MAST Training: Job Aid
Login and Navigate the MAST Home Page

Objective

To provide users with steps on how to log in to the MAST System, navigate through the home page and view key system features.

Audience

User: All Users

Instructions

Logging In:

1. **Access** the **Salesforce Portal** via *(*https://va.my.salesforce.com/*)* on your browser.
2. **Enter Username** in the field.
3. **Log in via SSO Login.**

4. **Click** on the **9 dots Menu bar** on the left-hand side and
5. **Search** for **MAST** to go to the **MAST Home Page.**

U.S. Department
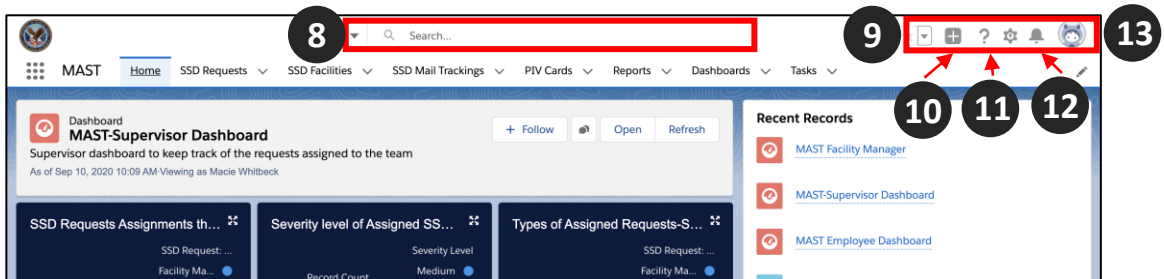of Veterans Affairs

Navigating the Home Page:

6. **Dashboard:** The majority of the MAST Home page will be taken up by dashboards that are customized to each individual's role requirements.
7. **Recent Records:** A list of recently viewed records will be populated here.
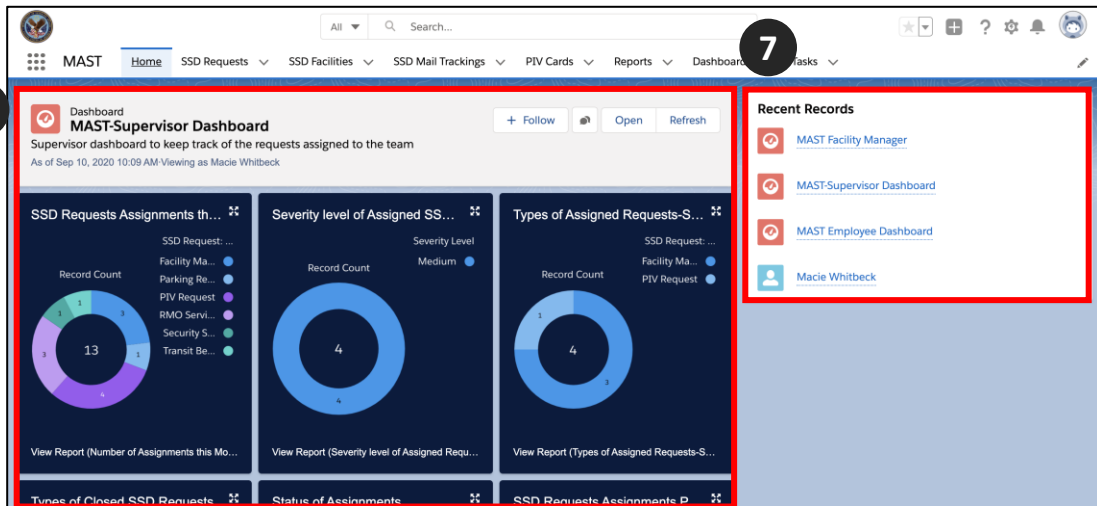

Actions Bar:

8. **Search Bar:** Type in any key terms or phrases to pull up all related results within the system. Use the arrow on the **Search Dropdown** to the left to specify the search criteria.
9. **Favorites:** Use the dropdown next to the **Favorites Star** icon to see your list of favorited items.

   Note: Add to favorites by clicking on the star when on that record or page.

10. **Global Actions:** This is an inactive button in the system and can be ignored**.**
11. **Help & Training:** Access resources and documentation available through the question mark icon.
12. **Notifications:** See notifications for any requests or actions that need to be taken.
13. **Account Information:** View and update settings through the account icon.

Modules Bar: Different modules will be available based on your role requirements.
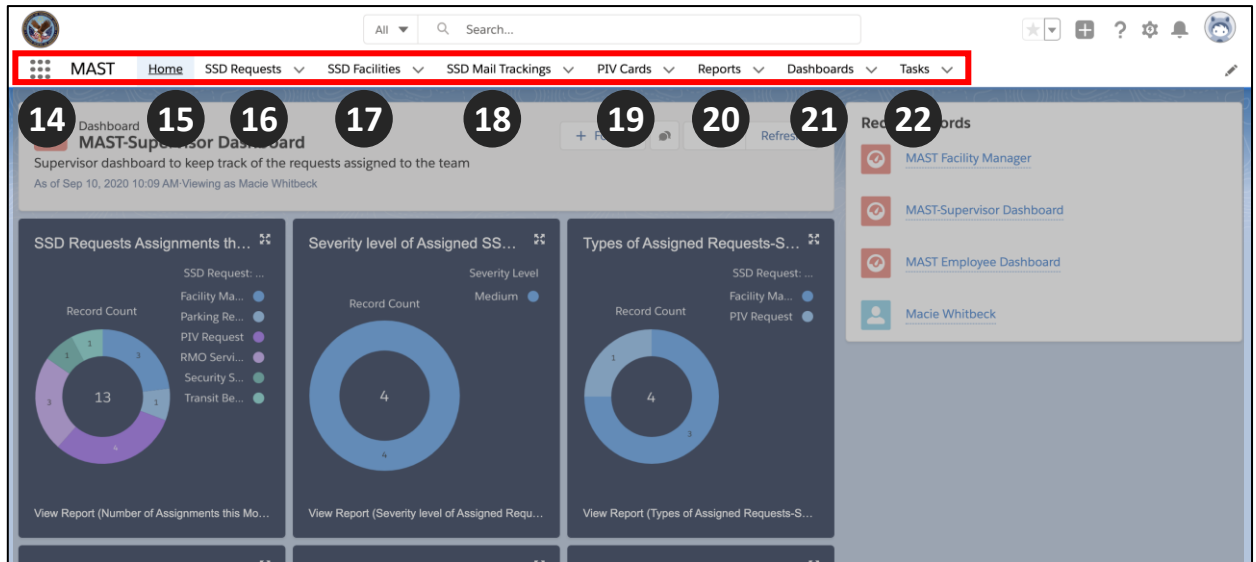
Requestors

14. **Menu Dropdown:** Use the 9 dots icon to switch between salesforce applications.
15. **Home:** View the Home Page and any dashboards configured for your account.
16. **SSD Requests:** Create and view SSD requests.
22. **Tasks:** Add and view tasks related to requests.

SSD Employees will see all requestor tabs plus:

17. **SSD Facilities:** View SSD facilities
18. **SSD Mail Trackings:** Mail Employees will have this additional tab
20. **Reports:** Search and view all reports available.
21. **Dashboards:** Search and view all dashboards

SSD Supervisors will see all requestor tabs plus:

17. **SSD Facilities:** View all SSD facilities.
18. **SSD Mail Trackings:** View all mail tracking requests that have been submitted by employees.
19. **PIV Cards:** Add and manage PIV cards.
20. **Reports:** Search and view all reports available to supervisors.
21. **Dashboards:** Search and view all dashboards available to supervisors.

Facility Managers will see all requestor tabs plus:

17. **SSD Facilities:** Add and manage all SSD facilities.
20. **Reports:** Search and view all reports available to facility managers.
21. **Dashboards:** Search and view all dashboards available to facility managers.

Post-Step: There are two potential post steps after logging in to MAST.

(1) Create a request *(PIV, RMO, Facility, etc.)*
(2) Review pending requests

✓ You have completed logging into and navigating the MAST Home Page!