

Automated User Access NEW USER

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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



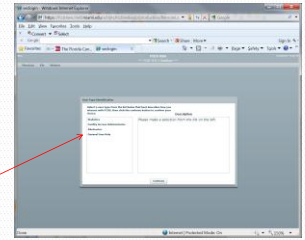
Click FCDS IDEA Tab

Click New User Icon

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1st Screen – Selecting Role

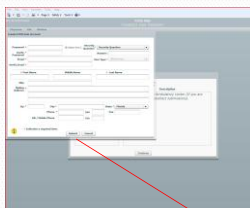
- Allows the user to select what type of user they are (their role).
- Click on the type of user you wish to be
- Click Continue



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

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2nd Screen – Registration



- 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

Florida's Statewide
Population-Based Cancer Registry

User Account Activation

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

Username

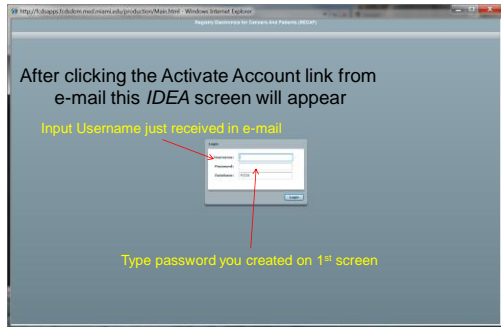
A new FCDS / IDEA User ID (jmacKinnon9) has been created for HEAD LEADER.

Please click on the included link to activate the account.
Click here to Activate your Account

Click here to activate your account

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





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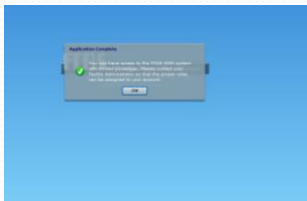
Abstractor Attestation

- IF YOU CHOOSE 'ABSTRACTOR' 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



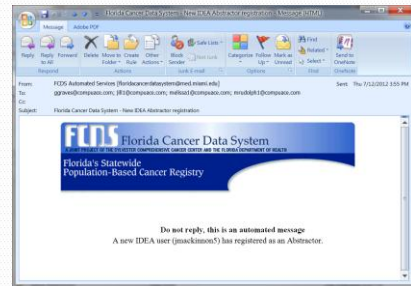
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Awaiting to be Assigned to Facility



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

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

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Forget User Name or Password?



Click 'Help'

Click correct button

It will be sent to you via e-mail

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Questions or Comments

Please contact

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