

## Frequently Asked Questions (FAQs)

### FCDS IDEA User Accounts

#### 1.) Do I need an FCDS IDEA User Account?

Yes, anyone accessing IDEA will need an FCDS IDEA User Account.

#### 2.) How do I create an FCDS IDEA user account?

Please follow the instructions as listed below:

- a. Access the FCDS homepage at <http://fcds.med.miami.edu>
- b. Click on the **FCDS IDEA** tab
- c. Click '**Create new FCDS IDEA account**'
- d. The 'User Type Identification Screen' appears
- e. Select user role appropriate for your user account
- f. Click Continue
- g. The 'Create FCDS User Account' screen appears
  - a. Create a password
  - b. Re-enter the password to verify
  - c. Enter your email address
    - i. **Email address is required to receive your user information**
  - d. Re-enter your email address to verify
  - e. Select security question and answer
  - f. Complete demographic information
    - i. Name
    - ii. Complete mailing address
    - iii. Phone number/ Fax/ Alternate number
  - g. Verify your entries before clicking submit.
    - i. Once you click **Submit** an e-mail is generated and sent to your e-mail address.
    - ii. This email includes your assigned **User ID** and activation information.
    - iii. **You MUST respond to activate the user account.**
- h. Click on the link within the email to activate your account
- i. The IDEA log-in screen will appear
  - a. Input the username provided in email
  - b. Input the password you created during your account setup
- j. The 'Abstractor Attestation Details' dialog box appears if you chose 'Abstractor' as your role.
  - a. **Read the Abstractor Attestation dialog box carefully before checking the I Certify box.**
  - b. Click **Save** to complete attestation.
- k. An "abstractor" will have limited access until an FAA assigns them to a facility.

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### 3.) What is the procedure for lost or forgotten user id and/or password?

Access the FCDS IDEA page at <http://fcds.med.miami.edu/inc/idea.shtml#>

Click on the **User/Password Reset** button located bottom center of the login window.

The Forgot My Password dialog window will appear

Select correct button

The system will specific information

If the information provided is correct an email will be sent .

### 4.) Are multiple user accounts required for each facility I am employed?

No, a user may work for multiple facilities with their user account, by supplying specific information to the facility's Facility Access Administrator (FAA).

### 5.) How do I renew my FCDS User Account?

1. Log into **IDEA**
2. Go to the '**IDEA User**' menu
3. Select **Account Manager**
4. Double click in the box titled '**PASSWORD**' hit backspace and change password.
5. Repeat in the box titled '**VERIFY PASSWORD**'
6. Review your account information and correct/edit information as needed.

Your renewal will be complete.