



# 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



### 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 MWLBE 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 718-472-8777 or the Business Development Division at 718-472-8899 (for MWLBE certification) during normal business hours.

#### Vendor Listings

[Qualified/Certified Firms](#)

[Supplier Only Firms](#)

[Disqualified/Suspended/Ineligible Firms](#)

### Applicant Firm Login

Login ID / Email:

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](#)

If you would like to complete your application offline, please [click here](#)

- 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



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### Applicant Firm Login

To access VAS application, you need a new Login Id and Password.  
For the new Login Id/Password, please provide current password, a valid email and click Submit button.

Current Login Id

Current Password

Valid Email

Submit

Doing Business with SCA for the 1st time

- 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



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### 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)

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If you are a Supplier Only, Please [register here](#)

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[FAQs](#)

- 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



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 Keep me signed in 

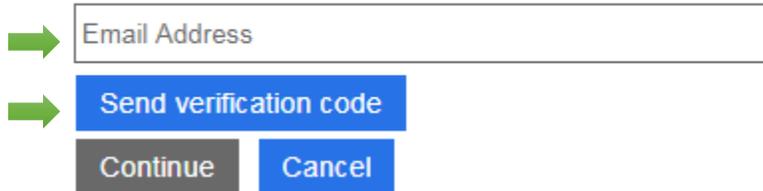
[Can't access your account?](#)

- 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

Verification is necessary. Please click Send button.

Email Address

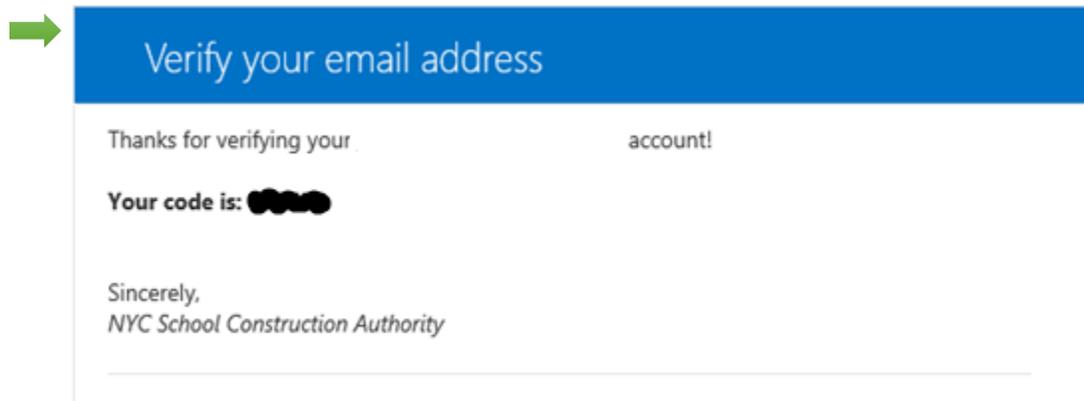


Email Address

Send verification code

Continue Cancel

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



- 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

- g. Once the code is verified click on Continue button

E-mail address verified. You can now continue.

Email Address


- h. Provide new password to reset the password

New Password



Confirm New Password



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?](#)



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.

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 (p[REDACTED]).

Email

Cancel

- d. Get the verification code from email

### Verify your email address

Thanks for verifying your [REDACTED] account!

**Your code is:** [REDACTED]

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.

  
 [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:

  
  
\* Confirm new password:  
  
 

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.

## Get back into your account

 Your password has been reset

To sign in with your new password, [click here](#).