

# Automated User Access

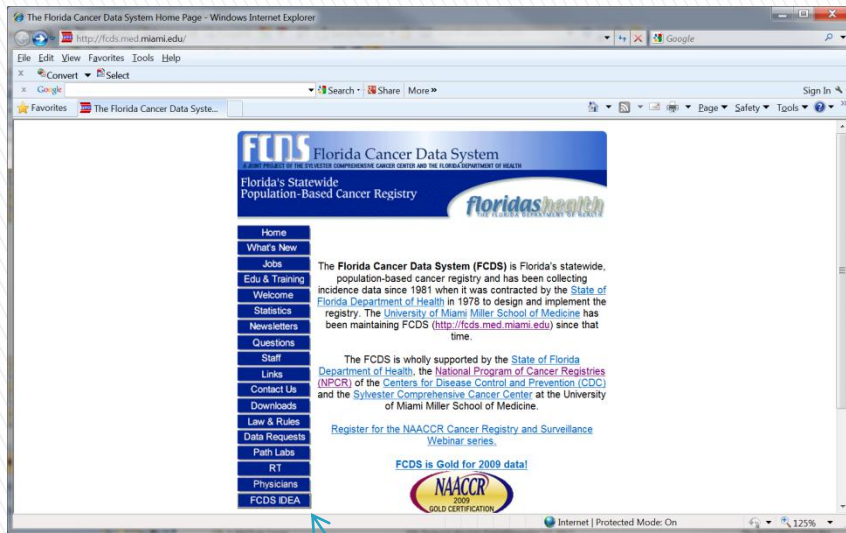
## NEW USER

Melissa Williams  
Dr. Jill MacKinnon

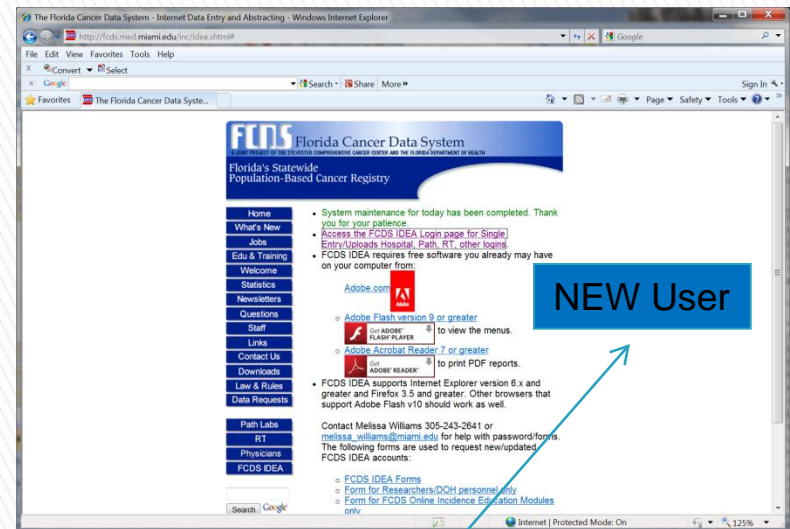
# Registration and User Account Setup

- Every user, regardless of their 'ROLE' must have an FCDS User ID
  - Set-up FCDS User Account by completing all fields within the online form
  - First screen is selecting the user role

# Navigation through FCDS IDEA



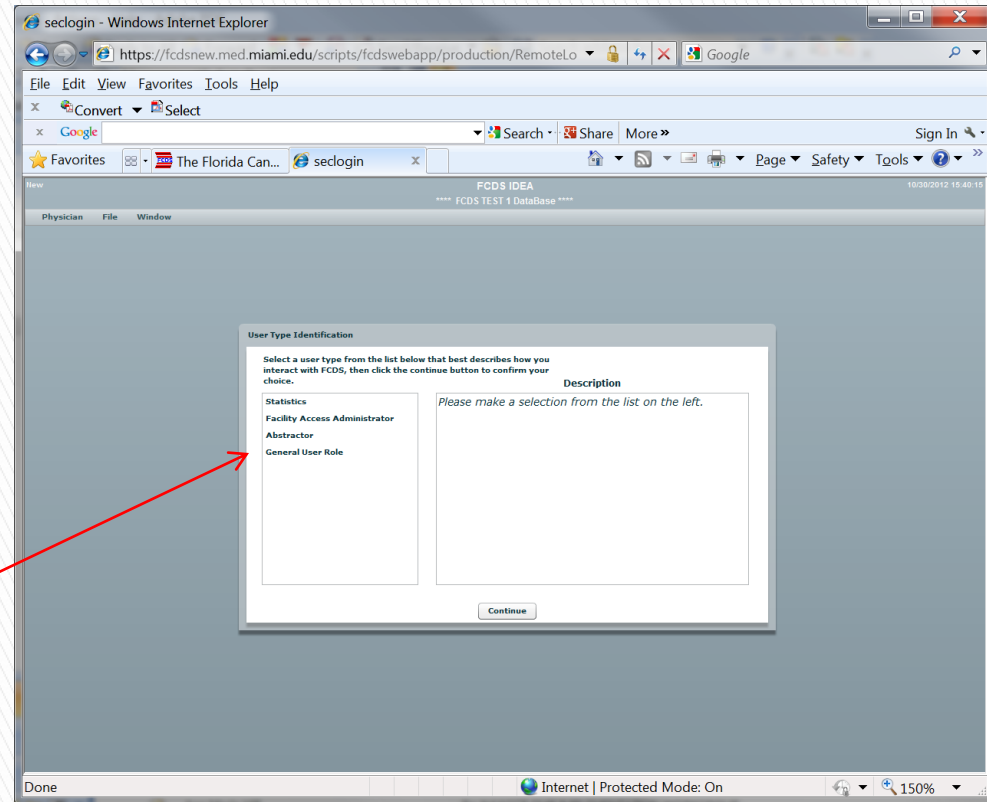
Click FCDS IDEA Tab



Click New User Icon

# 1<sup>st</sup> Screen – Selecting Role

- Allows the user to select what type of user they are (their role).
- Click on the type of user you wish to be
- Click Continue



If you are selecting 'Abstractor' you MUST have or are in the process of getting an Abstractor Code. Please see instructions on web site

# 2<sup>nd</sup> Screen – Registration

The screenshot shows a web browser window with the title "FCDIS IDEA" and the URL "http://fcdistest2.fcdis.fcdistest2.com". The page is titled "Create FCDIS User Account". The form includes the following fields and sections:

- Password:** A text box with a note "(8 chars min.)".
- Verify Password:** A text box for re-entering the password.
- Email:** A text box for the user's email address.
- Verify Email:** A text box for re-entering the email address.
- Security Question:** A dropdown menu.
- Answer:** A text box for the answer to the security question.
- User Type:** A dropdown menu with "Abstractor" selected.
- Name:** Three text boxes for "First Name", "Middle Name", and "Last Name".
- Title:** A text box.
- Mailing Address:** A text box.
- Description:** A text box with the placeholder text "/Ambulatory Center (If you are abstract submissions).".
- Zip:** A text box.
- City:** A text box.
- State:** A dropdown menu with "Florida" selected.
- Phone:** A text box.
- Ext:** A text box.
- Fax:** A text box.
- Alt / Mobile Phone:** A text box.
- Ext:** A text box.

At the bottom of the form, there is a "Submit" button and a "Cancel" button. A red arrow points from the "Submit" button to the text below.

- Create a password
  - A minimum of 8 characters
- Re-enter the password to verify
- Enter your email address
  - **Email address is required to receive your user information**
- Re-enter your email address to verify
- Select security question and answer
- Complete demographic information
  - Name
  - Complete address
  - Phone number/ Fax/ Alternate number
- Verify your entries before clicking submit.

**Once you click Submit an e-mail will be sent to your e-mail address. You MUST respond as instructed to activate your account**

# User Account Activation

Once 'SUBMIT' is clicked, an e-mail verification is generated to user

Username

Do not reply, this is an automated message

A new FCDS / IDEA User ID (jmackinnon9) has been created for  
HEAD LEADER.

Please click on the included link to activate the account.

[Click here to Activate your Account](#)

You may also copy / paste this link into your web browser

Click here to activate  
your account

<https://172.16.148.192/scripts/fcdswebapp/authorize.aspx/?Param1=AAASN9AAFAAAvR2AAA&Param2=U>

- User must click on the e-mail link which notifies FCDS
  - The email is a valid account
  - The account will then be activated

http://fcdsapps.fcdsdom.med.miami.edu/production/Main.html - Windows Internet Explorer

Registry Electronica for Cancers And Patients (RECAP)

# After clicking the Activate Account link from e-mail this *IDEA* screen will appear

Input Username just received in e-mail

Login

Username:

Password:

Database: FCDS

Login

Type password you created on 1<sup>st</sup> screen

# Abstractor Attestation

- IF YOU CHOOSE ‘ABTRACTOR’ AS YOUR ROLE, THE FOLLOWING WILL APPEAR
- Complete the Abstractor Attestation
  - *Read the Abstractor Attestation carefully before checking the I Certify box.*
  - Click Save to complete attestation

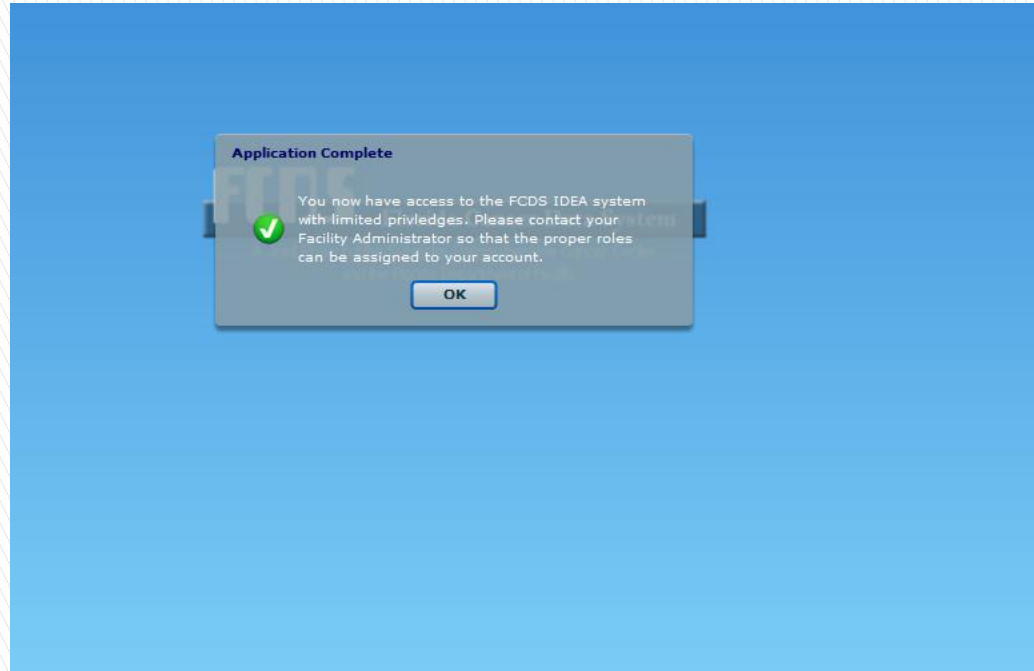
The screenshot shows a software window titled 'Abstractor Details' with a menu bar containing 'Physician', 'File', and 'Window'. The window title bar also includes 'TWAbstractorDetails'. The main content area is titled 'Abstractor Attestation' and contains the following elements:

- A dropdown menu for 'CTR Certified \*' with the text 'Select'.
- Text input fields for 'Year Certified \*' and 'Year you started \* Abstracting'.
- A text box containing the attestation text: 'I certify that all information provided is accurate, and I will not share my FCDS Abstractor code or FCDS user account with anyone. Any and all work submitted to FCDS using my Abstractor Code will be my work.'
- A checkbox labeled '\* I Certify' which is currently unchecked.
- Buttons for 'Save' and 'Cancel'.
- A note at the bottom left: '\* Indicates a required item.'

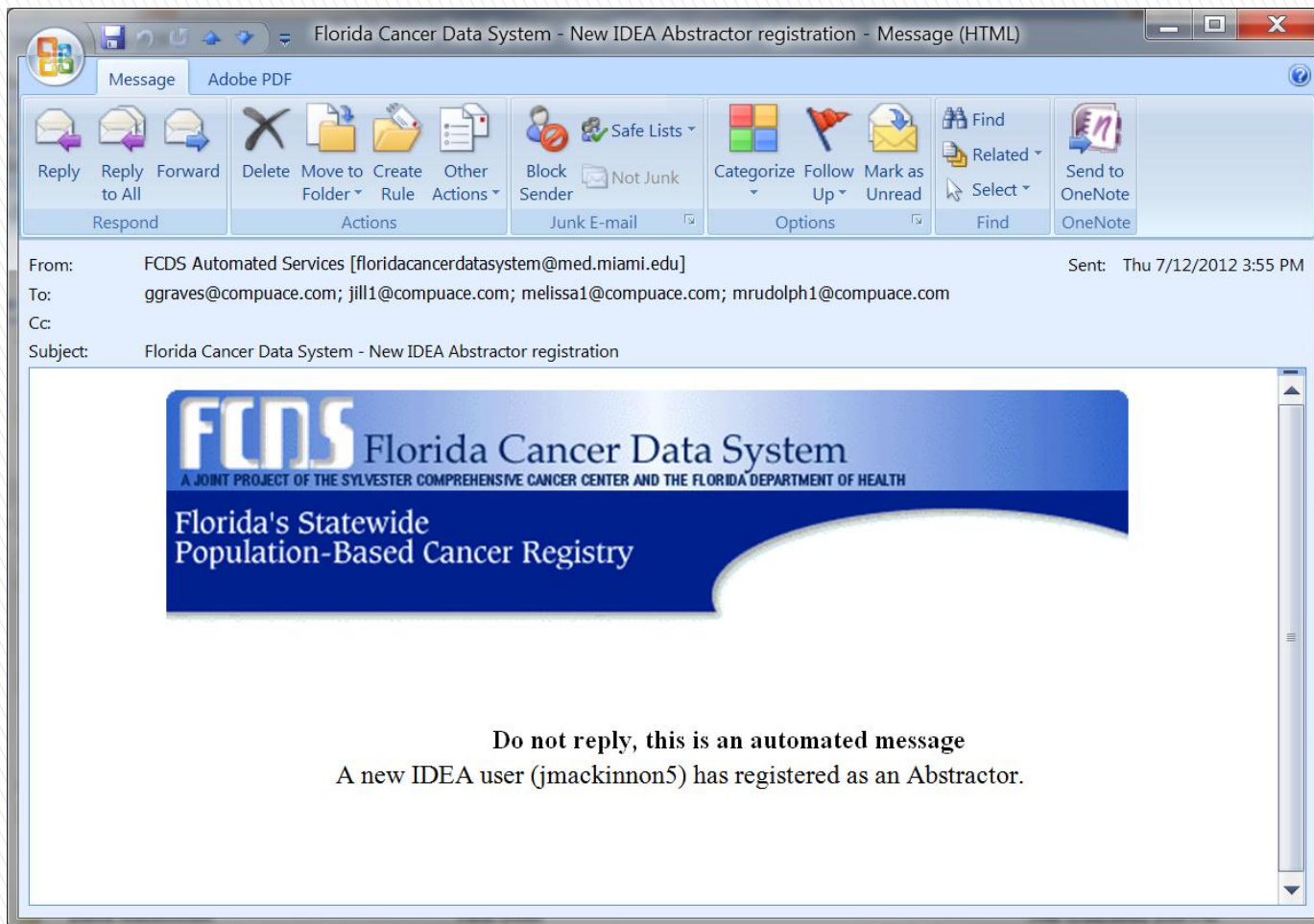
At the bottom right of the window, the FCDS logo is displayed, followed by the text 'Florida Cancer Data System' and 'A Joint Project of the Sylvester Comprehensive Cancer Center and the Florida Department of Health'.



# Awaiting to be Assigned to Facility



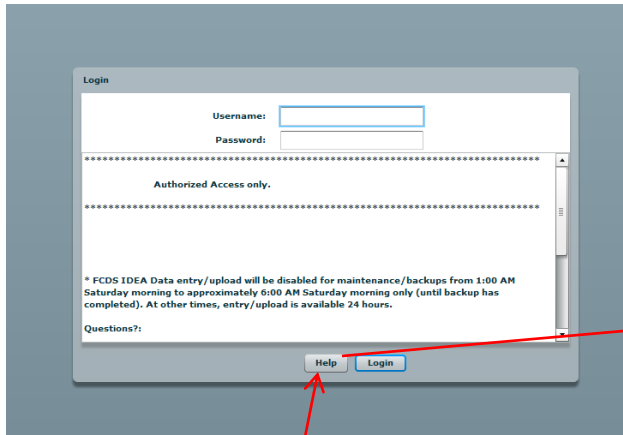
An “abstractor” will have limited access until an FAA assigns them to a facility



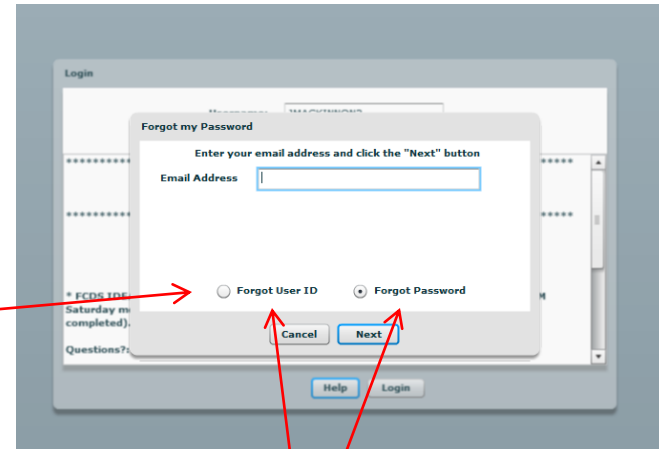
## Confirming your Role

Final e-mail that indicates the 'Role' you choose

# Forget User Name or Password?



Click 'Help'



Click correct button

It will be sent to you via e-mail

# Questions or Comments

Please contact

Melissa Williams

[mwillia3@med.miami.edu](mailto:mwillia3@med.miami.edu)

Phone: 305 243-2641