

# Fiduciary Accountings Submission Tool (FAST)

## Training Job Aid

### FAST Account Reactivation



#### Objective

To provide guidance to an internal FAST user on how to reactivate their FAST account.



#### Audience

Internal FAST users whose account has been deactivated.

#### Prerequisite

The FAST internal user's account has been deactivated due to the following reason: 45 days of inactivity.

#### Instructions

1. To reactivate an internal FAST user account in Salesforce, access the following link [User Permission Request](#)



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- Under the **Application Requested** option, enter or select “FAST”.

**Request Details**

**Access Information**

New User?  i

For access to Recruitment Tracker, do NOT use this form. Please [CLICK HERE](#) to request access.

Application Requested: FAST i

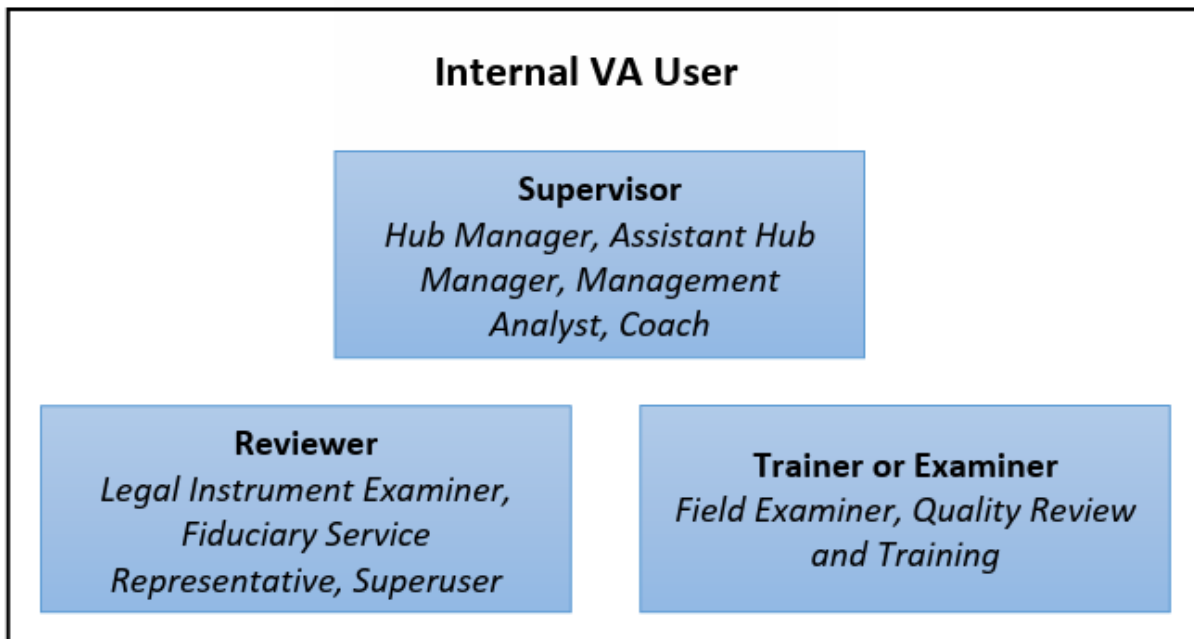
Describe Level of Access Needed:  i

- Next, enter the access level you are requesting in the “**Describe the level of access needed**” box (See access level descriptions below):

User Access Rights	Fiduciary	Supervisor	Superuser	Reviewer	Examiner and Trainer	Authorized User
Create New Accounting	X					
Create New Fiduciary Fund Usage Review	X					
Add Line Items to Accounting	X					
Review Accounting	X	X	X	X	X	
Review Fiduciary Fund Usage Review	X					
Approve or Disapprove Accounting			X	X		
Audit an Accounting		X	X	X	X	
Resolve Technical Issues			X			
Waive or Unlock Accounting		X				
Application Access	X	X				
Account Deactivation						X
Complete or Incomplete Fund Usage Review		X	X	X	X	
Fiduciary Fund Usage Review Deactivation						X



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Application Requested: FAST i

Describe Level of Access Needed: Reviewer- LIE i

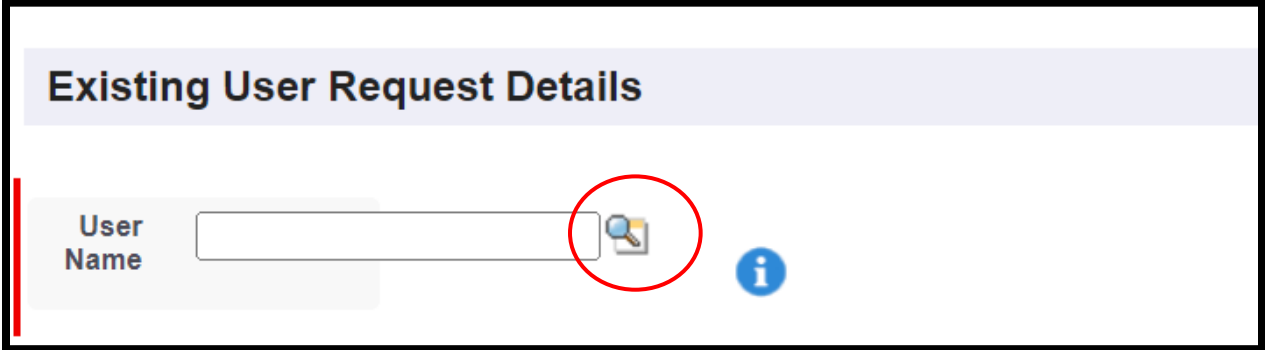


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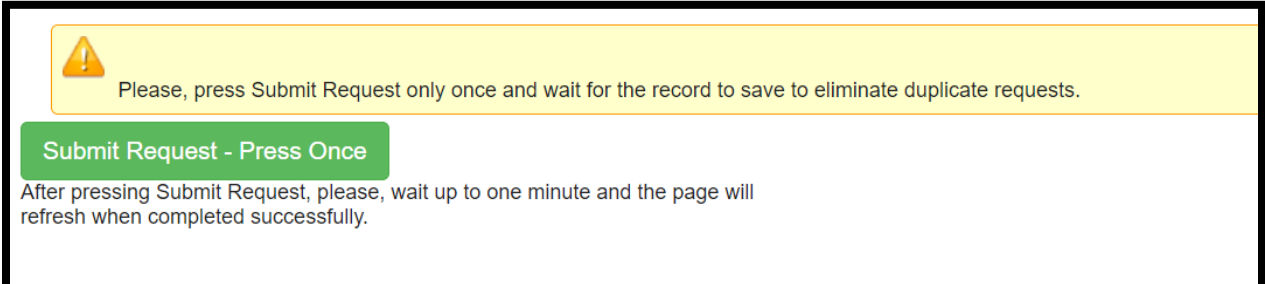
### FAST Account Reactivation


4. Locate the name on the FAST user account you wish to reactivate by accessing the magnifying glass icon. Then choose “submit request”.



**Existing User Request Details**

User Name   



 Please, press Submit Request only once and wait for the record to save to eliminate duplicate requests.

**Submit Request - Press Once**

After pressing Submit Request, please, wait up to one minute and the page will refresh when completed successfully.


*If you are unable to locate the appropriate name on the FAST user account, follow the instructions below:*


5. Create a new user account by selecting the new user box and following the steps below:
  - a. Enter First Name
  - b. Enter Last Name
  - c. Enter VA email address





# Fiduciary Accountings Submission Tool (FAST) Training Job Aid FAST Account Reactivation

### Access Information


New User?  

First Name  

Last Name  

Email Address  
(VA Email)  

6. Then choose “submit request”.

 Please, press Submit Request only once and wait for the record to save to eliminate duplicate requests.

**Submit Request - Press Once**

After pressing Submit Request, please, wait up to one minute and the page will refresh when completed successfully.



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#### Outcome

Once the reactivation request has been submitted, the subject of the request will receive an email that access has been granted. If an email notification is not received, the subject of the request should attempt to log into FAST if three (3) business days have passed since the request for access.

