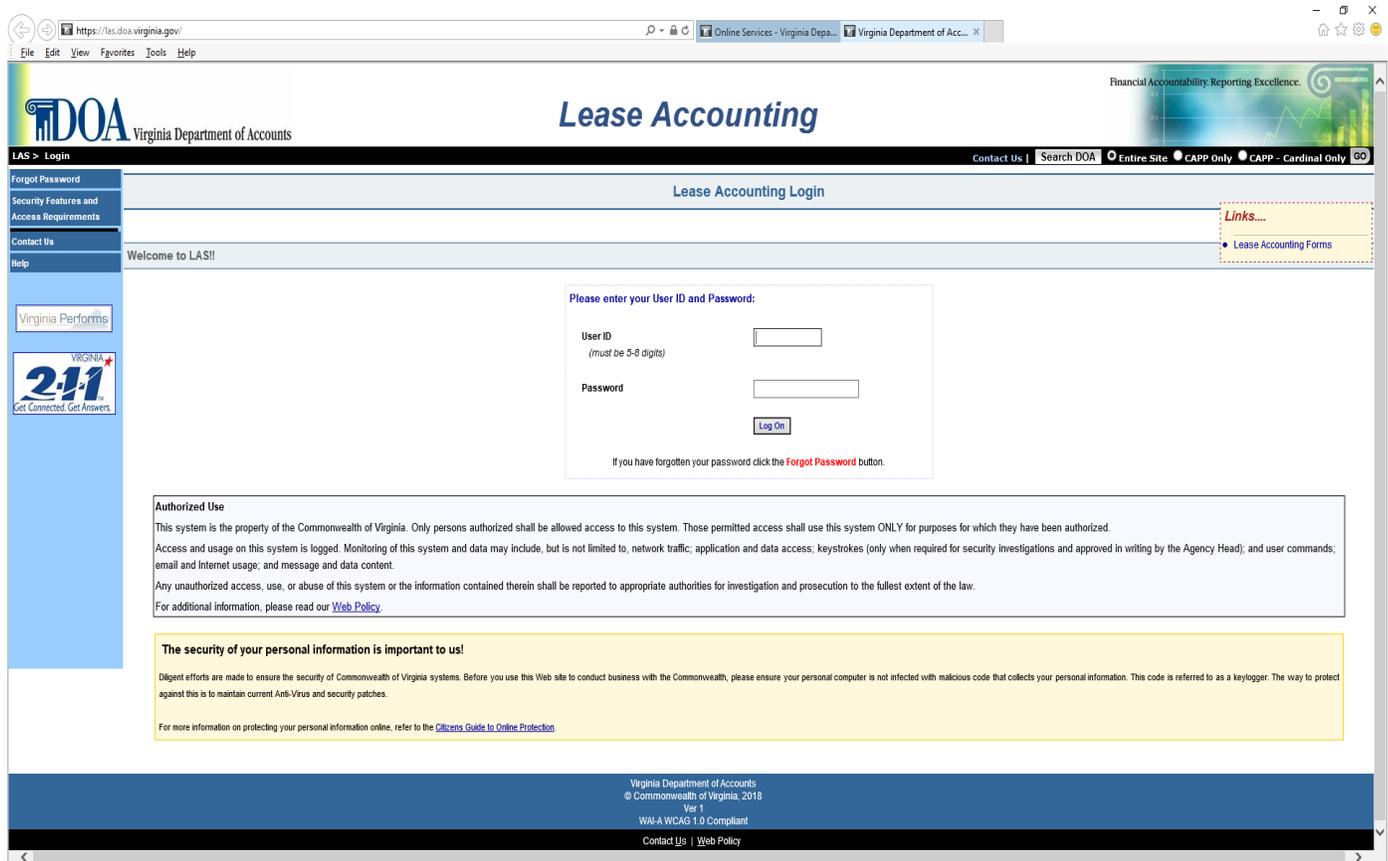
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## LAS Login Screen—Forgot Password

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

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



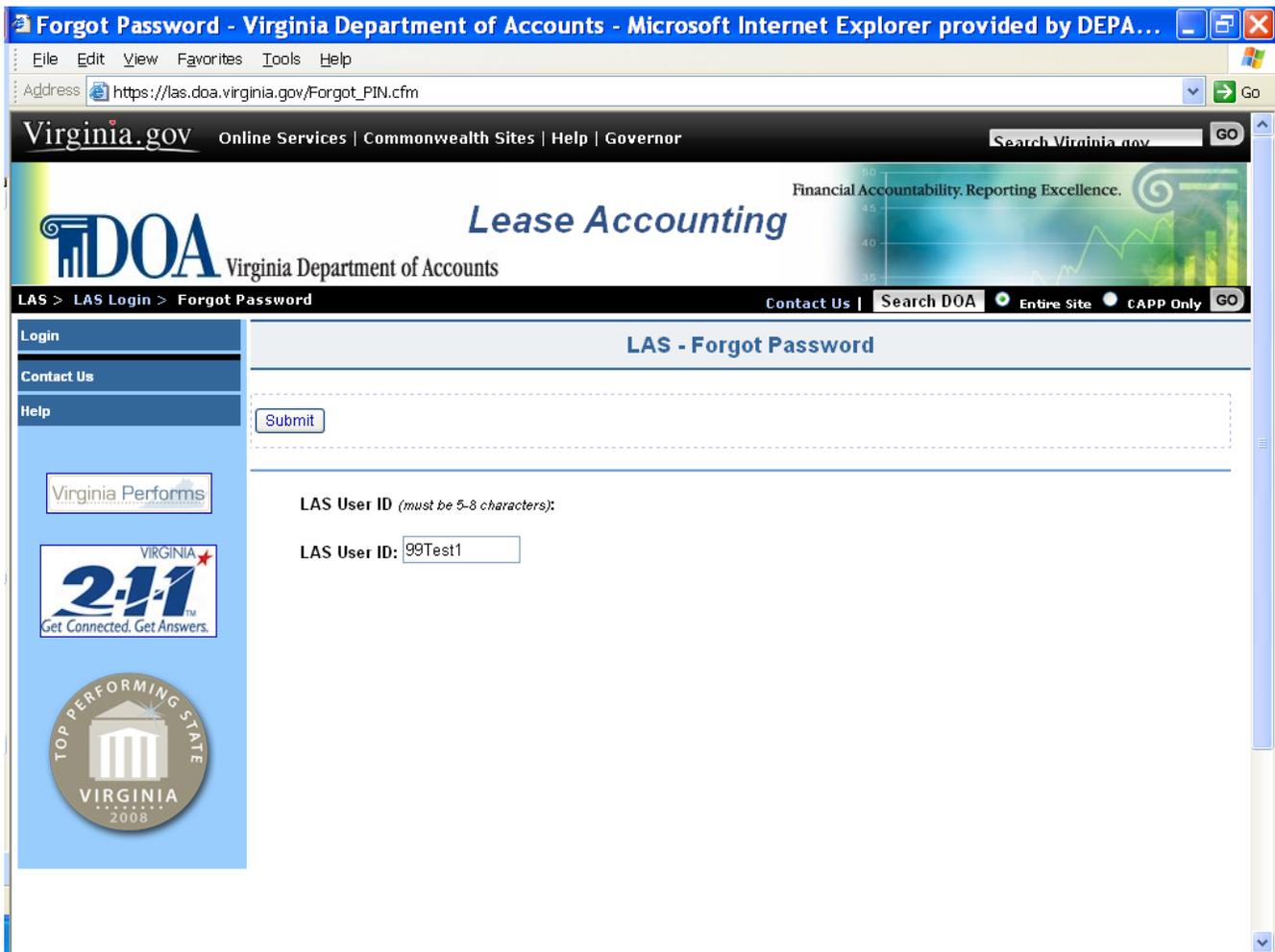
The screenshot shows the LAS Login screen in a web browser. The browser address bar displays <https://las.doa.virginia.gov/>. The page header includes the Virginia Department of Accounts (DOA) logo and the text "Lease Accounting". A navigation bar at the top left contains several menu items: "LAS > Login", "Forgot Password", "Security Features and Access Requirements", "Contact Us", and "Help". The "Forgot Password" menu item is highlighted. The main content area displays a "Lease Accounting Login" form with fields for "User ID (must be 5-8 digits)" and "Password", and a "Log On" button. Below the form, there is a section for "Authorized Use" and a yellow box with the text "The security of your personal information is important to us!". The footer contains copyright information for the Commonwealth of Virginia, 2018, and mentions "WAI-A WCAG 1.0 Compliant".

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## LAS—Forgot Password—Submit Screen

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



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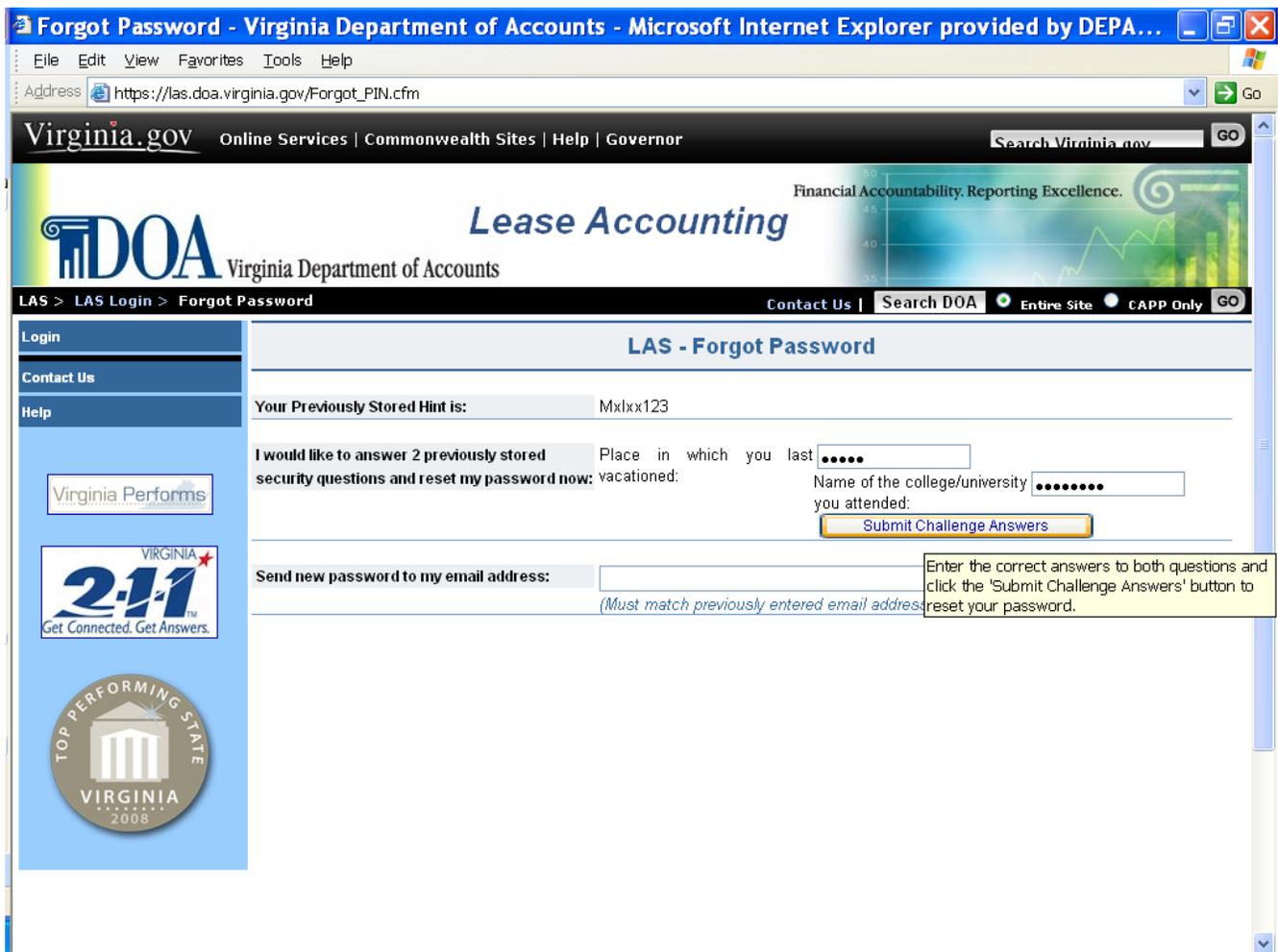
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## LAS—Forgot Password—Submit Challenge Questions Screen

### LAS “Challenge Questions”

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



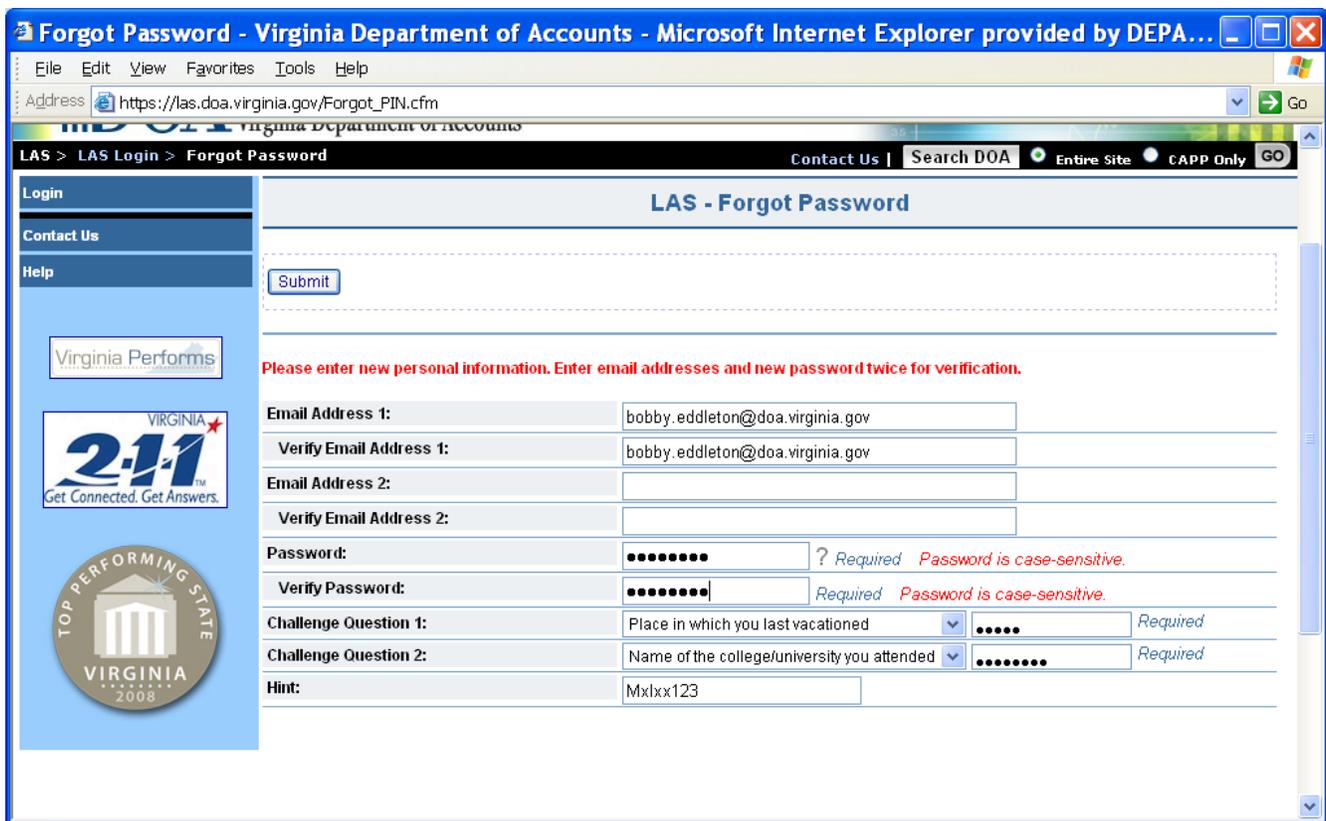
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## LAS—Forgot Password—Password Reset Screen

### “Update Password and Verify Email”

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



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## LAS—Forgot Password—Send Email Option Screen

### LAS “Send Email” Option

Another password reset option exists whereby LAS 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 his correct email address. The email address entered must match the email address contained in the LAS security record for the user’s LAS ID.

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

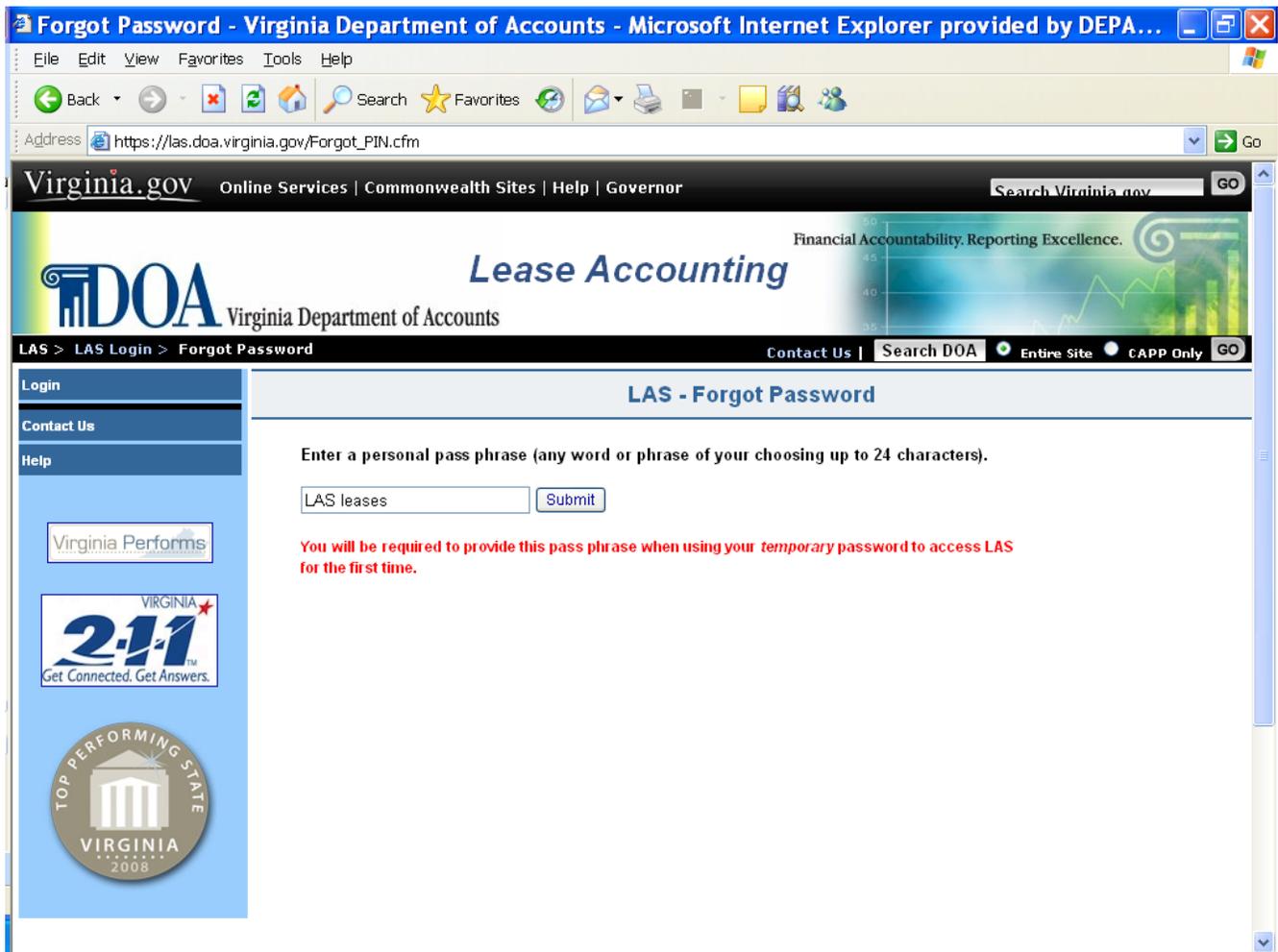
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## LAS—Forgot Password—Email Password Screen

### “Create Pass Phrase and Verify Email”

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



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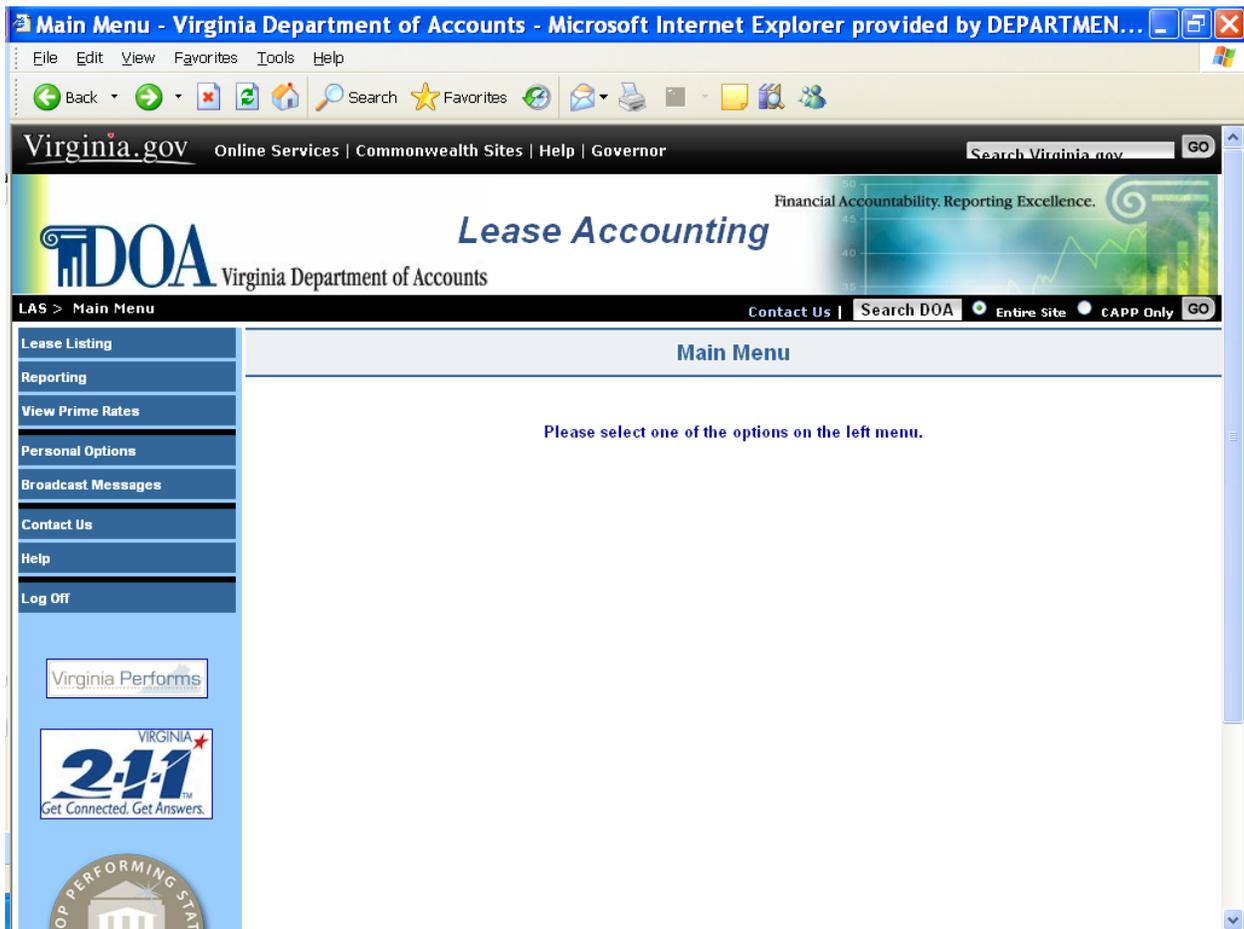
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## LAS—Create Challenge Questions Screen

### “Create Challenge Questions and Answers”

Upon a successful login to LAS; 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—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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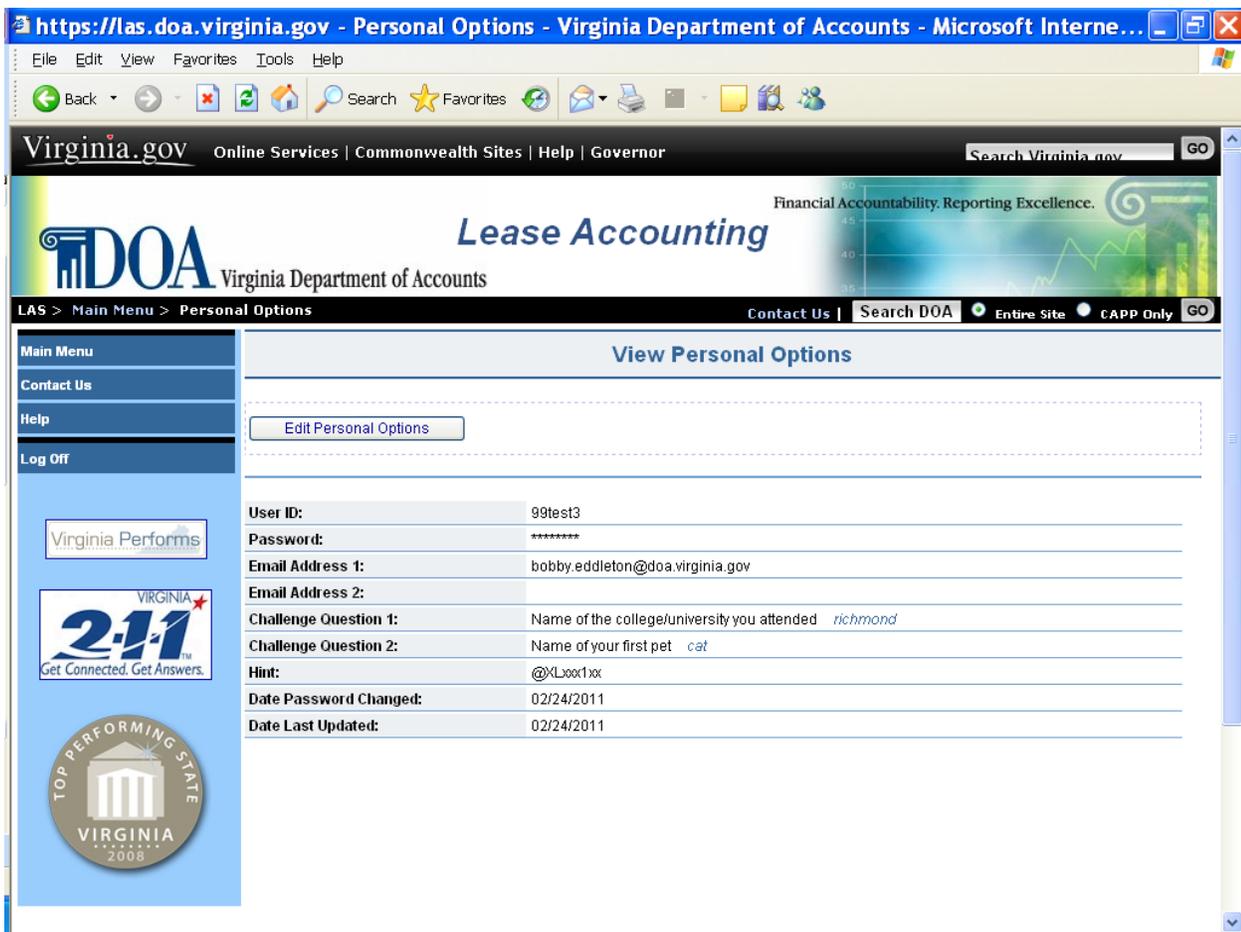
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## LAS—Create Challenge Questions, Continued

### 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.



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## Internal Control

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### Internal Control

The agency may assign “Update” status to personnel responsible for entering or updating lease information or payment information in LAS. “View Only” status is appropriate to anyone having a business need to review the lease information and LAS report without having to input the actual lease.

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

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

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## Contacts

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### DOA Contact

Assistant Director, Financial Reporting

 (804) 225-2257

FAX (804) 225-2430

Email [finrept@doa.virginia.gov](mailto:finrept@doa.virginia.gov)

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