



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 as Administrative, Faculty, or Technical representative. This is not an indication of the *named* official representative.

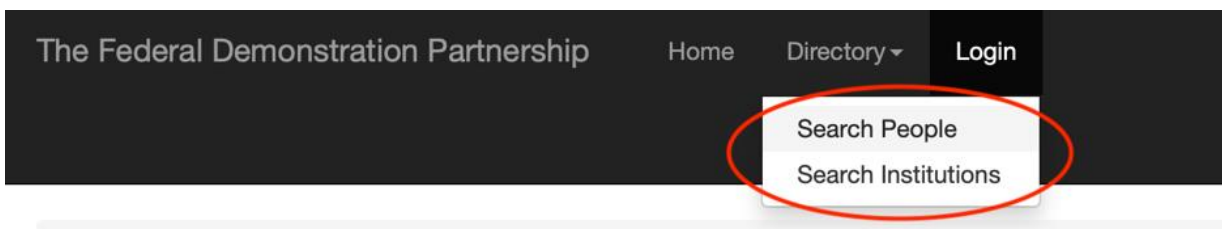
Start by clicking on Member Login from the FDP Homepage

- 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:
Last Name: ...
Organization:
State:
 Only search active participants

- Click on your hyperlinked name from the search results.

Search Results



Name	Organization
Pietrzak, Sara	The Federal Demonstration Partnership

- 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

spietrzak@nas.edu

Active

Experience:

Skills:

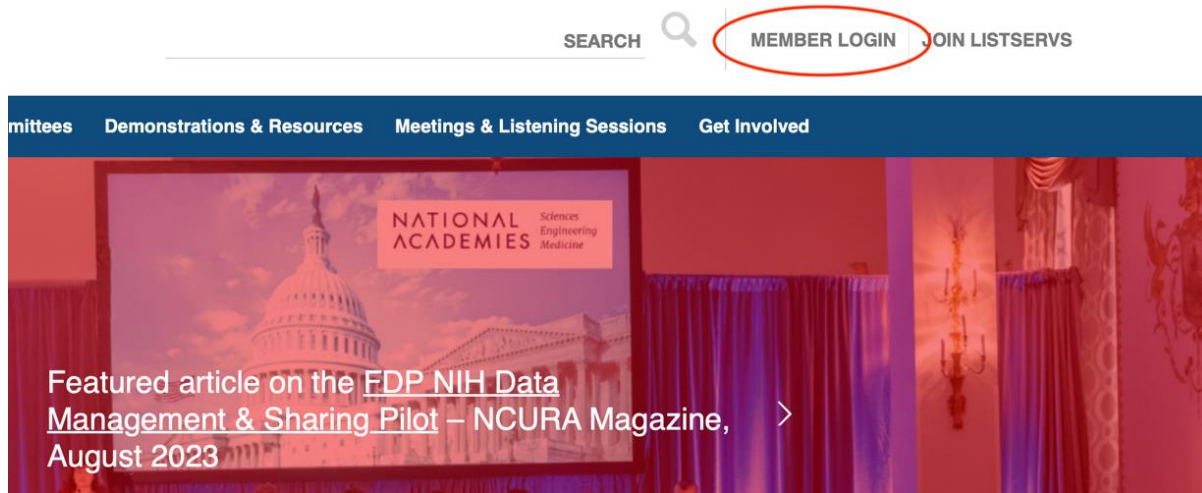
Committee Membership:

Executive Committee, Project Manager
Infrastructure Committee, Member



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.

Home / Login

Login

FDP User ID (or Email Address):

Password:

[Forgot Password](#)

[Create New Account](#)

- 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.

[Home](#) / [Login](#) / [Menu](#) / [Edit Profile](#)

Edit Profile



First Name: MI: Last Name:
Nickname:
Academic Degree:
Certifications:
Organization:
Campus: (for multi-campus organizations)
Title:
Department:
Address:
City: State: Zip:
Phone: () ext. Fax: ()
Email:
Active:

Experience:

<input type="checkbox"/> Animal research compliance	<input type="checkbox"/> Biosafety/Laboratory Safety	<input type="checkbox"/> Cash management	<input type="checkbox"/> Clinical Trial agreement development and negotiations
<input type="checkbox"/> Communications and marketing	<input type="checkbox"/> Conflict of Interest / Financial disclosures	<input type="checkbox"/> Data governance	<input type="checkbox"/> Data Use Agreements

- 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/>.



- You will be taken to <https://thefdp-archive.org/default/login/>.
- Click “Create New Account”

The screenshot shows the login page. At the top, there is a breadcrumb trail: "Home / Login". Below this is the heading "Login". There are two input fields for "FDP User ID" and "Password". Below the fields are "Login" and "Clear" buttons. There is also a "Forgot Password" link. At the bottom, the "Create New Account" link is circled in red with an arrow pointing to it.

- 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.

The screenshot shows the "New Account" page. At the top, there is a breadcrumb trail: "Home / Login / New Account". Below this is the heading "New Account". There is a small introductory text: "If you do not already have an existing user account for the FDP web site, use this page to start the process of creating one. This is a 2 step process." followed by two steps: "Step 1 - Enter basic information to create the shell profile" and "Step 2 - Enter remaining information into the profile". Below this is a paragraph: "Please enter a user ID (which should ideally be your institutional email address), your first and last name, your email address (required), and a new password. Then pick from the list, the organization that you represent." There are several input fields for "User ID (institutional Email preferred)", "First Name", "Last Name", "Email Address", "Password", and "Verify Password". There is also a dropdown menu for "Organization". At the bottom, there is a "Create Profile" button.

- Click the “Edit Profile Link”



Create Account

A new profile record has been created with the User ID of **test** and a password of **"change_me"**. You have automatically been logged into the system. Click on the link below to go to the **Edit Profile** screen to finish entering your information.

[EDIT PROFILE](#)

- 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.

Edit Profile



First Name: Mr. Last Name:
Nickname:
Academic Degree:
Certifications:
Organization:
Campus: (for multi-campus organizations)
Title:
Department:
Address:
City: state: Zip:
Phone: ext: Fax:
Email:
Active:

Experience:

<input type="checkbox"/> Animal research compliance	<input type="checkbox"/> Biosafety/Laboratory Safety	<input type="checkbox"/> Cash management	<input type="checkbox"/> Clinical Trial agreement development and negotiations
<input type="checkbox"/> Communications and marketing	<input type="checkbox"/> Conflict of Interest / Financial disclosures	<input type="checkbox"/> Data governance	<input type="checkbox"/> Data Use Agreements

- Click the "Update Profile" button at the bottom of the page to save your edits.



Reset Your FDP Profile Password

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

Home / Login

Login

FDP User ID (or Email Address):

Password:

[Forgot Password](#)

[Create New Account](#)

- 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

Home / Login / Forgot Password

Forgot Password

Enter your User ID or Email Address in the field below and click "Reset Password".

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

Home / Login / Forgot Password / Send Password

Send Password

A password reset link was sent to the email address on file. If you do not receive an email, please check your spam folder or make sure you entered the correct username. You have one hour to reset your password before the link expires.

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

Home / Login / Forgot Password / Reset Password

Reset Password

Set Password

Enter a new password

Password:

Verify Password:

- Once the reset is complete, click the link to go back to the login page.

Home / Login / Forgot Password / Reset Password

Reset Password

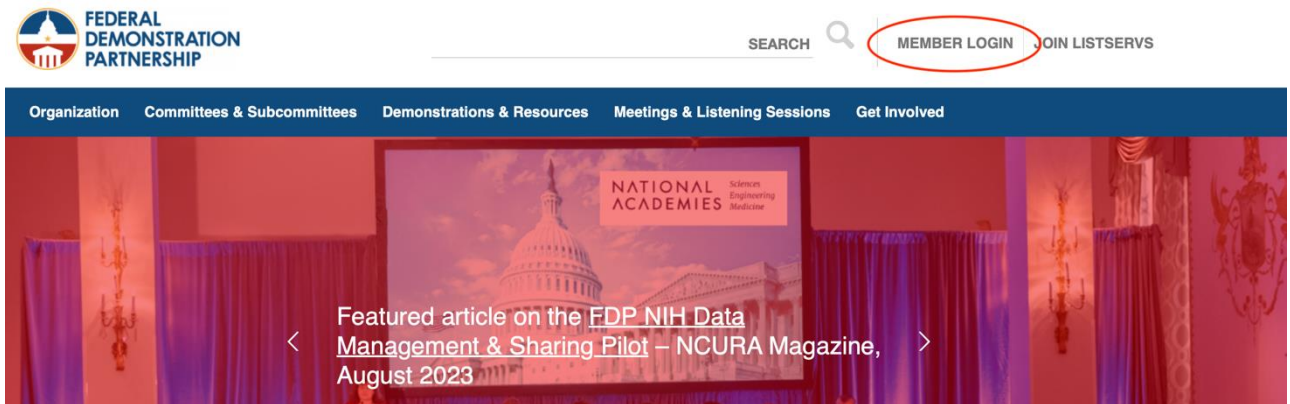
Password updated: [Click here to login.](#)



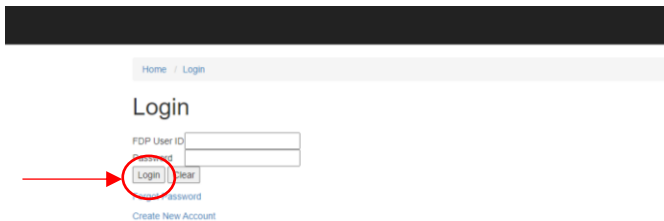
Add/Update Institutional Demographic Information and Official Administrative, Faculty, and Tech Reps

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.

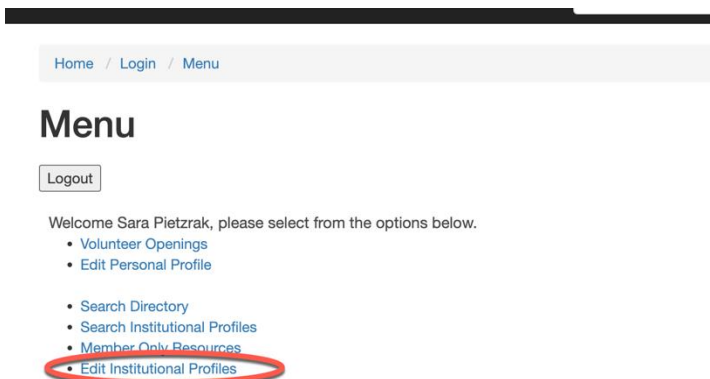
- As the Official Administrative Representative, Click “Member Login” at <https://thefdp.org/> the top right of the FDP homepage.



- 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>

Edit Institutional Profile

Organization Name: Columbia University
(Common Name - Must be edited in the FDP Expanded Clearinghouse)

Member Status: FDP Member

Please verify and update this information as needed.

Click **Update Information** when you have finished making your changes:

Type: Higher Education Institution
 Academic Medical Center
 Independent Research Institution/Organization
 Federal

Additional Institutional Attributes: Public
 Private

Federal Minority Serving Institution Status
 ANAPISI - Asian American and Native American Pacific Islander Serving Institutions
 ANNH - Alaskan Native or Native Hawaiian-Serving Institutions
 HBCU - Historically Black Colleges and Universities
 HSI - Hispanic-Serving Institutions
 NANTI - Native American Non-Tribal Institutions
 PBI - Predominantly Black Institutions
 TCU - Tribal Colleges and Universities

Other
 Emerging Research Institute (ERI - Research expenditures less than \$50,000/year)

Administrative Rep: [Redacted]
 Faculty Rep: [Redacted]
 IT Rep: [Redacted]

Institutional Contacts Edit Institutional Contacts

Contact Type	Name	Email	Position Title
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Update Information

Please verify this information and make changes in your FDP Expanded Clearinghouse profile.

Location

Geographic Region	Country	Congressional District
Mid-Atlantic	US	[Redacted]

Identifiers

UEI	EIN	DUNS
[Redacted]	[Redacted]	[Redacted]

Clearinghouse Contact

[Redacted]

Addresses

Institution	Payment
[Redacted]	[Redacted]

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