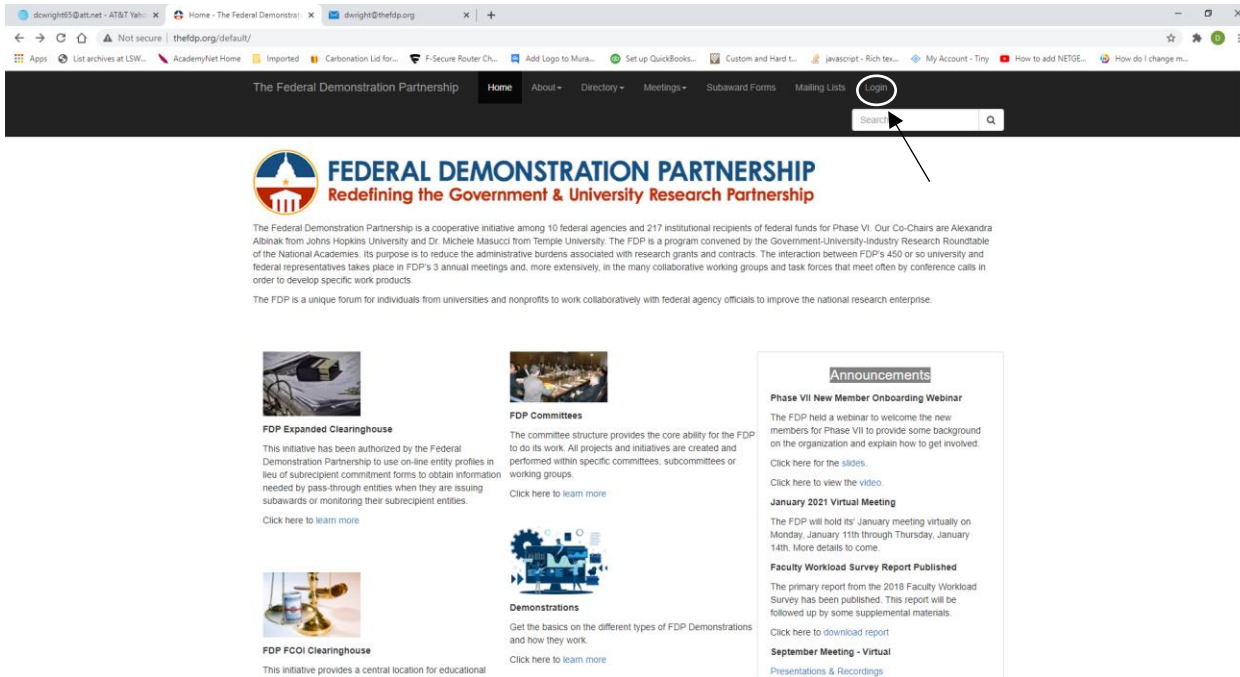
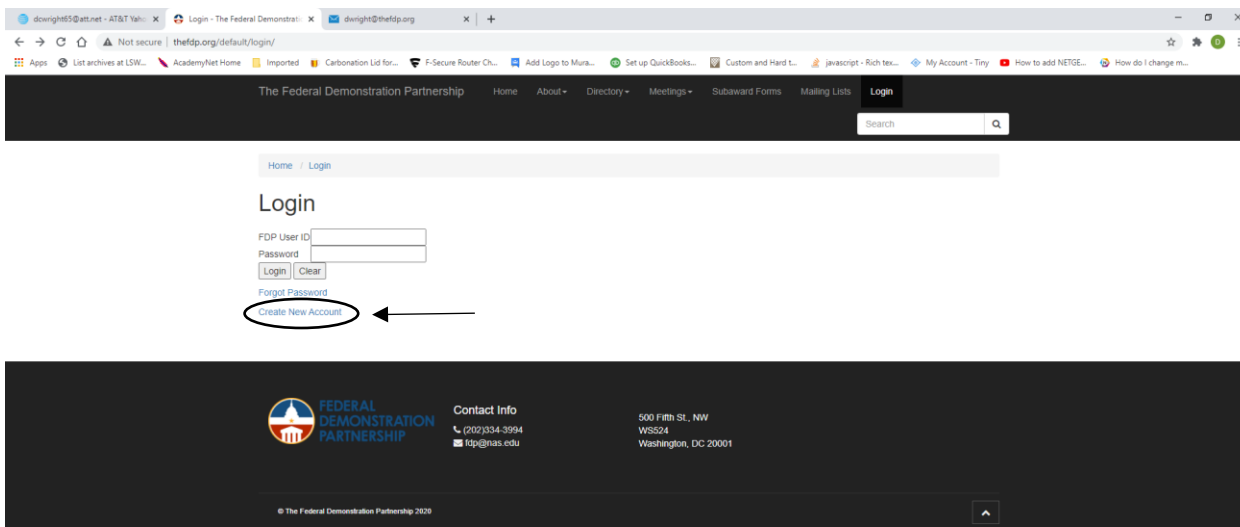




## Create Account on FDP Web Site



- Click “Login” at the top right of the FDP homepage



- Click “Create New Account”



- Select your user ID. If you pick one that is already in use, the system will let you know and you can choose a different one.
- Enter the rest of the information and click the “Create Profile” button

- Take note that your initial password has been set to “change\_me” (w/o quotes).
- Click the “Edit Profile Link”



The screenshot shows a web browser window with the URL [thefdp.org/default/login/menu/edit-profile/](http://thefdp.org/default/login/menu/edit-profile/). The page title is "The Federal Demonstration Partnership". The navigation menu includes Home, About, Directory, Meetings, Subaward Forms, Mailing Lists, and Login. A search bar is located in the top right corner. The main content area is titled "Edit Profile" and contains a form with the following fields:

- First Name: Tom
- MI: [empty]
- Last Name: Test
- Organization: National Academies (dropdown menu)
- Campus: [empty] (for multi-campus organizations)
- Title: [empty]
- Department: [empty]
- Address: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- Phone: [empty] (with area code, ext, and fax fields)
- Fax: [empty]
- Email: test@thefdp.org
- Password: [empty]
- Confirm Password: [empty]
- Update Profile: [button]

The "Update Profile" button is circled in red, and an arrow points to it from the right.

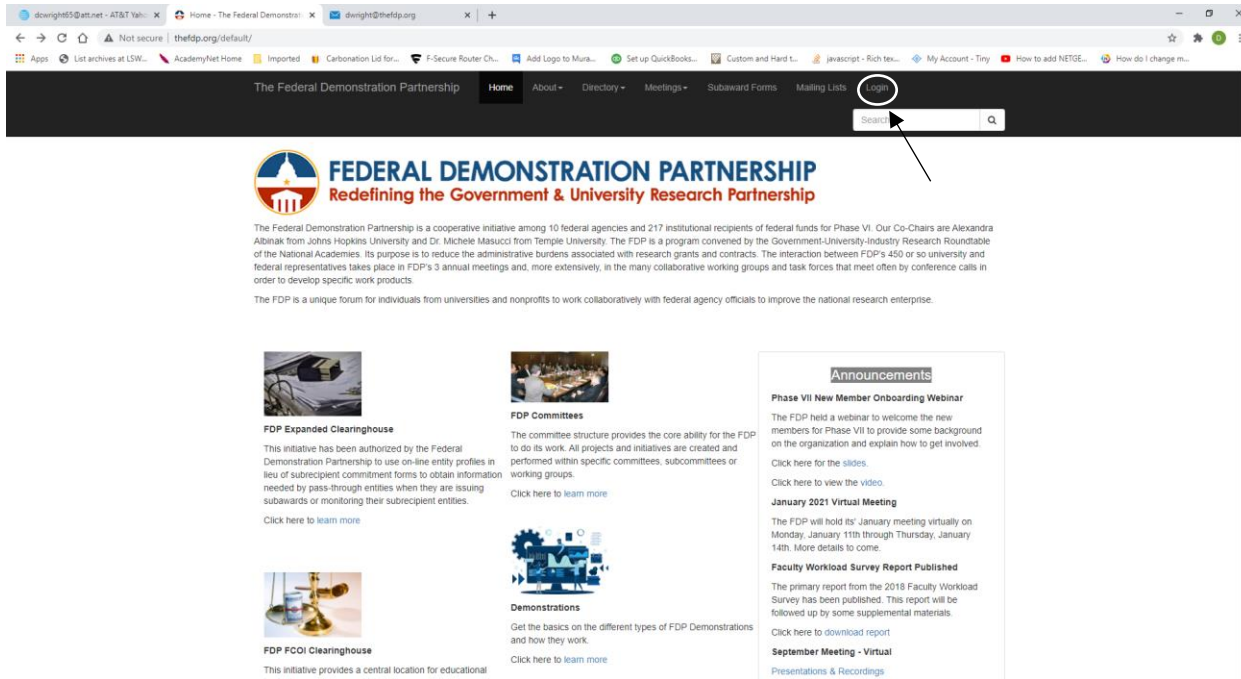
At the bottom of the page, there is a footer with the Federal Demonstration Partnership logo, contact information (500 Fifth St., NW, W5524, Washington, DC 20001), and a copyright notice: © The Federal Demonstration Partnership 2020.

- Complete the rest of the profile, changing your password.
- Click the “Update Profile” button.

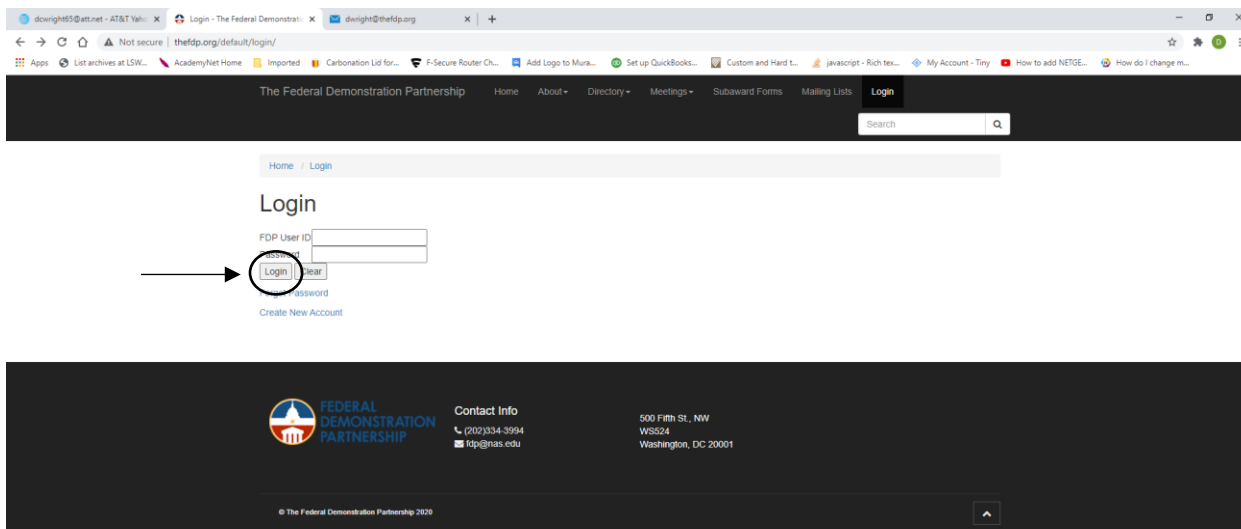


## Add/Update Administrative, Faculty and Tech Reps

Note: Only the named Administrative Rep can make these assignments. Each of these reps will need to have created their accounts, using the steps above, before the Administrative Rep will be able to make any updates.



- Click “Login” at the top right of the FDP homepage



- Enter your user ID, password and click the “Login” button.



- Click the “Edit Institutional Profile” link

- Select the appropriate person from the dropdown field for the representative whom you are assigning.



The screenshot shows a web browser window with the URL `thefdp.org/default/login/menu/edit-institutional-profile/`. The page title is "Edit Institutional Profile". The form contains the following fields:

- Organization Name: National Academies
- Type: Other Not for Profit
- Ownership: Private
- Member Status: Full Member
- Geographic Region: MidAtlantic
- Administrative Rep: Wright, David (Executive Director)
- Faculty Rep: Sisoan, Susan (Director)
- IT Rep: (empty)
- Ait. Faculty Rep: (empty)

Below the form is a table for Institutional Contacts:

ARRA Contact	Exec. Director	(202) 334-1495	dwright@nas.edu
Attending Veterinarian	dasfasd		

At the bottom of the form, there are two buttons: "Edit Institutional Contacts" and "Update Information". An arrow points to the "Update Information" button, which is circled in red.

- Click the "Update Information" button.