# Automated User Access Forget Username or Password

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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



## Login to your FCDS IDEA User Account

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FCDS IDEA	
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* FCDS IDEA Data entry/upload will be disabled for maintenance/backups from 1:00 AM	
Saturday morning to approximately 6:00 AM Saturday morning only (until backup has completed). At other times, entry/upload is available 24 hours.	
Questions?	
Help Login	
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# Forget User Name or Password?

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	Password:		Select the item for which you need help	
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## If Forgot Password Is Selected:

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#### A reset link will be sent via e-mail.

#### Reset Password...

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#### ...and Login to IDEA

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## **Questions or Comments**

Please contact

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