

2. Accessing the IDIS Online Application

This section describes how to log into the IDIS Online web application.

2.1 Logging In

To log in to the IDIS Online application in the **Production** environment:

1. Type <http://www.hud.gov/offices/cpd/systems/idis/idis.cfm> in the **Address** field of your browser.
2. Press the **Enter** key.
3. Click on the word **here** to log onto IDIS Online.

The **IDIS Login** page is displayed.

The screenshot shows the IDIS Login page. The page has a red header with the text "Homes & Communities" and "U.S. Department of Housing and Urban Development". Below the header is a red sidebar with the text "Community Planning and Development" and a list of links: "IDIS", "Log on to IDIS", "Getting Started", "Training", "Reporting and Guidance", and "Library". The main content area is white with a red border. It contains the text "Community Planning & Development" and "IDIS Login". Below this is the prompt "Please enter your Username (C*****, B***** or H*****) and Password to log in." There are two input fields: "Username:" and "Password:". Below the input fields is a "Login" button. At the bottom of the page, there is a footer section with the text "If your account is locked out, please call the HITS National Help Desk at 1-888-297-8689, option 3, for a password reset." and a navigation bar with links for "FOIA", "Privacy", "Web Policies and Important Links", and "Home". The footer also includes the U.S. Department of Housing and Urban Development logo and contact information: "U.S. Department of Housing and Urban Development", "451 7th Street S.W., Washington, DC 20410", "Telephone: (202) 708-1112 TTY: (202) 708-1455", and "Find the address of a HUD office near you".

4. Type your **C ID/B ID/H ID** and your **password** in the appropriate fields.
5. Click the **Login** button.

The **Disclaimer** page is displayed.

6. Click the **I accept** button.

If your userid has only one profile, you will be taken directly to the **Welcome** page. If your userid has multiple profiles, **Profile Selection** page is displayed with all your available **Profiles** listed. The **Profile Selection** will vary depending on your profile.

7. Select your profile, and then click the **Select Profile** button.

The **Welcome** page is displayed.

See the following section, *Running Reports*, for step-by-step procedures accessing the IDIS Online reporting capability and running a report.