Vendor Access System

New Login Procedures

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New Login Procedures

1) Migrating User
   To get new login credentials, follow the steps below
   a. Provide current login id and click Login button
i. Provide current login id
ii. Type in current password and a new valid email address (working email)
iii. Please note that if the email already exists in the system, user needs to provide a new email. Same email cannot be used for multiple accounts
iv. Click on Submit button

b. System will automatically migrate the user to new credentials with the email as your new username and a system generated password
c. The new password will be emailed to the user’s email address provided
d. User will see below screen upon successful migration
Welcome to the Vendor Access System (VAS)!

The VAS portal offers contractors, sub-contractors, professional service consultants, and suppliers seeking to do business with the SCA a streamlined way to do so online. As suggested by the links below, the site offers a wide range of functionality and information that will be essential to anyone seeking to work with us. The site includes lots of information and a step-by-step process designed to simplify meeting our requirements and limit the demands on your time.

If this is your first time doing business with the SCA, we recommend that you start in the section entitled "Doing Business with the SCA for the 1st Time," where the VAS wizard will lead you to the correct pre-qualification and/or MBE certification application after asking a few quick questions.

If you are familiar with the SCA and/or are already doing business with us, the other categorized links below will take you directly to where you want to go.

Not sure where to start? Need help? Contact the Contractor Prequalification Unit at 718-472-6777 or the Business Development Division at 718-472-8999 (for MBE certification) during normal business hours.

Vendor Listings
Qualified/Certified Firms
Supplier Only Firms
Disqualified/Suspended/Ineligible Firms

Applicant Firm Login

Congratulations!
New Login Id/Password are successfully created. Please check your email for the new credentials.
To continue with the application, please login with new credentials.

Login

Doing Business with SCA for the 1st time

(Prequalification/Certification)
If you are a Contractor, Please register here.
If you are a Consultant, Please register here.
If you are a Supplier/Installer, register here.
If you are a Supplier Only, Please register here.

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e. Click on the login button to access VAS application
Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password
New password
Confirm password

Update password and sign in

f. Login the application using the new credentials from the email
g. User needs to reset the password on First Time login
h. Fill-in below fields to reset password
i. User will be automatically logged into the system
2) **Login after successful migration**
   a. Enter new login id (i.e. email)
   b. Click on Log in button
   System will redirect to actual login screen
c. Provide username (email address) and password

d. Click on Sign in button

e. If the email is not present then system will give email not found message.
3) **Password Reset** – This to reset the password in case user wants to change the password
   a. Once user logged into the system, user can reset the password through Reset Password link
   b. Enter Email Address and hit send Verification code
   c. The Verification code will be emailed to the user's email address provided
   
   ![Image of email verification process]

   d. Update the verification code from the email sent to user's email.
   e. The email will be generated from Microsoft something like below

   ![Image of email verification success]

   
   Sincerely,
   NYC School Construction Authority
f. Update the verification code and click on verify code

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

|   |

Verify code  Send new code

Continue  Cancel

g. Once the code is verified click on Continue button

E-mail address verified. You can now continue.

Email Address

Change e-mail

Continue  Cancel

h. Provide new password to reset the password

New Password

New Password

Confirm New Password

Confirm New Password

Continue  Cancel
4) **Forgot Password** – Reset password when user does not remember the password

   a. When password is forgot, click on Forgot your password link
   
   We don’t recognize this user ID or password
   Please try again. Forgot your password?

   ![Image](image.png)

   
   Keep me signed in

   Sign in  Back

   Can’t access your account?
a. Provide user Id and captcha as shown in the screen.
b. Below is a sample screen to provide user id and captcha

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Enter the characters in the picture or the words in the audio.

[Image: A screen capture showing a user ID field and a captcha image.]

Next Cancel
c. Click on Email button to send verification code to user email

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address.

Email

d. Get the verification code from email

Verify your email address

Thanks for verifying your account!

Your code is:

Sincerely,
NYC School Construction Authority
e. Provide verification code and click on Next button

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- Email my alternate email

   We've sent an email message containing a verification code to your inbox.

   [Email field]

   [Next button] Are you having a problem?

Cancel

f. Provide new password and click on Finish button

Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

   [Password field]

   [Password strength]

   A strong password is required. Strong passwords are 8 to 16 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

* Confirm new password:

   [Password field]

   [Finish button] Cancel
Get back into your account

✔ Your password has been reset

To sign in with your new password, click here.