Automated User Access
EXISTING USER

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Existing User Account Registration

- Access IDEA as you are accustomed to doing
  - Existing users have their screens partially populated based on the data currently in the system
    - Please review/correct existing data
    - Complete new fields
    - EVERYONE MUST HAVE AN e-MAIL ACCOUNT

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Change Implementation

- For existing abstractors, your current privileges **will not** change until your Facility Access Administrator (FAA) updates your privileges or your account expires
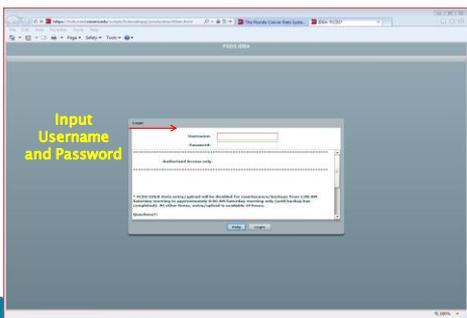- You will be able to continue abstracting for your facilities as before

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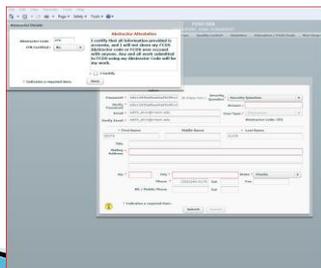## Login to your FCDS IDEA User Account

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Forget Username or Password

▸ Please refer to Forgot Username or Password documentation

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Registering Existing User Accounts

Based on your existing login credentials, the following screens will appear the first time you log in.


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Abstractor Attestation

- Complete the Abstractor Attestation
  - If you currently have an abstractor code it will display
    - Select yes/no in the drop down box for *CTR Certified*
      - *If yes, additional information will be requested*
  - *Read the Abstractor Attestation carefully before checking the I Certify box*
  - Click Save to complete attestation.
  - Close the Abstractor Attestation box and move on to the registration page.

Completing User Account Registration

Complete your IDEA profile as indicated by the red outlines and asterisk and click submit.
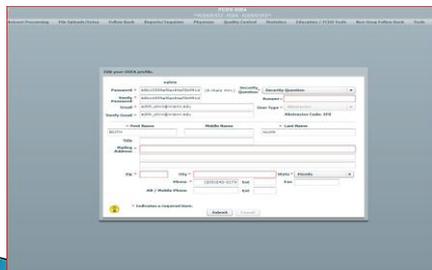
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Both screens appear with the success notice. Your user account is now registered.

Click '**OK**' and close your profile by selecting '**Close**'.

Account Update Complete

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Questions or Comments

Please contact

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