



A Joint Project of the Sylvester Comprehensive Cancer Center and the Florida Department of Health

## FCDS IDEA User Account Request Form Researcher Request

FCDS will mail/fax your username and password, which you can use to access aggregate data by cancer site, year, county, sex, and race via our website: <http://fcds.med.miami.edu> (click on *FCDS IDEA* link). You must apply for a new password once per year. Contact us at 305-243-4600 if you have not received your account information within a few days.

Name (last, first middle)	
Title	
Institution Name	
Phone	
Fax	
Address	
City, State, Zip	
Email address (for contact purposes only, do not email confidential data!)	

FCDS Login Type:

\*  Web Statistics and Mapping Software

Please check **only one**:

I am setting up a new account. I have never had a FCDS IDEA Web account.

My account has expired, or I need changes to my login menu. My FCDS username: \_\_\_\_\_

I certify I am an authorized employee for the above listed facility. I will not share my FCDS User Name or Password with anyone. I have read and agree to abide by the FCDS Safe Web Computing Practices (see attached).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check this box to have your userid, password faxed back to you.

Submit this form to FCDS:

Florida Cancer Data System / University of Miami  
PO Box 016960 (D4-11)  
Miami, FL 33101  
FAX: 305-243-4871 / Phone: 305-243-4600

FCDS Use Only:

User Name: \_\_\_\_\_ Password: \_\_\_\_\_

Expiration: \_\_\_\_\_

\*DOH Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Form processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## FCDS Safe Web Computing Practices

Some of these practices are simple and common sense. Others require some technical assistance. Please contact your facility technical staff for help.

- Do not share your username and password with anyone, including your administrator, temporary workers, and other contractors. FCDS will grant as many individual login ids as your facility requires. All FCDS web access is tracked by username.
- Keep your username and password in a secure place. Do not attach it to a post-it note on your monitor!
- Do not access the FCDS IDEA web site from a public computer such as those found in hotels, public libraries, coffeehouses, etc. These open-access computers may be infested with viruses or spyware.
- Do not allow your web browser to “remember” your username and password for you. This feature stores your password on your local drive and anyone could log into the FCDS web site without supplying your password. Internet Explorer users can turn off AutoComplete from Tools->Internet Options->Content->AutoComplete->Leave unchecked “Use AutoComplete for User names and Passwords on forms” and select Clear Passwords and Clear Forms.
- Use a web browser such as Microsoft Internet Explorer version 5.1 or later that has 128-bit SSL encryption capabilities. This browser is free and simple to download, install, and upgrade from [www.microsoft.com](http://www.microsoft.com). You can usually see if your existing browser has 128-bit encryption from the Help->About menu.
- You should have anti-virus software installed on your computer and regularly updated. If you use Microsoft Windows, you should regularly run “Windows update” and download/install the “Critical Updates”. Anti-spyware software is highly recommended as well.
- When you access a web site, what you see on the screen is first downloaded to a temporary directory on your local hard drive. These files will have confidential data in them. Use your browser settings to delete your Temporary Internet Files (also called Browser Cache) after you have accessed the FCDS web site. Most browsers have an option to delete these files automatically after you exit. (For Internet Explorer: Tools->Internet Options->Temporary Internet Files->Delete Files, or Internet Options->Advanced->Security->both “Empty Temporary Internet Files” & “Do not save encrypted pages to disk” should be checked).
- After you log into the FCDS web site, previous login dates/times/errors/messages are printed on the screen. Contact FCDS if you notice an error or access time you don't recognize.
- Choose the Logout menu choice from your FCDS IDEA menu when you have completed your work. Close all your browser windows after you have logged out.
- Periodically check the What's New and Newsletters sections of the FCDS web site for updates and changes to these Safe Web Computing Practices.
- Follow the FCDS Recommended Settings for your browser. These settings can be found on a link on the FCDS login page.