

# Navigating through the HCD Connect User Portal

---

California Department of  
Housing and Community Development



## Table of Contents

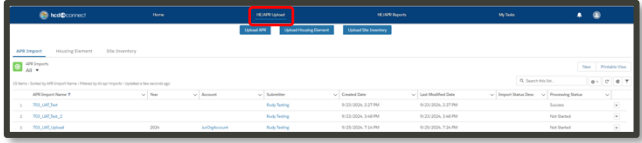
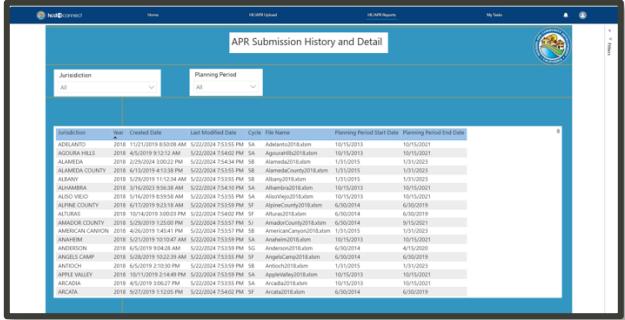
<b>Learning Objectives</b> .....	<b>2</b>
<b>HE/APR Upload Tab</b> .....	<b>3</b>
<b>My Tasks</b> .....	<b>4</b>
<b>Viewing Task Details</b> .....	<b>5</b>
<b>Portal Notification</b> .....	<b>6</b>
<b>My Profile</b> .....	<b>7</b>
Update User Profile.....	7
Update Entity Profile .....	8
Change Password.....	8

# Learning Objectives

At the end of this module, the learner will be able to:

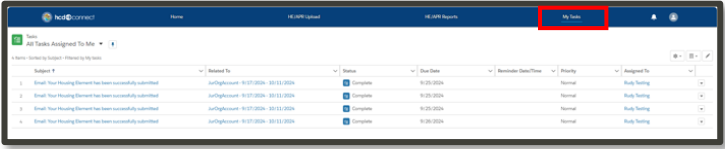
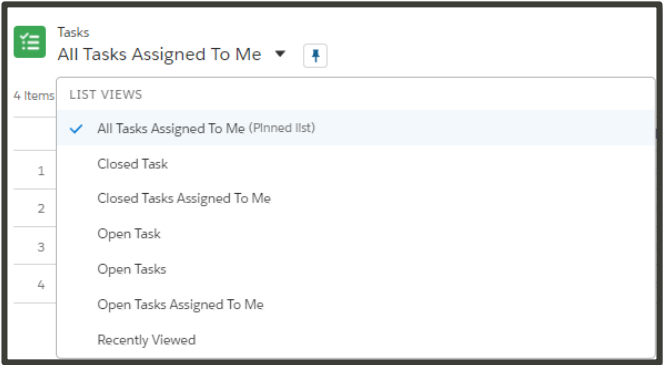
- Learn how to submit Annual Progress Reports, Housing Elements and other documents to the HCD Connect User Portal.
- Understand the features of the Portal.
- View previous submissions.
- Resolve APR Error Files.
- Resubmit Updated APR Files.
- Learn what to do if you need to submit a revised APR file after submission.
- Review the Power BI reports to track data submitted on APR.

# HE/APR Upload Tab

Steps	Screenshot Examples																																																																																																																																																								
<p>1. After registering and logging into the HCD Connect User Portal, navigate to the <b>HE/APR Upload</b> tab at the top of the page in the navigation bar.</p>																																																																																																																																																									
<p>2. Once you are added to the account, you will be able to submit Housing Elements, Annual Progress Reports, and/or Sites Inventory on behalf of the jurisdiction. Additionally, you will be able to view previous submissions.</p>																																																																																																																																																									
<p>3. Navigate to the <b>HE/APR Reports</b> tab to view embedded Power BI reports related to Housing Elements, Sites Inventory and Annual Progress Report Submissions.</p>	 <table border="1"> <thead> <tr> <th>Jurisdiction</th> <th>Year</th> <th>Created Date</th> <th>Last Modified Date</th> <th>CSIR</th> <th>File Name</th> <th>Planning Period Start Date</th> <th>Planning Period End Date</th> </tr> </thead> <tbody> <tr> <td>ADELANTO</td> <td>2018</td> <td>11/21/2019 9:50:28 AM</td> <td>5/22/2024 7:53:51 PM</td> <td>SA</td> <td>Adelan2018.apr</td> <td>10/15/2019</td> <td>10/15/2021</td> </tr> <tr> <td>ROCKWELL HILLS</td> <td>2018</td> <td>4/20/2019 9:32:42 AM</td> <td>5/22/2024 7:54:05 PM</td> <td>SA</td> <td>ApplnRpt2018.apr</td> <td>10/15/2019</td> <td>10/15/2021</td> </tr> <tr> <td>ALAMEDA</td> <td>2018</td> <td>2/26/2024 3:06:22 PM</td> <td>5/22/2024 7:54:34 PM</td> <td>SB</td> <td>Alameda2018.apr</td> <td>1/31/2019</td> <td>1/31/2023</td> </tr> <tr> <td>ALABAMA COUNTY</td> <td>2018</td> <td>6/26/2019 4:18:38 PM</td> <td>5/22/2024 7:54:58 PM</td> <td>SE</td> <td>AlabamaCounty2018.apr</td> <td>1/31/2019</td> <td>1/31/2023</td> </tr> <tr> <td>ALBANY</td> <td>2018</td> <td>5/29/2019 11:12:34 AM</td> <td>5/22/2024 7:55:14 PM</td> <td>SB</td> <td>Albany2018.apr</td> <td>1/31/2019</td> <td>1/31/2023</td> </tr> <tr> <td>ALABAMA</td> <td>2018</td> <td>3/7/2020 9:58:48 AM</td> <td>5/22/2024 7:54:51 PM</td> <td>SA</td> <td>Alabama2018.apr</td> <td>10/15/2019</td> <td>10/15/2021</td> </tr> <tr> <td>ALBUQUERQUE</td> <td>2018</td> <td>5/16/2019 9:05:58 AM</td> <td>5/22/2024 7:55:35 PM</td> <td>SA</td> <td>Albuqurq2018.apr</td> <td>10/15/2019</td> <td>10/15/2021</td> </tr> <tr> <td>ALPINE COUNTY</td> <td>2018</td> <td>6/11/2019 9:33:31 AM</td> <td>5/22/2024 7:55:59 PM</td> <td>SF</td> <td>AlpineCounty2018.apr</td> <td>6/30/2014</td> <td>6/30/2019</td> </tr> <tr> <td>ARIZONA</td> <td>2018</td> <td>10/14/2019 9:03:01 PM</td> <td>5/22/2024 7:56:02 PM</td> <td>SF</td> <td>Arizona2018.apr</td> <td>6/30/2014</td> <td>6/30/2019</td> </tr> <tr> <td>ARIZONA COUNTY</td> <td>2018</td> <td>5/29/2019 12:50:01 PM</td> <td>5/22/2024 7:55:57 PM</td> <td>SJ</td> <td>ArizonaCounty2018.apr</td> <td>6/30/2014</td> <td>9/15/2021</td> </tr> <tr> <td>AMERICAN CANON</td> <td>2018</td> <td>4/20/2019 14:41:31 PM</td> <td>5/22/2024 7:55:55 PM</td> <td>SB</td> <td>AmericanCanon2018.apr</td> <td>1/31/2019</td> <td>1/31/2023</td> </tr> <tr> <td>ANDHEM</td> <td>2018</td> <td>5/21/2019 10:10:47 AM</td> <td>5/22/2024 7:55:59 PM</td> <td>SA</td> <td>Andhem2018.apr</td> <td>10/15/2019</td> <td>10/15/2021</td> </tr> <tr> <td>ANDREWS</td> <td>2018</td> <td>6/20/2019 19:48:38 AM</td> <td>5/22/2024 7:55:59 PM</td> <td>SS</td> <td>Andrews2018.apr</td> <td>6/30/2014</td> <td>6/30/2019</td> </tr> <tr> <td>ANGEL CAMP</td> <td>2018</td> <td>5/28/2019 10:22:38 AM</td> <td>5/22/2024 7:55:58 PM</td> <td>SF</td> <td>AngelCamp2018.apr</td> <td>6/30/2014</td> <td>6/30/2019</td> </tr> <tr> <td>ARIZONA</td> <td>2018</td> <td>4/20/2019 17:10:30 PM</td> <td>5/22/2024 7:55:59 PM</td> <td>SB</td> <td>Arizona2018.apr</td> <td>1/31/2019</td> <td>1/31/2023</td> </tr> <tr> <td>APPLE VALLEY</td> <td>2018</td> <td>10/11/2019 2:54:49 PM</td> <td>5/22/2024 7:55:58 PM</td> <td>SA</td> <td>AppleValley2018.apr</td> <td>10/15/2019</td> <td>10/15/2021</td> </tr> <tr> <td>ARIZONA</td> <td>2018</td> <td>4/20/2019 18:02:27 PM</td> <td>5/22/2024 7:55:59 PM</td> <td>SA</td> <td>Arizona2018.apr</td> <td>10/15/2019</td> <td>10/15/2021</td> </tr> <tr> <td>ARIZONA</td> <td>2018</td> <td>9/21/2019 11:23:01 PM</td> <td>5/22/2024 7:54:52 PM</td> <td>SF</td> <td>Arizon2018.apr</td> <td>6/30/2014</td> <td>6/30/2019</td> </tr> </tbody> </table>	Jurisdiction	Year	Created Date	Last Modified Date	CSIR	File Name	Planning Period Start Date	Planning Period End Date	ADELANTO	2018	11/21/2019 9:50:28 AM	5/22/2024 7:53:51 PM	SA	Adelan2018.apr	10/15/2019	10/15/2021	ROCKWELL HILLS	2018	4/20/2019 9:32:42 AM	5/22/2024 7:54:05 PM	SA	ApplnRpt2018.apr	10/15/2019	10/15/2021	ALAMEDA	2018	2/26/2024 3:06:22 PM	5/22/2024 7:54:34 PM	SB	Alameda2018.apr	1/31/2019	1/31/2023	ALABAMA COUNTY	2018	6/26/2019 4:18:38 PM	5/22/2024 7:54:58 PM	SE	AlabamaCounty2018.apr	1/31/2019	1/31/2023	ALBANY	2018	5/29/2019 11:12:34 AM	5/22/2024 7:55:14 PM	SB	Albany2018.apr	1/31/2019	1/31/2023	ALABAMA	2018	3/7/2020 9:58:48 AM	5/22/2024 7:54:51 PM	SA	Alabama2018.apr	10/15/2019	10/15/2021	ALBUQUERQUE	2018	5/16/2019 9:05:58 AM	5/22/2024 7:55:35 PM	SA	Albuqurq2018.apr	10/15/2019	10/15/2021	ALPINE COUNTY	2018	6/11/2019 9:33:31 AM	5/22/2024 7:55:59 PM	SF	AlpineCounty2018.apr	6/30/2014	6/30/2019	ARIZONA	2018	10/14/2019 9:03:01 PM	5/22/2024 7:56:02 PM	SF	Arizona2018.apr	6/30/2014	6/30/2019	ARIZONA COUNTY	2018	5/29/2019 12:50:01 PM	5/22/2024 7:55:57 PM	SJ	ArizonaCounty2018.apr	6/30/2014	9/15/2021	AMERICAN CANON	2018	4/20/2019 14:41:31 PM	5/22/2024 7:55:55 PM	SB	AmericanCanon2018.apr	1/31/2019	1/31/2023	ANDHEM	2018	5/21/2019 10:10:47 AM	5/22/2024 7:55:59 PM	SA	Andhem2018.apr	10/15/2019	10/15/2021	ANDREWS	2018	6/20/2019 19:48:38 AM	5/22/2024 7:55:59 PM	SS	Andrews2018.apr	6/30/2014	6/30/2019	ANGEL CAMP	2018	5/28/2019 10:22:38 AM	5/22/2024 7:55:58 PM	SF	AngelCamp2018.apr	6/30/2014	6/30/2019	ARIZONA	2018	4/20/2019 17:10:30 PM	5/22/2024 7:55:59 PM	SB	Arizona2018.apr	1/31/2019	1/31/2023	APPLE VALLEY	2018	10/11/2019 2:54:49 PM	5/22/2024 7:55:58 PM	SA	AppleValley2018.apr	10/15/2019	10/15/2021	ARIZONA	2018	4/20/2019 18:02:27 PM	5/22/2024 7:55:59 PM	SA	Arizona2018.apr	10/15/2019	10/15/2021	ARIZONA	2018	9/21/2019 11:23:01 PM	5/22/2024 7:54:52 PM	SF	Arizon2018.apr	6/30/2014	6/30/2019
Jurisdiction	Year	Created Date	Last Modified Date	CSIR	File Name	Planning Period Start Date	Planning Period End Date																																																																																																																																																		
ADELANTO	2018	11/21/2019 9:50:28 AM	5/22/2024 7:53:51 PM	SA	Adelan2018.apr	10/15/2019	10/15/2021																																																																																																																																																		
ROCKWELL HILLS	2018	4/20/2019 9:32:42 AM	5/22/2024 7:54:05 PM	SA	ApplnRpt2018.apr	10/15/2019	10/15/2021																																																																																																																																																		
ALAMEDA	2018	2/26/2024 3:06:22 PM	5/22/2024 7:54:34 PM	SB	Alameda2018.apr	1/31/2019	1/31/2023																																																																																																																																																		
ALABAMA COUNTY	2018	6/26/2019 4:18:38 PM	5/22/2024 7:54:58 PM	SE	AlabamaCounty2018.apr	1/31/2019	1/31/2023																																																																																																																																																		
ALBANY	2018	5/29/2019 11:12:34 AM	5/22/2024 7:55:14 PM	SB	Albany2018.apr	1/31/2019	1/31/2023																																																																																																																																																		
ALABAMA	2018	3/7/2020 9:58:48 AM	5/22/2024 7:54:51 PM	SA	Alabama2018.apr	10/15/2019	10/15/2021																																																																																																																																																		
ALBUQUERQUE	2018	5/16/2019 9:05:58 AM	5/22/2024 7:55:35 PM	SA	Albuqurq2018.apr	10/15/2019	10/15/2021																																																																																																																																																		
ALPINE COUNTY	2018	6/11/2019 9:33:31 AM	5/22/2024 7:55:59 PM	SF	AlpineCounty2018.apr	6/30/2014	6/30/2019																																																																																																																																																		
ARIZONA	2018	10/14/2019 9:03:01 PM	5/22/2024 7:56:02 PM	SF	Arizona2018.apr	6/30/2014	6/30/2019																																																																																																																																																		
ARIZONA COUNTY	2018	5/29/2019 12:50:01 PM	5/22/2024 7:55:57 PM	SJ	ArizonaCounty2018.apr	6/30/2014	9/15/2021																																																																																																																																																		
AMERICAN CANON	2018	4/20/2019 14:41:31 PM	5/22/2024 7:55:55 PM	SB	AmericanCanon2018.apr	1/31/2019	1/31/2023																																																																																																																																																		
ANDHEM	2018	5/21/2019 10:10:47 AM	5/22/2024 7:55:59 PM	SA	Andhem2018.apr	10/15/2019	10/15/2021																																																																																																																																																		
ANDREWS	2018	6/20/2019 19:48:38 AM	5/22/2024 7:55:59 PM	SS	Andrews2018.apr	6/30/2014	6/30/2019																																																																																																																																																		
ANGEL CAMP	2018	5/28/2019 10:22:38 AM	5/22/2024 7:55:58 PM	SF	AngelCamp2018.apr	6/30/2014	6/30/2019																																																																																																																																																		
ARIZONA	2018	4/20/2019 17:10:30 PM	5/22/2024 7:55:59 PM	SB	Arizona2018.apr	1/31/2019	1/31/2023																																																																																																																																																		
APPLE VALLEY	2018	10/11/2019 2:54:49 PM	5/22/2024 7:55:58 PM	SA	AppleValley2018.apr	10/15/2019	10/15/2021																																																																																																																																																		
ARIZONA	2018	4/20/2019 18:02:27 PM	5/22/2024 7:55:59 PM	SA	Arizona2018.apr	10/15/2019	10/15/2021																																																																																																																																																		
ARIZONA	2018	9/21/2019 11:23:01 PM	5/22/2024 7:54:52 PM	SF	Arizon2018.apr	6/30/2014	6/30/2019																																																																																																																																																		

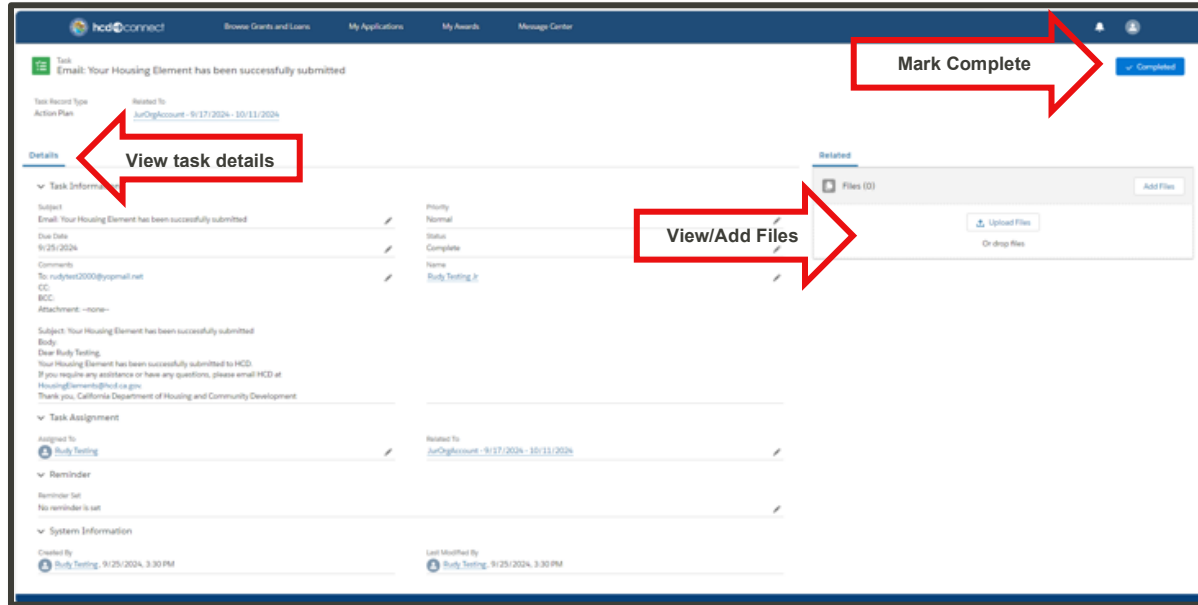
# My Tasks

The **My Tasks** tab allows you to view and update existing tasks assigned by HCD Staff, with each task representing an item pending your action.

Steps	Screenshot Examples
<p>1. To view and update existing tasks assigned to you, navigate to the <b>My Tasks</b> tab.</p>	
<p>2. To view tasks assigned to you, use <b>List Views</b> and select <b>All Tasks Assigned To Me</b>.</p> <p>A list view displays items in a vertical format, allowing you to quickly see and scroll through information. There are various list views you can select to see all tasks assigned to you.</p>	

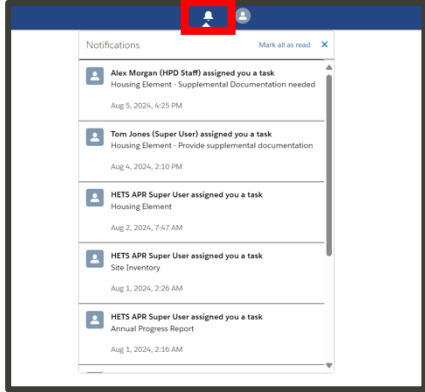
# Viewing Task Details

In this section, you will be able to view the details of the tasks that are assigned to you and make required updates.



- ✓ You will be able to mark tasks as complete.
- ✓ You will also be able to upload files necessary to the tasks and add comments.

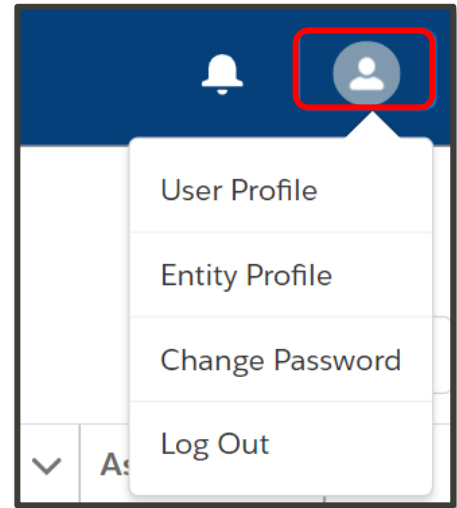
# Portal Notification

Steps	Screenshot Examples
<p>1. The Bell icon at the top of the page shows all your notifications. This is where you can also see any updates and tasks assigned to you.</p>	 <p>The screenshot shows a notification dropdown menu with the following items:</p> <ul style="list-style-type: none"><li>Alex Morgan (HPD Staff) assigned you a task: Housing Element - Supplemental Documentation needed (Aug 5, 2024, 4:25 PM)</li><li>Tom Jones (Super User) assigned you a task: Housing Element - Provide supplemental documentation (Aug 4, 2024, 2:10 PM)</li><li>HETS APR Super User assigned you a task: Housing Element (Aug 2, 2024, 7:47 AM)</li><li>HETS APR Super User assigned you a task: Site Inventory (Aug 1, 2024, 2:26 AM)</li><li>HETS APR Super User assigned you a task: Annual Progress Report (Aug 1, 2024, 2:16 AM)</li></ul>
<p>2. To see more details, click on any of the notification items.</p>	
<p>3. You can also mark a notification item as read.</p>	

# My Profile

To access your Profile, navigate to the user icon at the top right of the page. This is where you will be able to see:

- **User Profile:** Details related to your user account.
- **Entity Profile:** Details related to your entity account.
- **Change Password:** Gives instructions on how to change your account password.
- **Log Out:** Allows you to log out of the HCD Connect User Portal.



## Update User Profile

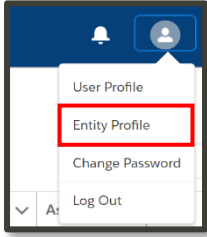
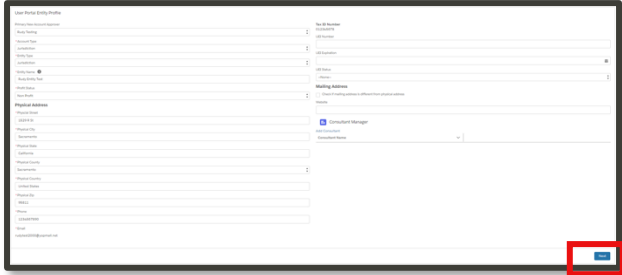
On this page, you can view details and update your User Profile.

Steps	Screenshot Examples
1. Click on <b>User Profile</b> .	A screenshot of the top right corner of the HCD Connect User Portal. A blue header bar contains a notification bell icon and a user profile icon. The user profile icon is highlighted with a red square. A white dropdown menu is open below the icon, listing four options: 'User Profile', 'Entity Profile', 'Change Password', and 'Log Out'. The 'User Profile' option is highlighted in blue.
2. Update your name, address, or contact information, then click <b>Update</b> to save your changes.	A screenshot of the 'User Profile' update page in the HCD Connect User Portal. The page contains various input fields for personal information, including name, address, and contact details. A blue 'Update' button is located at the bottom right of the form, highlighted with a red square.

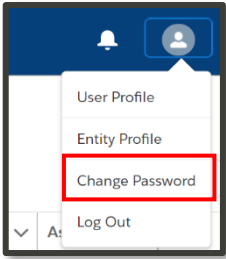
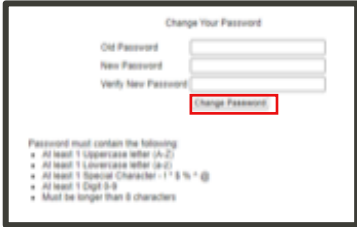


## Update Entity Profile

On this page, you can view details and update your Entity Profile.

Steps	Screenshot Examples
1. Click on <b>Entity Profile</b> .	 A screenshot of a user profile dropdown menu. The menu is open, showing options: 'User Profile', 'Entity Profile', 'Change Password', and 'Log Out'. The 'Entity Profile' option is highlighted with a red rectangular box.
2. On this page, you are able to update your Entity Profile. Click <b>Next</b> to process the changes.	 A screenshot of the 'Update Entity Profile' form. The form contains various input fields for personal and professional information. At the bottom right of the form, there is a blue 'Next' button, which is highlighted with a red rectangular box.

## Change Password

Steps	Screenshot Examples
1. Click on <b>Change Password</b> .	 A screenshot of a user profile dropdown menu. The menu is open, showing options: 'User Profile', 'Entity Profile', 'Change Password', and 'Log Out'. The 'Change Password' option is highlighted with a red rectangular box.
2. Click on <b>Change Password</b> to process a password change request.	 A screenshot of the 'Change Your Password' form. It features three input fields: 'Old Password', 'New Password', and 'Verify New Password'. Below the fields is a red 'Change Password' button. At the bottom, there is a list of password requirements: 'Password must contain the following: At least 1 Uppercase letter (A-Z), At least 1 Lowercase letter (a-z), At least 1 Special Character ( ! \$ % ^ & * ), At least 1 Digit (0-9), Must be longer than 8 characters'.