Maintaining your Individual and Institutional FDP Profiles

The document will instruct you how to:

- Find your FDP Profile and associated Institutional Email Address
- Log in to FDP website and edit your Profile
- Create a New FDP profile if you do not already have one
- Reset your FDP Profile password
- Add/Update Institutional Demographic Information and Official Administrative, Faculty, and Technical Representatives (Official Admin Representative function only)

You must belong to an FDP Member Organization to have and edit an individual profile. You will be asked to select a representative type in your profile. FDP Institutional Members have three official representatives, one Official Administrative Representative, one Official Faculty Representative, and one Official Technical Representative. Additional representatives from the institution should identify themselves an Administrative, Faculty, or Technical representative. This is not an indication of the named official representative.

Start by clicking on Member Login from the FDP Homepage

- From the FDP Homepage, https://thefdp.org/, select “Member Login”
- After clicking “Member Login”, you will be taken to https://thefdp-archive.org/default/login/. In the interim, our membership database lives in thefdp-archive.org.

Find Your FDP Profile and Institutional Email Address

- From the main page of https://thefdp-archive.org/default/login/, select “Directory” and “Search People”
- Enter your name and then click the Search button.
Search People

Search Criteria
Enter data in any or all of the criteria fields below and click on the "Search" button. You can use partial information in the fields. For example, you can enter "Florida" in the organization field and the system will return all records where the word "Florida" is in the name of the organization.

First Name: Sara
Last Name: Pietrzak
Organization: 
State: 
Only search active participants

Search

- Click on your hyperlinked name from the search results.

Search Results

- Your profile will be displayed listing your associated email address, your selected Experiences and Skills, and your FDP Committee membership(s).
- The email address listed is used in the next step to login to your FDP profile. You must use the exact email address as it is listed.

Display Profile

Sara Pietrzak
The Federal Demonstration Partnership

spiertzak@nas.edu

Active Experience:
Skills:
Committee Membership:
Executive Committee, Project Manager
Infrastructure Committee, Member

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Login to FDP Membership Database and Edit Profile

- Click “Member Login” at the top right of the FDP homepage, https://thefdp.org/
- You will be taken to https://thefdp-archive.org/default/login/.
- Enter your user email address, password, and click the “Login” button.
- If you don’t know your password, select the Forgot Password link to reset it. The process for resetting the password will use the email address you just looked up.
- Once you are logged in, click the “Edit Personal Profile” link

Menu

Welcome Sara Pietrzak, please select from the options below.
- Volunteer Openings
- Edit Personal Profile

- Update the profile as needed. You can also update your institutional email address on this screen.
- You can make multiple selections in the Experience and Skills sections by clicking the desired boxes. A yellow background indicates the item has been selected.
Click the “Update Profile” button at the bottom of the page to save your edits.
Create a New Profile on FDP Web Site

- First verify that you do not already have a profile by searching for your name (instructions at the top of this document). If you already have a profile, use the edit feature described above.
- Click “Member Login” at the top right of the FDP homepage, [https://thefdp.org/](https://thefdp.org/).

You will be taken to [https://thefdp-archive.org/default/login/](https://thefdp-archive.org/default/login/).
- Click “Create New Account”

- Enter your desired user ID. We recommend using your institutional email address as your User ID. If you pick an ID that is already in use, you will be prompted to make a new selection.
- Enter the rest of the information and click the “Create Profile” button.

- Click the “Edit Profile Link”
• Complete the rest of the profile
• You can make multiple selections in the Experience and Skills sections by clicking the desired boxes. A yellow background indicates the item has been selected.
• Click the “Update Profile” button at the bottom of the page to save your edits.

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Reset Your FDP Profile Password

- Go to login screen and click the “Forgot Password” link

- Enter your logon ID or your email address (check directory listing instructions above to find your username and institutional email address) and click the “Reset Password” button

- An email will be sent to the email address in the account with a link to reset the password.

- Enter your new password in both fields and click the “Set Password” button.

- Once the reset is complete, click the link to go back to the login page.
Add/Update Institutional Demographic Information and Official Administrative, Faculty, and Tech Reps

Note: Only the named Official Administrative Representatives can make these assignments. Representatives must have an existing FDP profile before the Official Administrative Representative will be able to make the linkage to the institutional profile.

- As the Official Administrative Representative, Click “Member Login” at https://thefdp.org/ the top right of the FDP homepage.

- You will be taken to https://thefdp-archive.org/default/login/.
- Enter your user ID, password and click the “Login” button. You can verify your username/institutional email using the process at the top of this document.

- Click the “Edit Institutional Profile” link
• Edit the demographic information for your institution as needed.
• Select the appropriate person for each official representative category from the dropdown field as needed. Remember, the person must first have an FDP Profile listing your institution before they will appear in the dropdown selection.
• Edit Institutional contacts as needed. These contacts do not require an FDP profile.
• Select the “Update Information” box at the top or bottom of this section to save your edits.
• You can also review information stored in your institution’s FDP Expanded Clearinghouse profile. The information viewed here must be changed through the FDP Expanded Clearinghouse profile update process. The login link for those updates is https://fdpclearinghouse.org/login

• Select the “Update Information” box at the top or bottom of this section to save your edits.